

**NOTE:**

The 2005-2006 GRVNC Bylaws Committee amended provisions of the 2001 Bylaws and has completed its work. This document contains all amendments adopted by the Committee since its first meeting on November 17, 2005 and constitutes its final report to the GRVNC Board of Officers for its review and disposition. Amendments are underlined and deletions are in ~~striketrough~~ format. This version corrects errata in the 060320 version. JDM 060325.

**BYLAWS**

**Ratified December 13, 2001**

City Attorney/DONE-requested changes adopted by the GRVNC Board on 8-26-02 by a vote of 18-0 and ratified by the GRVNC General Assembly on 10-28-02 by a vote of 74-0

Election Date revisions adopted by the GRVNC Board on 8-26-02 by a vote of 18-0 and ratified by the GRVNC General Assembly on 10-28-02 by a vote of 83-0

Election Date revisions adopted by the GRVNC Board on 12-13-05 by a vote of 15-0-0 and ratified by the GRVNC General Assembly on 1-17-06 by a vote of 90 in favor, 6 opposed and 9 rejected ballots

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## ARTICLE I — NAME AND ORGANIZATION

The name of the organization shall be “~~Grass Roots Venice Neighborhood Council.~~” ~~It shall hereinafter be referred to as “GRVNC.”~~ It shall be organized as a public Neighborhood Council, dedicated to the empowerment of the Venice community.

## ARTICLE II — PURPOSE AND POLICY

**A. Mission Statement.** To improve the quality of life in Venice by building community and to secure support from the City of Los Angeles for the resources needed to achieve our goals.

**B. Purpose.** The purpose of the ~~Grass Roots Venice Neighborhood Council~~ shall be:

1. To engage the broad spectrum of ~~GRVNC Community Stakeholders~~ for collaboration and deliberation on matters affecting the community including events, issues and projects.
2. To work with other organizations in Venice and other Los Angeles neighborhood councils that want help in accomplishing their objectives or projects that the ~~GRVNC Venice Neighborhood Council~~ desires to support.
3. To promote ~~GRVNC Community Stakeholder~~ participation and advocacy in Los Angeles City government decision-making processes and to promote greater awareness of available City resources.
4. To be an advocate for Venice to government and private agencies.

**C. Policy.** The policy of the ~~Grass Roots Venice Neighborhood Council~~ shall be:

1. To respect the ~~Community Stakeholders of the GRVNC~~ as the ultimate authority and controlling force of the ~~GRVNC Venice Neighborhood Council~~.
2. To consistently and diligently outreach to the diverse and ever-changing Venice community.
3. To respect the autonomy of all individuals, groups, and organizations within the community.
4. To maintain the confidentiality of the Voting Member database as required by law.

## ARTICLE III — MEMBERSHIP

**A. ~~GRVNC Community Stakeholders.~~** “~~GRVNC Community Stakeholders~~” are defined as individuals who live, work, or own property within the ~~GRVNC Venice Neighborhood Council~~ boundaries. ~~In addition, Community Stakeholders shall be identified by participation in, among other things, educational institutions, religious institutions, community organizations or other non-profit organizations, block clubs, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith based groups and organizations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, arts associations, political action groups, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, codewatch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.~~

**B. Voting Members.** Any GRVNC Community Stakeholder who chooses to register may become a "Voting Member." Voter registration ~~will~~ shall be conducted in accordance with Article VI, as interpreted by the Rules and Elections Committee. Proof of ~~Community Stakeholder~~ status ~~will~~ shall be required for voting rights to be effected.

**C. Member Rights.** Members shall have at minimum the following rights:

1. To vote to elect the Board of Officers, as specified in Articles IV and VI.
2. To ~~initiate discussion,~~ comment on an action, policy, or position.
- ~~3. To make a motion to hold a non-binding, advisory vote at any general meeting. All individuals present at such a meeting, whether or not they are registered as Voting Members, shall be allowed to participate in such an advisory vote.~~
- ~~34.~~ To make use of initiative, recall, and grievance procedures outlined in Article V.
- ~~45.~~ To participate in and provide feedback at all meetings of the GRVNC Venice Neighborhood Council.
- ~~56.~~ To participate on standing and ad hoc committees and assist with the various activities of the GRVNC Venice Neighborhood Council, as specified in Article VII.
- ~~7. To establish ad hoc advisory or working committees reporting to the GRVNC Board of Officers, as specified in Article VII.~~

