

Draft to Board on 6/18/09

CURRENT WORDING

**ARTICLE V
MEMBERSHIP**

Membership in the FTDNC is open to all Stakeholders. A Stakeholder is any individual, who lives, works, or owns property within the boundaries of the FTDNC.

PROPOSED WORDING

Membership in the FTDNC is open to all Stakeholders. A stakeholder is defined as any individual who lives, works, or owns property within the boundaries of the FTDNC **and any individual who declares a stake in the neighborhood and affirms the factual basis for it.**

CURRENT WORDING

**ARTICLE VIII
SELECTION OF THE BOARD**

- A. The Board will be comprised of twelve District representatives. Two from each of the six districts and three at large representatives.
- B. Term. All Board members shall serve for a term of two years. In no event shall any Board member serve on the Board for more than eight consecutive years, excluding any service during the initial interim period. In the initial 2005 election term, elected Board members from districts 1, 3, and 5 shall serve for one year, and Elected Board members from districts 2, 4 and 6 shall serve for two years. For the at large seats, the two Elected Board members with the highest number of votes shall serve for two years, and the remaining Elected Board Member shall serve for one year. In the election year 2006, as per these bylaws the Board will be increased by 6 members. An additional Board member per district for a total of fifteen Board members. Districts 1, 3 and 5 will have two candidates' seats open on the ballot and the two candidates with the most votes from each district are elected. Of the two candidates elected, the one candidate with the most votes will serve for 2 years and the candidate with less votes will serve for 1 year. Districts 2, 4, and 6 will have at least one candidate on the ballot and the one receiving the most votes will serve two years.
- C. Basic Qualifications. All candidates must be Stakeholders eighteen years of age or older. During their term, each Board member must maintain the status upon which they were elected for membership (i.e., a District Representative must remain a stakeholder of that District.)
- D. Election of the Board. The FTDNC shall hold an "Election Day" for purposes of electing the Board Members as per the Election Procedures. Stakeholders eighteen years of age or older are eligible to vote. All FTDNC Election Procedures must be consistent with Citywide Election Procedures. Elections shall take place in the 2nd Quarter of the calendar year.
- E. Any vacancy on the board shall be filled by the runner up candidate for the respective seat. (If) Unless there is no runner up, in which case the board shall fill the seat, through a process that includes thirty days proper notice, agenized, per legal requirements, and a majority board vote from a list of eligible candidates.

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F. Outreach. The Board shall establish a system of outreach to find and obtain nominees for subsequent elections to the Board. The Board may choose to design such a system through the committee process. The purpose of this outreach is to put forth a reasonable effort to inform and give Stakeholders desiring to participate on the Board an opportunity to become a Board member. In compliance with DONE's election procedures and the PLAN

PROPOSED WORDING

ARTICLE VIII

SELECTION OF THE BOARD

A. The Board will be comprised of twelve ~~District~~ **Area** representatives. Two from each of the six ~~districts areas~~ and ~~three~~ **two** At Large representatives and one Community Interest representative.

- **Community Interest Representative. One seat may be filled by Any stakeholder of the FTDNC and/or a stakeholder within the expanded definition that don't live , work or own property but are self affirmed to have a stake within the boundaries of the FTDNC. Stakeholders that fit the expanded definition shall only be able to be nominated or vote for a representative nominated for this seat**

B. **Term.** All Board members shall serve for a term of two years and no representative shall serve more than eight consecutive years. ~~In no event shall any Board member serve on the Board for more than eight consecutive years, excluding any service during the initial interim period. In the initial 2005 election term, elected Board members from districts 1, 3, and 5 shall serve for one year, and Elected Board members from districts 2, 4 and 6 shall serve for two years. For the at large seats, the two Elected Board members with the highest number of votes shall serve for two years, and the remaining Elected Board Member shall serve for one year. In the election year 2006, as per these bylaws the Board will be increased by 6 members. An additional Board member per district for a total of fifteen Board members. Districts 1, 3 and 5 will have two candidates' seats open on the ballot and the two candidates with the most votes from each district are elected. Of the two candidates elected, the one candidate with the most votes will serve for 2 years and the candidate with less votes will serve for 1 year. Districts 2, 4, and 6 will have at least one candidate on the ballot and the one receiving the most votes will serve two years.~~

C. **Basic Qualifications.** All candidates must be Stakeholders eighteen years of age or older. During their term, each Board member must maintain the status upon which they were elected for membership (i.e., a **District Area** Representative must remain a stakeholder of that **District Area**.)

