

APPROVED

AUG 12 2009

**ARTICLE I
NAME AND ORGANIZATION**

The name of this organization shall be the "Foothill Trails District Neighborhood Council." It may hereinafter be referred to as "FTDNC", "Neighborhood Council" or the "Council". It shall be organized as an advisory body to the City of Los Angeles pursuant to Article IX of the City Charter and any ordinances or regulations promulgated there under.

**ARTICLE II
PURPOSE**

The purpose of the FTDNC is to participate as an advisory body on issues of concern to the stakeholders of the Council area as defined in these bylaws and in the governance of the City of Los Angeles.

**ARTICLE III
MISSION**

The Foothill Trails District Neighborhood Council, consisting of Lake View Terrace, La Tuna Canyon and Shadow Hills, exists to promote greater local participation in government in order to make the Los Angeles City Council and city government more responsive to local needs and wishes. Specifically, to advocate for stakeholders regarding land use, planning, and development, and all issues of concern to our stakeholders; to preserve the rural, recreational, ethnically diverse, and environmentally sensitive nature of our area as an important low-density oasis within the city limits; and to acknowledge that the FTDNC comprises 3 of the few remaining horse keeping areas within the entire city of Los Angeles. The Foothill Trails District Neighborhood Council will facilitate and encourage diverse interests in our community to work together in addressing common concerns and to promote and facilitate dialogue and collaboration with other neighborhoods in the City of Los Angeles.

**ARTICLE IV
POLICY**

The FTDNC endeavors to be the premier conduit between the voice of the community in Lake View Terrace, La Tuna Canyon, and Shadow Hills and the City of Los Angeles to enhance the quality of life in these areas. FTDNC participants will help to set a standard for how area stakeholders will strive to promote and defend the interests of these communities. It is the policy of the FTDNC:

- 1) To provide an inclusive, open forum for public discussion of issues relevant to this Neighborhood Council;

- 2) To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Neighborhood Council;
- 3) To remain non-partisan with respect to political party affiliations and inclusive in its operations including, but not limited to, the election process for governing body and committee members;
- 4) To utilize the Early Notification System (ENS) to inform the Neighborhood Council stakeholders about matters involving the City of Los Angeles (and our community) in a way that is tailored to provide opportunities for involvement in the decision-making process;
- 5) To establish procedures for communicating with all Community Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.
- 6) To encourage all Community Stakeholders to participate in the activities of this Neighborhood Council;
- 7) To prohibit discrimination against any individual or group in the FTDNC operations on the basis of race, religion, color, creed, national origin, ancestry, gender, sexual orientation, age, disability, marital status, income, or political affiliation;
- 8) To have fair, open, and transparent procedures for the conduct of the Neighborhood Council business.

ARTICLE V MEMBERSHIP

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

ARTICLE VI BOUNDARIES OF THE FTDNC

The Area boundaries are described as follows (see FTDNC Map; Attachment A):

NORTH

Begin at the N.E. Corner of the Los Angeles City/Los Angeles County border in Big Tujunga Wash on the provided map.

Follow the city/county border WEST to Paxton St.

Go WEST on Paxton to Foothill Blvd.

WEST

Go S.E. on Foothill to Osborne St.

Go S.W. on Osborne to Glenoaks Blvd.

Go S.E. on Glenoaks to Montegue St.

Go EAST along the southern border of Hansen Dam

Golf course to Wentworth St.

Go S.W. on Wentworth to Sheldon St.

Go S.E. (paralleling Glenoaks) past the southern tip of Stonehurst Rec Center, then

Go EAST across country to the intersection of Stonehurst St. and Sunland Blvd.

Go SOUTH on Sunland to Chivers St.

Go EAST in a straight line following the existing boundary of the Sun Valley Neighborhood Council, then

back West along their boundary until it intersects with the Hansen Heights Channel (storm drain).

Go SOUTH behind the westward facing commercial properties on Sunland Blvd. to just north of the south

facing properties of Vinedale St.