**D. Privacy.** ~~The GRVNC Voting Member database will be deemed confidential to the fullest extent of the law. It shall be maintained by the Communications Officer and the Communications and Outreach Committee. Official GRVNC business requiring communication to the Voting Members shall be disseminated by the Communications Officer.~~

## ARTICLE IV — BOARD OF OFFICERS

**A. Governing Body:** The Governing Body of the GRVNC Venice Neighborhood Council shall be the ~~GRVNC~~ Board of Officers. The Board of Officers shall establish policies and positions of the GRVNC Venice Neighborhood Council at its regular meetings and review and recommend actions to governmental and other entities on issues affecting the Venice community. The ~~GRVNC~~ Board of Officers is comprised of twenty-one (21) voting Officers, elected from and by the population of ~~GRVNC~~ Voting Members, as follows:

- Seven (7) Executive Officers (~~elected at-large~~)
- ~~Seven (7) At-Large Officers~~
- ~~Seven (7) Geographical Representative Officers~~
- Fourteen (14) Community Officers

**B. Executive Officers:** Seven (7) Executive Officers are elected at-large. (~~i.e. any Voting Member may run for and vote for any at-large office~~), including: The Primary Duties of the Executive Officers are:

1. **President** (~~Chair General, Board and Executive Committee meetings, connect with other Neighborhood Councils in Los Angeles~~).

- ~~2. **Vice President** (Chair Event Planning Committee, assume duties of the President when the President is unavailable to perform his/her duties).~~
- ~~3. **Second Vice President** (Assume duties of the Vice President when the Vice President is unavailable to perform his/her duties, Co-Chair Communications and Outreach Committee. Serves as Executive committee liaison for Geographic representatives).~~
- ~~4. **Secretary** (Record minutes, post minutes to website no later than 7 days after meetings, make minutes available prior to next meeting, maintain public record of the GRVNC).~~
- ~~5. **Treasurer** (Chair Budget, Finance and Fundraising Committee, oversee finances, report at Board Meetings, maintain balance sheets, financial accountability, etc. Co-sign along with another Executive Officer all checks for disbursement of funds greater than \$100).~~
- ~~6. **Communications Officer** (Chair Communications and Outreach Committee, oversee Early Notification System, etc.).~~
- ~~7. **Government Relations Officer** (Chair Government Relations Committee, perform City Oversight function, etc.).~~

### **1. President**

- Chairs the Stakeholder, Board of Officers and Administrative Committee meetings.
- Sets agenda for Administrative Committee meetings
- Appoints chairs of the Ad Hoc Committees, subject to veto by a majority of Administrative Committee
- Acts as chief liaison with Los Angeles City and other government agencies for delivery of Community Impact Statements and other correspondence

### **2. Vice President**

- Assumes the duties of the President when the President is unavailable and performs other duties as delegated by the President
- Chairs the Neighborhood Committee
- Acts as chief liaison with other Neighborhood Councils
- Maintains oversight of Standing and Ad Hoc Committees

### **3. Secretary**

- Responsible for producing accurate minutes of Stakeholder, Board of Officers and Administrative Committee meetings and for submitting the minutes for public posting no later than seven (7) days after the meeting
- Maintains all public records of the Neighborhood Council
- Receives and logs all submissions and correspondence to the Venice Neighborhood Council and refers them to the appropriate Officer or Committee within seven (7) days

### **4. Treasurer**

- Chairs the Budget and Finance Committee
- Oversees the finances of the Neighborhood Council to assure total compliance with all DONE and Los Angeles City requirements
- Submits financial reports to the Board of Officers at every regular meeting

### **5. Communications Officer**

- Oversees the maintenance and updating of the Neighborhood Council web site.
- Responsible for email announcements to Stakeholders
- Responsible for the on-time posting of all meeting notices and agendas pursuant to the Brown Act
- Responsible for posting of the minutes of meetings received from the Secretary or Committee Chairs within three (3) days
- Responsible for maintaining and updating the Stakeholder database and ensuring its confidentiality

### **6. Community Outreach Officer**

- Chairs the Community Outreach and Events Planning Committee
- Organizes quarterly Stakeholder meetings and special events
- Works with Stakeholders, Board Officers, and Committees to promote participation in Neighborhood Council activities

### **7. Land Use and Planning Committee Chair**

- Chairs the Land Use and Planning Committee
- Responsible for preparation and submission of all required reports to the Board of Officers

~~The Immediate Past President shall be, as implied by the name, a non-elected position. The Immediate Past President shall serve as a non-voting, ex-officio member of the Executive Committee and Board of Officers.~~