D. **Election of the Board.** The ~~FTDNC~~ **City Clerk** shall hold an "Election Day" for purposes of electing the Board Members as per the Election Procedures. Stakeholders, eighteen years of age or older are eligible to vote. All FTDNC Election Procedures must be consistent with Citywide Election Procedures. Elections shall take place in the 2nd Quarter of the calendar year.

E. Any vacancy on the board shall be filled by the runner up candidate for the respective seat. (If) Unless there is no runner up, in which case the board shall fill the seat, through a process that includes thirty days proper notice **prior to the next Executive Board Meeting**, **agenized with a list of the interested candidates**, per legal requirements, and a majority board vote from a list of eligible candidates.

F. Outreach. The Board shall establish a system of outreach to find and obtain nominees for subsequent elections to the Board. The Board may choose to design such a system through the committee process. The purpose of this outreach is to put forth a reasonable effort to inform and give Stakeholders desiring to participate on the Board an opportunity to become a Board member. In compliance with DONE's election procedures and the PLAN

CURRENT WORDING

ARTICLE IX MEETINGS

A. Meetings of the Board. The Board shall meet at least once per calendar quarter

B. Special Meetings. A Special Meeting of the Board for any lawful purpose may be called at any time by a Board member or by a petition signed by 100 or more Members. Notice of the meeting shall be posted at least 24 hours in advance of the meeting. No business, other than the general nature of which was set forth in the notice of the meeting, may be conducted at such a meeting.

C. Notice Requirements. Notice of all meetings shall be given in accordance with the Brown Act. The notice shall specify the date, time, place, and agenda of the meeting. Notices shall be posted in at least the following locations: Lake View Terrace Recreation Center, Faith Baptist Church, Stonehurst Recreation Center, Lake View Terrace Library, East Valley Feed and Tack.

D. Conduct of Meetings. The Board shall make such other rules for the conduct of its meetings as are necessary and appropriate, and shall be the sole judge of such rules. All meetings of the Board and committees of the Council shall be conducted according to the applicable provisions of the Ralph M. Brown Act. The FTDNC will at all times comply with the law, and then, if not inconsistent, the bylaws, and then, if not inconsistent, any applicable Standing Rules.

PROPOSED WORDING

ARTICLE IX MEETINGS

~~A. Meetings of the Board. The Board shall meet at least once per calendar quarter~~

A. Meetings of the General Board. The General Board shall meet monthly rotating the location equally between the three communities. Ie. Lake View Terrace, Shadow Hills and La Tuna Canyon.

B. Special Meetings. A Special Meeting of the Board for any lawful purpose may be called at any time by a Board member or by a petition signed by 100 or more ~~Members.~~ **Stakeholders.** Notice of the meeting shall be posted at least 24 hours in advance of the meeting. No business, other than the general nature of which was set forth in the notice of the meeting, may be conducted at such a meeting.

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CURRENT WORDING

ARTICLE X GRIEVANCE

Grievance Procedure. Any grievance by a Stakeholder must be submitted in writing to the Secretary to the Board. Within five (5) business days of receipt, the Secretary shall refer the matter to an ad hoc grievance committee comprised of three (3) Stakeholders who are randomly selected by the Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance committee. Within five (5) business days, the Secretary will coordinate a time and a place for the committee to meet with the person(s) submitting the grievance and to discuss ways in which the dispute may be resolved. Within fifteen (15) business days of the committee meeting with the person(s) submitting the grievance, a written report shall be prepared by the committee to be forwarded by the Secretary, outlining the committee's collective recommendations for resolving the grievance. The Secretary shall schedule the item to be heard at the next regular meeting of the Board. The Board may receive a copy of the committee's report and recommendations prior to the meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at a meeting of the Board pursuant to the Brown Act. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws, or its failure to

comply with the City's Charter, the Plan, local ordinances, and/or State and federal law. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to DONE for consideration or dispute resolution in accordance with the Plan.

PROPOSED WORDING

ARTICLE X GRIEVANCE

Grievance Procedure. Any grievance by a Stakeholder must be submitted in writing to the **Recording** Secretary to the Board. Within five (5) business days of receipt the **Recording** Secretary shall refer the matter to an ad hoc grievance committee comprised of three (3) Stakeholders who are randomly selected by the **Recording** Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance committee. Within five (5) business days, the **Recording** Secretary will coordinate a time and a place for the committee to meet with the person(s) submitting the grievance and to discuss ways in which the dispute may be resolved. Within fifteen (15) business days of the committee meeting with the person(s) submitting the grievance, a written report shall be prepared by the committee to be forwarded by the **Recording** Secretary, outlining the committee's collective recommendations for resolving the grievance. The **Recording** Secretary shall schedule the item to be heard at the next regular meeting of the Board. The Board may receive a copy of the committee's report and recommendations prior to the meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at a meeting of the Board pursuant to the Brown Act. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and federal law. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to DONE for consideration or dispute resolution in accordance with the Plan.