Go EAST behind (north of) the south facing properties on Vinedale St. to the ridgeline (a clear physical boundary) above Vinevalley Drive, then

Go S.E. Along the ridgeline to the N. E. (upper right) corner of the WESTERN half of Verdugo Mountain

Park.

SOUTH

Go counterclockwise around the western half of the park, then

Go EAST along the LA/Burbank border (cutting through the East half of the park) until the border turns

due NORTH.

EAST

Go NORTH on the LA/Glendale city border to the 210 Freeway.

Go WEST on the 210 until it crosses Wentworth Blvd.

Go N.E. across country along the southern edge of the Big Tujunga wash to the joining of Oro Vista Ave.

and Big Tujunga Road.

Go due NORTH across Big Tujunga wash until reaching upper Oro Vista Ave.

Go due WEST to the furthest western point of Oro Vista Ave. Continue due WEST to the southernmost

point of Riverwood Drive.

Go due NORTH behind any western (east-facing) homes on Riverwood Drive.

Continue NORTH behind

any western (east-facing) homes on Ebey Canyon Road. Follow Ebey Canyon Road EAST (behind any

south-facing homes) to Doane Canyon Road.

Go SOUTH on Doane Canyon Road to the end of the road, then continue SOUTH across Big Tujunga

wash to the intersection of Big Tujunga Road and Oro Vista Ave.
Go N.N.E. on Big Tujunga Canyon Road to the N.E. Corner of the Los Angeles City/Los Angeles County border and the National Forest in Big Tujunga Wash on the provided map where we began.

The boundaries may be adjusted in accordance with Article V of the Plan.

B. INDIVIDUAL COUNCIL AREAS

The District shall include six (6) areas designated as Areas 1 through 6. Each area shall contain approximately the same number of residential stakeholders per the latest US Census data.

AREA ONE

Starting where Paxton Street cross the city/county border.

SOUTHWEST to Foothill Blvd.

SOUTHEAST along Foothill to Pierce St.

NORTHEAST along Pierce to Van Nuys Blvd.

EAST along Van Nuys Blvd to city/county line,

WEST along city/county line to Lopez Canyon Rd.

Follow city/county line SOUTHWEST back to the starting point.

AREA TWO

Starting at Pierce St. and Foothill Blvd.

NORTHEAST along Pierce St. to Van Nuys Blvd.

EAST along Van Nuys Blvd. and Terra Vista Way to Tierra Bella.

SOUTHWEST along Terra Bella to Fenton Ave.

SOUTHEAST along Fenton Ave. to Kagel Canyon.

NORTHEAST along Kagel Canyon to Kismet St.

SOUTHEAST along Kismet St. to Sunburst St.

SOUTHWEST along Sunburst St. to the 210 Freeway.

NORTHWEST along the 210 Freeway to Kagel Canyon Road

SOUTHWEST along Kagel Canyon Road to Gladstone St.

WEST along Foothill Blvd. to the starting point.

AREA THREE

Starting at Tierra Bella and Fenton Ave.

NORTHEAST along Fenton Ave. to the County Line

EAST along the County Line to north end of Orcas St.

SOUTH along Orcas St. to the northern border of the Hansen Dam Basin.

EAST going counterclockwise along the eastern border of the Hansen Dam Basin to Wentworth St.

WEST, then SOUTHWEST along Wentworth St. to Bromont Ave.

NORTHWEST along the Southern border of the Hansen Dam Golf Course to Montegue St.

SOUTHWEST along Montegue St. to Glenoaks Ave.

NORTHWEST along Glenoaks Ave to Osborne St.

NORTHEAST along Osborne St. to Foothill Blvd.

EAST along Foothill Blvd. to the 210 Freeway.
NORTHWEST along the 210 Freeway to Sunburst St.
NORTHEAST along Sunburst to Kismet St.
NORTHWEST along Kismet St. to Kagel Canyon
SOUTHWEST along Kagel Canyon to Fenton Ave.
NORTHWEST along Fenton Ave. back to Terra Bella

AREA FOUR

Starting at the city limit near the north end of Orcas St following the city limit

NORTHEAST to

FTDNC border at Big Tujunga Road.