~~**C. Seven (7) At-Large Community Officers:** Seven (7) Fourteen (14) Community Officers shall be are elected at-large from Voting Members. These Officers may (but are not required to) represent specific Community Stakeholder Organizations operating within the GRVNC boundary area, such as neighborhood associations, chambers of commerce, religious institutions, schools, arts associations, political action groups, youth organizations, non-profits, etc. Each Voting Member shall cast one vote from a ballot listing all candidates for Community Officer. The fourteen Community Officer candidates with the highest vote totals shall be elected. Community Officers shall serve on at least one Standing Committee and shall serve on and/or chair other committees.~~

~~**D. Immediate Past President:** The Immediate Past President shall serve as a non-voting, ex-officio member of the Administrative Committee and Board of Officers, and shall be the principal conduit of the Neighborhood Council institutional memory.~~

### ~~**D. Seven (7) Geographical Representative Officers**~~

~~Seven Officers shall be elected from Voting Members who live (either homeowner or renter) in each of the following districts of the GRVNC boundary area:~~

- ~~1. Lincoln Place / Penmar~~
- ~~2. North Beach / Rose / Ocean Front Walk~~
- ~~3. Central Venice / Oakwood~~
- ~~4. South of Palms, East of Lincoln~~

5. Windward Circle / Abbot Kinney / Milwood / Walk Streets
6. Oxford Triangle / Silver Triangle / President's Row
7. Canals / Peninsula / South Beach / Silver Strand

~~Geographical representatives shall represent the interests of the Community Stakeholders within their District. Geographical representatives will maintain excellent lines of communication with the various neighborhoods, business, and other organizations operating within their district. Geographical representatives will actively outreach to Community Stakeholder groups and individuals within their district. Geographical representatives will, in conjunction with the Communications and Outreach Committee (see Article VII) and the City of Los Angeles, carry out the Neighborhood Council responsibilities related to the Early Notification System, as created and maintained by the Department of Neighborhood Empowerment (hereinafter referred to as "DONE").~~

~~District boundaries were developed by mapping the boundaries of existing neighborhood organizations and by examining year 2000 census tract data. The district boundaries strive to respect the boundaries of communities of interest and natural or manmade boundaries while providing a comparable distribution of stakeholder population among the seven districts. See Article XI for a detailed description of the individual district boundaries.~~

#### **E. Officer Responsibilities**

~~In addition to specific Officer Responsibilities defined above for Executive Officers and Geographical Representative Officers, all other Officers will serve on at least one Standing Committee and will serve on and/or chair other Committees.~~

~~**F. Vacant Board Seats:** If all Board seats are not filled after the election, they shall be filled by the majority vote of the other elected Officers. Officer seats vacated before the natural expiration of their term shall be filled by a majority vote of the remaining Officers. Officers selected pending confirmation shall serve as ex officio Board Officers until confirmed in these manners shall be until confirmed or replaced by election by a majority vote of the Voting Members present and voting at the next GRVNC general stakeholder or Town Hall a separate GRVNC Election meeting, to be held in a timely manner after such selection.~~

#### **GE. Term**

~~Each term of office shall be two years (excepting those initial terms described below). Terms shall begin on October 1st and end on September 30<sup>th</sup> 30 days after the challenge period to the election expires or after the Final Decision Maker issues findings and shall end with the commencement of the terms of their successors. See Article VI (Elections) for further details on initial terms, staggering, and term limits.~~

#### **HF. Quorum**

~~A minimum of eleven (11) of the twenty one (21) GRVNC Officers shall be required to be present at Board of Officers and GRNVC general meetings for to establish a quorum to be present. Administrative Committee meetings shall require a minimum of four (4) members to be present of the seven (7) Executive Officers shall be required at Executive Committee meetings for to establish a quorum to be present. A majority vote of Officers present shall be sufficient for the Board of Officers or the Executive Administrative Committee, as appropriate, to rule on business, unless otherwise stated in these Bylaws.~~