CURRENT WORDING

ARTICLE XI AMENDMENTS

The Board or any Stakeholder(s) may propose amendments, changes, additions or deletions to these Bylaws during the public comment period of a General meeting of the Board. A proposal to amend these Bylaws, however, must then be formalized in writing and be lodged with the Secretary or the President. The proposed amendment will be placed on the agenda for public discussion at a subsequent General meeting of the Board. A recommendation for amendment or adjustment of these Bylaws must be made by a two-third(s) vote of the entire number of the Board. Thereafter, and within 14 days after a vote recommending adjustment or amendment to the Bylaws, a Notice of Proposed Adjustment of Bylaws shall be submitted to D.O.N.E. along with a copy of the existing Bylaws. No amendment is effective until authorized and approved by D.O.N.E. as provided in the Plan.

PROPOSED WORDING

ARTICLE XI
AMENDMENTS

The Board or any Stakeholder(s) may propose amendments, changes, additions or deletions to these Bylaws **BY ATTENDING THE EX. BOARD MEETING AND SUBMITTING THEIR REQUEST IN WRITING to each Ex. Board member**. The proposed amendment **SHALL** be placed on the **NEXT GENERAL MEETING** agenda for public discussion **and Board vote**. A recommendation for amendment or adjustment of these Bylaws must be **APPROVED** by a two-third(s) vote of the entire number of the Board. Thereafter, and within 14 days after a vote recommending adjustment or amendment to the Bylaws, a Notice of Proposed Adjustment of Bylaws shall be submitted to D.O.N.E. according to the D.O.N.E.'s application process. No amendment is effective until authorized and approved by D.O.N.E. as provided in the Plan.

CURRENT WORDING

ARTICLE XII

FINANCIAL ACCOUNTABILITY

A. All receipts, disbursements, funds handling and investment, accounting, and financial reporting for the Council shall comply with the requirements of the Department, as such the Department from time to time may amend requirements.

B. The Treasurer of the Council shall oversee and be charged with the full custody and control of all Council funds and assets.

C. The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, or federal laws. The Treasurer may request authorization from the other members of the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the Department when implementing the same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Council assets.

D. The Council's financial statements, books and accounts shall be open for inspection and copying by any member of the public upon a written request to the Board. The RTDNC shall comply with the Public Records Act.

E. The Treasurer shall make a written report to the Board on the Council's finances at every regular meeting of the Board and such other times as the Board may request. F. The Treasurer shall prepare and file such documents and returns as are required by the City of Los Angeles and shall make the Council's financial records available for review by any authorized agency of the City of Los Angeles. The Treasurer shall be responsible for preparing or coordinating the preparation of a financial statement for the Department annually. The Treasurer shall also coordinate and cooperate with the Department on establishing a process and/or system by which the Council's finances and book of accounts can be reviewed by the Department pursuant to the Plan.

G. The FTDNC agrees to comply with all financial accountability requirements as specified by City Ordinance 174006 and in the Plan and as stated in the City's Certification Application. The FTDNC further agrees to comply with all financial reporting requirements as prescribed by the Department of Neighborhood Empowerment.

PROPOSED WORDING
ARTICLE XII
FINANCIAL ACCOUNTABILITY

A. The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state, or federal laws. The Treasurer may request authorization from the other members of the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the ~~D.O.N.E. Department~~ when implementing the same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Council assets.

B. All receipts, disbursements, funds handling and investment, accounting, and financial reporting for the Council shall comply with the requirements of ~~D.O.N.E. the Department, as such the Department from time to time may amend requirements.~~

C. The Treasurer of the Council shall oversee and be charged with the full custody and control of all Council funds and assets. The Council's financial statements, books and accounts shall be open for inspection and copying by any member of the public upon a written request to the Board. The FTDNC shall comply with the Public Records Act.

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F. The FTDNC agrees to comply with all financial accountability requirements as specified by City Ordinance 174006 and in the Plan and as stated in the City's Certification Application. The FTDNC further agrees to comply with all financial reporting requirements as prescribed by the Department of Neighborhood empowerment.