SOUTHEAST along Big Tujunga Rd. to Oro Vista (excluding all habitable areas north of Big Tujunga Wash in Riverwood Ranch as described in FTDNC boundaries)

SOUTHWEST across country to 210 Freeway at Wentworth St.

SOUTHEAST along the 210 Freeway to the intersection of Green Verdugo Fire Road

WEST across country to the intersection of Teazole Canyon Road and Sunland Blvd

NORTH on Sunland Blvd to Johanna Ave

NORTHWEST along Johanna Ave. to La Canada Way.

WEST along La Canada Way to Wheatland Ave.

NORTH along Wheatland Ave. to McBroom St.

WEST along McBroom St. to Clyborn Ave.

NORTH to Wentworth St

NORTHEAST along Wentworth St. to the Western border of the Hansen Dam Basin

NORTH going counterclockwise around the Hansen Dam Basin to Orcas Street so as to include

all properties on Woldrich St.

NORTH along Orcas Street to the starting point.

AREA FIVE

Starting at the intersection of McBroom St. and Clyborn Ave

EAST along McBroom St to Wheatland Ave.

SOUTH along Wheatland Ave to La Canada Way

EAST along La Canada Way to Johanna Ave.

SOUTHEAST along Johanna Ave to Sunland Blvd.

SOUTHWEST along Sunland Blvd to Teazole Canyon Road

SOUTHEAST across country to the intersection of Green Verdugo Fire Road and the 210

Freeway

SOUTHWEST across country passing SOUTH of Ormond St and Sunland Park Drive until

reaching Sunland Blvd at the intersection of the Hansen Heights Flood Control Channel and

Sunland Blvd.

NORTH along Sunland Blvd. to a point halfway between Chivers Ave. and

Stonehurst St.
NORTHWEST passing SOUTH of Elinda Place and Stonehurst Recreation Center to the intersection of Sheldon St. and Wentworth St.
NORTHEAST along Wentworth St to a point due north of Clyborn Ave.
SOUTH to the intersection of Clyborn Ave. and McBroom St.
SOUTHEAST along McBroom St. to the starting point

AREA SIX

Starting where the Foothill Freeway crosses the city line.
WEST and NORTHWEST onlong the Foothill Freeway to a point directly south of Oro Vista Road (in Sunland).
WEST cross country passing north of all properties on Elben St., Del Arroyo Dr., and Ledge Ave.
and along the border of the Sun Valley Neighborhood council to the point where FTDNC border intersects with the Hansen Heights Channel (storm drain).
SOUTH behind the westward facing commercial properties on Sunland Blvd. to just north of the south facing properties of Vinedale St.
EAST behind (north of) the south facing properties on Vinedale St. to the ridgeline (a clear physical boundary) above Vinevalley Drive.
SOUTHEAST along the ridgeline to the Northeast (upper right) corner of the WESTERN half of Verdugo Mountain Park.
Counterclockwise around the western half of the park
EAST along the LA/Burbank border (cutting through the East half of the park) until the border turns due NORTH.
NORTH on the city border to the 210 Freeway back to the starting point.

ARTICLE VII BOARD OF DIRECTORS

A. The FTDNC Board

The Board shall consist of fifteen members representing diverse stakeholder interests and geographic locations as follows and shall be elected in accordance with the provisions of these bylaws.

a. Area Representatives:

1. There shall be Twelve Area Representative Board Members. Two representatives shall be elected from each of the 6 areas.
2. The Area representatives shall be charged with representation of all Stakeholders within the respective areas.
3. These Area Representatives shall be elected by stakeholders who live, work or own property within the boundaries of the entire FTDNC.

b. At-Large Representatives.

1. There shall be two At Large Board members to be filled by any stakeholder that lives, owns, or works within the entire FTDNC.
2. At Large Representatives shall be elected by stakeholders who live, work or own property within the boundaries of the entire FTDNC.

c. Community Interest Representative.