## **IG. Resignations, and Removals, and Vacancies**

1. If an Officer is elected to any City of Los Angeles political office, he or she must immediately resign from the Board.
2. Any Officer may resign by submitting a written resignation to the President or the Secretary.
3. The Board may remove any Officer whenever the best interests of the GRVNC Venice Neighborhood Council would be served. No Officer shall be removed for any arbitrary, capricious or discriminatory reason. If an Officer fails to consistently attend those meetings at which ~~they are~~ he or she is expected, the Board may remove the Officer and declare the seat vacant. ~~Executive Officers are expected to attend all Executive Committee meetings, Board of Officers meetings and GRVNC General meetings. Board Members~~ Officers are expected to attend all Board of Officers ~~meetings and GRVNC General~~ Stakeholder meetings. Absence from four (4) consecutive meetings or seven (7) or more meetings during the previous twelve months shall be deemed a failure to consistently attend. A three-quarters (3/4) vote of Officers present at a Board of Officers meeting ~~or GRVNC General Meeting~~ is required for removal. Such action shall be effective immediately upon the Board vote to remove. In such case, the President shall send a certified letter to the person, stating that he or she is no longer an GRVNC Officer.
4. ~~A person removed from the Board is ineligible to serve on the Board for twelve (12) months from the date of removal.~~
4. Vacant Board seats shall be filled by a majority vote of the remaining elected Officers. Officers selected in this manner shall serve as ex officio Board Officers until confirmed or replaced by election by a majority vote of the Voting Members present and voting at a subsequent Election Meeting.

## **ARTICLE V — MEMBERSHIP OVERSIGHT**

To ensure accountability of the Board of Officers to the ~~GRVNC Community~~ Stakeholders, the following procedures are established:

**A. Initiative:** An Initiative is a procedure by which Voting Members may directly petition for a proposal and secure its submission to the ~~GRVNC Community~~ Voting Members for approval. The initiative process does not apply to Amendment of these Bylaws. Any ~~GRVNC~~ Voting Member may put forth an Initiative by presenting a petition to the ~~Executive Committee or the Board of Officers~~ Secretary with one-hundred (100) signatures of ~~GRVNC~~ Voting Members ~~or five percent (5%) of all GRVNC Voting Members, whichever is less,~~ supporting the motion. The petition shall include a paragraph of fifty (50) words or less outlining the purpose and content of the Initiative.

1. Receipt of this completed petition by the ~~Executive Committee or the Board of Officers~~ Secretary shall trigger this item being scheduled as an action item on the Agenda at a separate ~~GRVNC~~ Election Meeting to be held not less than thirty (30) days nor more than ninety (90) days following receipt of the completed petition. Notice of the Initiative, including the outline paragraph of fifty (50) words or less, shall be made in all public meeting notices and announcements for the upcoming meeting at which the Initiative shall be voted on.
2. Passage of the Initiative requires a majority vote of the ~~GRVNC~~ Voting Members present and voting at the ~~GRVNC~~ Election Meeting, not to be less than ~~fifty (50)~~ one hundred (100) votes in favor of the Initiative.
3. If the Initiative passes, the Voting Member(s) who put forth the Initiative must be willing

to chair and/or organize an Ad Hoc Committee (when appropriate) to carry out the action of the Initiative, if so directed by the Executive Administrative Committee or the Board of Officers.

4. ~~The Initiative process does not apply to Amendment of these Bylaws. For Amendment procedures, see Article X.~~

**B. Recall:** Recall is the procedure by which Voting Members may ~~directly~~ remove an elected GRVNC Officer. Any GRVNC Voting Member may put forth a Recall petition by presenting a petition to the ~~Executive Committee or the Board of Officers~~ Secretary with no less than two-hundred (200) signatures of GRVNC Voting Members supporting the motion.

1. Receipt of this completed petition by the ~~Executive Committee or the Board of Officers~~ Secretary shall trigger this item being scheduled as an action item on the Agenda at a separate GRVNC Election Meeting to be held not less than thirty (30) days nor more than ninety (90) days following receipt of the completed petition. Notice of the Recall petition, including the name of the Officer subject to Recall, shall be made in all public meeting notices and announcements for the upcoming meeting at which the Recall shall be voted on.
2. Removal of the Officer by Recall requires a three-quarters (3/4) majority vote of the GRVNC Voting Members present and voting at the GRVNC Election Meeting, not to be less than ~~one hundred (100)~~ two hundred (200) votes in favor of the Recall.
3. ~~Geographical Representative Officers are subject to Recall only if the above-referenced two-hundred (200) signatures on the Recall petition are from Voting Members with Community Stakeholder status inside the District which the Officer represents. In such an instance, removal of the Geographical Representative Officer shall require a three quarters (3/4) majority vote of the GRVNC Voting Members present at the separate GRVNC Election Meeting who are Voting Members with Community Stakeholder status inside the District which the Officer represents, not to be less than fifty (50) votes in favor of the Recall.~~

**C. Grievance:** Any GRVNC Community Stakeholder who is adversely affected by a decision of the GRVNC Board of Officers may submit a written Grievance to the Secretary ~~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. All grievances shall be referred to the Rules and Elections Committee for review and recommendation to the Board of Officers. The Board shall review the grievance and committee findings. All grievances shall be reviewed and appropriate action taken not more than sixty (60) days after receipt of the grievance.

