



After completing this form, please submit it by mail, email, or bring it to a Board meeting. If you would like assistance, please contact us. Fill out separate forms for each unrelated complaint. PLEASE PRINT ALL INFORMATION.

Complaint Against Grass Roots Venice Neighborhood Council (GRVNC)

1. Your Name: Are you a stakeholder of the GRVNC? YES NO

2. How should we contact you? (This information may become public when your complaint is submitted):

Three horizontal lines for contact information.

3. Please describe the actions or events you are complaining about (use additional pages, if necessary).

Three horizontal lines for description of complaint.

4. Date the incident occurred, and the name(s) of person(s) thought to be responsible for the complaint.

Three horizontal lines for date and responsible person(s).

5. Does your complaint related to the violation of an article of the GRVNC Bylaws, Citywide Plan for Neighborhood Councils, Los Angeles City Neighborhood Council Charter/Ordinance or other governing document? YES NO If Yes, please explain:

Two horizontal lines for explanation of violation.

6. How have you attempted to informally resolve your complaint:

Two horizontal lines for informal resolution attempts.

7. What remedy or solution are you seeking?

Two horizontal lines for desired remedy or solution.

Signature Date

For Office Use Only: Date Received: Received By:

## PROCEDURE FOR COMPLAINTS AGAINST THE GRVNC

### From the GRVNC Bylaws:

*“Grievance: Any GRVNC Community Stakeholder who is adversely affected by a decision of the GRVNC may submit a written Grievance to any member of the Board of Officers. The Board of Officers (or a sub-committee thereof, if so designated by the Board) shall review the Grievance at either a regular Board of Officers meeting or a specially called meeting. The complainant shall be notified no less than four (4) days prior to this meeting in order that she/he may attend. The Board shall resolve the Grievance or take appropriate action and shall advise the complainant of its determination.”*

#### **I. Complete Complaint Form**

A complaint may be filed against the Grass Roots Venice Neighborhood Council by submitting a “Complaint Form” available from the GRVNC web page at [www.grvnc.org/Grievance](http://www.grvnc.org/Grievance). The GRVNC complaint form may also be obtained by contacting the GRVNC Secretary via email at [secretary@grvnc.org](mailto:secretary@grvnc.org) or by calling the GRVNC Infoline at 310.399.5515.

#### **II. Submit Complaint Form**

Submit a completed GRVNC Complaint Form to the GRVNC secretary by mail at P.O. Box 550, Venice, CA 90294, and/or by fax to 651-331-5515 and/or by email to: [secretary@grvnc.org](mailto:secretary@grvnc.org).

The secretary will notify you in writing upon receipt of your complaint within two weeks. If you do not receive a written acknowledgement of your complaint, please call the Department of Neighborhood Empowerment at (213) 473-5391 or (213) 485-1360 for assistance.

You may also submit your complaint to any member of the GRVNC Board.