1. This Board member seat may be filled by any person who declares a stake in the FTDNC and affirms with a factual basis for stakeholder status.
2. The Community Representative shall be elected by all stakeholders, including those who affirm with a factual basis for stakeholder status.

d. No single Community Stakeholder group shall comprise a majority of the FTDNC.'s Board of Directors, unless extenuating circumstances are warranted and approved by D.O.N.E.

B. Ex-Officio Members.

Up to five Ex-Officio non-voting members shall be selected by a majority of the fifteen elected board members to represent the interests of various segments of the FTDNC community. Ex-Officio seats shall be flexible to represent the broad range of interests in the NC. Such as, but not limited to, an Ex-Officio seat can be filled by a stakeholder under the age of eighteen i.e. a youth representative, a representative from business, education or faith. In selecting the Ex-Officio Members, the Board shall solicit nominations from groups

representative of the various segments and shall encourage groups in each segment to work together to nominate a consensus candidate.

The Board shall select a representative or representatives from among the various segments. The Ex Officio members of the Board shall not participate or attempt to influence the board decision after closing the public comment on that agenda item and while the voting members of the board are engaging in their

deliberations.

C. Officer's Duties and Qualifications.

All Board members must take the Brown Act, Conflicts of Interest, Ethics Training and all other trainings mandated by D.O.N.E. within 90 days of certification of the election results.

All Officers of the FTDNC shall take the Funding Training before the next General Meeting after election of the officers.

Any Board member or Officer that has not fulfilled the required training must suspend their voting privileges until the requirement is completed.

The Neighborhood Council Board shall elect the officers of the Board from among its elected and/or appointed Members. Officers shall be elected annually. Upon the resignation and/or removal of any officer the Board may elect (as per D.O.N.E.'S requirements) a qualified successor at the next General meeting of the FTDNC. The President shall assume the duties of the vacated officer seat until a successor is elected

In even number years, when the NC elections are conducted by the City Clerk, the election of officers including the President, VP for Administration, VP for Communications and Outreach, Treasurer, Recording Secretary and Corresponding Secretary, shall be elected from and among the Board members at the first General meeting following the certification of the election results.

In odd number years, when the City Clerk does not conduct NC Elections, new officers shall be selected from and among the Board Members on the anniversary month at the General Meeting of the last previous officer selection.

Officers shall serve at the pleasure of the board, and may be removed by a two-thirds vote of the entire Board after consultation with DONE and the giving of fifteen (15) days notice containing the reason for the removal prior to the board vote. Notice shall be given by any method reasonably calculated to provide actual service. The officer may be heard orally or in writing in the General Meeting before the board vote, and may request that a DONE representative be present at that time before such vote is taken.

a. President. The President shall: prepare all Executive Board meeting agendas; prepare the General Board meetings agendas after consultation and majority vote of the Executive Board; preside at all meetings of the Board and Executive Board; be responsible for the posting or delegate the posting of the General and Executive Board meeting agendas; represent the interests of the Council before the City Council and City departments, boards, and commissions, or delegate such representation as warranted; serve as spokesperson for the Council in the

press and before the public as directed by the Board or delegate such a function as warranted; be a signatory for the expenditure of funds.

b. Vice President for Administration. The Vice President for Administration shall: Chair the Rules and Elections Committee; serve as President in the absence of the President; be responsible for the operational and logistical needs of the Board members and Council Committees; be a signatory for the expenditure of funds in the absence of the President and manage the office.

c. Vice President for Communication and Outreach. The Vice President for Communication and Outreach shall; Chair the Outreach Committee; Oversee the FTDNC's website; routinely inform the public of the Council's activities; actively solicit interest and participation in the Council's activities; and maintain a current roster of active Board members and stakeholder's.

d. Treasurer. The Treasurer shall Chair the Budget and Finance Committee. The Treasurer shall have charge and custody of and be responsible for all funds of the Council; be a signatory for the expenditure of funds. Perform all duties incident to the office of Treasurer and such other duties as may be assigned by the Board. As per Article XII

e. Recording Secretary. The Recording Secretary who shall be responsible for recording the minutes of each General, Special and Executive Board meeting, and who shall maintain and archive these records and strive to make the record of each meeting available to the public by suitable means. The Recording Secretary may delegate a person to take minutes at a meeting, if the Secretary's attention will be needed on a matter before the Board

f. Corresponding Secretary. The Corresponding Secretary shall be responsible for maintaining the contact lists of FTDNC Board members, committees and committee members. Shall be responsible for writing letters at the direction of the Board and with consultation of the President and other correspondence duties at the direction of the Chairperson, including but not limited to correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City Government agencies.

D. Executive Board. The Executive Board members shall be the President, as chair, the Vice-President for Administration, the Vice-President for Communication and Outreach, Treasurer Recording Secretary and the Corresponding Secretary.

The Executive Board shall;

1. Consider and recommend to the Board the location of Council offices;
2. Create and follow administrative policies and procedures for the conduct of the Council's business;
3. Make recommendations to D.O.N.E. for the hiring and termination of staff and

consultants;

4. Authorize the application for, receipt and expenditure of money (any amount up to \$200) from any source and for any lawful purpose;

5. Act as a consulting body in setting the agenda for the General Meeting

E. Committees.

All Committees, except the Executive Committee and the Outreach Committee, shall consist of at least three stakeholders. The chairperson for the standing committees will be specified within the bylaws and the chairperson of the council committee shall initially be appointed by the President subject to change by vote of the Committee at the first regular meeting of that committee. Any interested member of the FTDNC stakeholders, including Board members, shall be entitled to serve on any Council Committee upon written or electronic request to the Recording Secretary during the 45 DAY formation period of the council committee

The FTDNC Board shall create a system for the election, selection, or appointment of Stakeholders to committees, sub-committees, and/or ad hoc committees, as the need arises. The Recording Secretary shall note the creation or the disbanding of any Committees in the General Board Meeting minutes.

a. Standing Committees.

All standing committees shall meet at least monthly and the chair of such committees will be responsible for the preparation and posting of the agenda and the minutes.

iv. Budget and Finance Committee. The Budget and Finance Committee shall prepare and submit to the Board for approval the annual budget of the Council. The Treasurer shall be the chair of this committee. Both Vice-Presidents of the Board are members of the Budget and Finance Committee.

ii. Rules and Elections Committee. The Rules and Elections Committee shall review and recommend proposed amendments to these Bylaws, rules concerning the conduct of elections of the Board, and rules of conduct of Council and committee meetings. Adopt rules to govern the conduct of council committees.

iii. Land Use Committee-The Land Use Committee will provide a forum to gather information for land use projects that will impact FTDNC stakeholders. The Land Use may make recommendations for the FTDNC Board for consideration.

iv. Executive Board- The Executive Board members shall be the President, as chair, the Vice-President for Administration, the Vice-President for

Communication and Outreach, Treasurer Recording Secretary and the Corresponding Secretary.

The Executive Board shall;

1. Act as a consulting body in setting the agenda for the General Meeting by a majority vote of the Committee.
2. Authorize the expenditure of money (any amount up to \$200) for the sole purpose of refreshments and advertisements for outreach functions.
3. Make recommendations to the Board for the hiring and termination of staff and consultants;
4. Consider and recommend to the Board the location of FTDNC Council office;

v. Outreach Committee- The Outreach Committee shall consist of representation of at least one board representative from each of the three communities and then open to other stakeholders. The President shall ask or appoint Board members to fulfill this requirement.

vi. Equestrian committee- The Equestrian Committee will provide a forum to gather information for equestrian issues that will impact FTDNC stakeholders. The Equestrian Committee may make recommendations for the FTDNC Board for consideration.

b. Ad Hoc Committees. The Board may create additional committees open to the Membership for purposes of carrying out the functions and duties of the Council consistent with the Plan. Council Committees shall consist of at least three committee members. The chairperson of the committee shall initially be appointed by the President, subject to change by vote of the Committee at the first committee meeting. Any interested member of the FTDNC, including Board members, shall be entitled to serve on any Council Committee upon written or electronic request to the to the Recording Secretary during the 45 day formation period of the Ad Hoc committee.

c. All committee's will be reopened annually after each election of the Officers.

d. All committees shall consist of at least three stakeholders with no limit of stakeholders as members. A maximum of 4 FTDNC board members shall serve on any one committee with the exception of the Executive Committee which will have 6 Board members.

e. All Committee formation periods shall be 45 days but shall be extended until a minimum membership is reached. After the formation period additional members may be added by a majority vote of the committee members.

F. Quorum

Eight Board members shall constitute a quorum. A majority vote of all Board members present shall be sufficient for the Board to take action unless otherwise specified in these Bylaws.

G. Termination, Suspension and Sanction.

a. A Board member may resign in writing to the President or Recording Secretary.

b. Unexcused absences at two consecutive Board meetings or three Board meetings in a calendar year constitute grounds for removal of a board member. An excused absence will be left to the discretion of the President.

c. If grounds appear to exist for removal or suspension of a Board member, at the discretion of the Executive Board after consultation with D.O.N.E. and the City Attorney the following procedures shall be followed:

i. The Board member shall be given fifteen (15) days prior notice of the proposed removal or suspension and the reasons for this action.

Notice shall be given by any method reasonably calculated to provide actual service.

ii. The Board member shall be given an opportunity to be heard, orally or in writing, at least five (5) days prior to the proposed removal or suspension. The hearing shall be held, or the written statement considered, by the Board or by a Committee appointed by the Board to determine whether the removal or suspension should take place. The Board member shall have the opportunity to be heard and to call witnesses at this hearing in accordance with the Open Meeting Laws and these bylaws.

iii. The Board or grievance Committee appointed pursuant to article X shall decide whether or not the Board member should be suspended, removed or sanctioned in some other way. A Board member may be removed, suspended or

sanctioned by an affirmative vote of a two third(s) of Board members.

iv. Duration of suspensions and the nature of sanctions shall be determined on an individual basis by the Board or the Committee appointed by the Board.

v. This section shall not be enforced without the authorization and approval of the Office of the City Attorney.

H. Process for Reconsideration

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a Proposed Action should the motion to reconsider be approved. A Board member who has previously voted on the prevailing side of the original action taken can only make a motion for reconsideration. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

ARTICLE VIII SELECTION OF THE BOARD

A. The Board will be comprised of twelve Area representatives; two from each of the six areas, two At Large representatives and one Community Interest representative.

Community Interest Representative. This seat may be filled by any stakeholder of the FTDNC. Stakeholders that don't live, work or own property within the boundaries of the FTDNC shall only be able to be nominated and 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.

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., an Area Representative must remain a stakeholder of that Area.)

D. Election of the Board. The 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.

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, agendized with a list of the interested candidates, per legal requirements, and a majority board vote from a list of eligible candidates at the next General Board Meeting.

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.

ARTICLE IX MEETINGS

A. Meetings of the General Board. The General Board shall meet monthly rotating the location equally between the three communities. i.e. 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 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.

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. 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

with the law, the bylaws, and then, if not inconsistent with the law, any applicable Standing Rules.

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.

ARTICLE XI AMENDMENTS

The Board or any Stakeholder(s) may propose amendments, changes, additions or deletions to these Bylaws by attending the Executive Board Meeting and submitting their request in writing to each of the Executive Board Members. The

proposed amendment shall be placed on the next General Board 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

application process. No amendment is effective until approved by D.O.N.E. as provided in the Plan.

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 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. 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.

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.

D. 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.

E. 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 quarterly report. 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.

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.

**ARTICLE XIII
ETHICS**

The Council, its representatives, and all Stakeholders will endeavor to conduct Council business in a professional and respectful manner. The FTDNC shall be subject to any or all applicable sections of the City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1). All applicable laws of local, state, and federal government shall be the minimum ethical standard for the FTDNC, its Board of Directors, and Community Stakeholders.