## ARTICLE VI — ELECTIONS

### A. Timing

Beginning with the September 2007 election and except as stated below in paragraph H (Transitional Provision), Elections for the GRVNC Board of Officers shall be held annually every two (2) years at the September GRVNC Election Meeting or within ninety (90) days thereafter. The only order of business at this the annual Election Meeting shall be the election of the Board of Officers. The first Election shall elect all twenty-one (21) Officers. ~~and shall be held in a timely manner after certification by the City of Los Angeles, with terms effective immediately after the election.~~ Elections thereafter shall be staggered, ~~electing ten (10) officers in odd-numbered years and eleven~~



~~(11) officers in even numbered years (the Immediate Past President will be a non-elected position). The specifics of the staggering procedure are described below. Special Additional Election Meetings may additionally be held during a Stakeholder or Board of Officers meeting called where a vote of the GRVNC Voting Membership is required, as specified elsewhere in these bylaws.~~

### **~~B.~~ Staggering**

~~For the initial GRVNC Board elections, the following ten (10) Officers shall be elected to initial terms effective through June 30, 2003, with two-year terms thereafter:~~

- ~~1. Secretary~~
- ~~2. Treasurer~~
- ~~3. Communications Officer~~
- ~~4. Seven (7) At Large Officers~~

~~The remaining Officers shall be elected to two-year terms in the initial and subsequent elections.~~

### **~~C.~~ Term Limits**

~~No person may serve more than eight (8) consecutive years in any office of the GRVNC Board of Officers, in accordance with the DONE plan.~~

### **~~D.~~ Registration**

~~GRVNC Community Stakeholders may register to become Voting Members at any time up to one hour before the Election Meeting. Registered Voting Members who qualify as current Community Stakeholders at the time of elections are entitled to vote at the Election Meeting.~~

~~Stakeholders, with the exception of those who utilize vote-by-mail, may register to vote up to and including the day of any Election Meeting.~~

### **~~E.~~ Qualification**

~~Any Community Stakeholder within the GRVNC boundaries who is sixteen (16) years or older, or a junior or senior in High School, may vote. complete a GRVNC registration form and become a GRVNC Voting Member. Any Community Stakeholder who is under 16 years old but is a junior or senior in High School is also qualified to become a Voting Member upon proof of such status. See Article III for a definition of requirements for Community Stakeholder qualification.~~

### **~~F.~~ Credentials**

~~A valid Credential(s) may be is required at the time of registration to prove Community Stakeholder status before a Voting Member may cast a ballot. In addition, on the day of the Election Meeting, valid identification shall be required of any previously registered Voting Members before they may cast a ballot.~~

~~If Voting Members are unable to provide proof of Stakeholder status on the day of the election, they may cast a Provisional Ballot pursuant to the election procedures.~~

Examples of Valid Credentials include the following:

- ~~CA Drivers License~~
- ~~CA Residency Card~~
- ~~School ID Card~~
- ~~A business card~~
- ~~A recent utility bill~~
- ~~An imprinted check~~

~~Other Proof of Community Stakeholder status will~~ shall be accepted ~~per~~ under the standards adopted by the Rules and Elections Committee which shall include, at a minimum, proof of identity and verifiable proof of Stakeholder status.

### **GF. Voting**

Voting for election of Officers shall be by ballot. Each Voting Member shall be entitled to cast votes ~~(as applicable due to staggered elections)~~ as follows:

- One (1) vote for President
- One (1) vote for Vice President
- ~~One vote for Second Vice President~~
- One (1) vote for Secretary
- One (1) vote for Treasurer
- One (1) vote for Communications Officer
- One (1) vote for Community Outreach Officer
- One (1) vote for Land Use and Planning Committee Chair
- ~~One vote for Government Relations Officer~~
- One (1) vote for only one (1) Community Officer. The Community Officer candidates with the fourteen (14) highest vote totals shall be elected.
- ~~One vote for each At Large Officer. The seven At Large Officer candidates with the highest vote totals shall be elected. Each GRVNC Voting Member may vote for up to seven (7) candidates when the seven (7) At Large Officer positions are up for election.~~
- ~~One vote for one Geographical Representative Officer. Each GRVNC Voting Member may vote for only one Geographical Representative Officer when the seven (7) Geographical Representative Officer positions are up for election.~~

If more than two (2) candidates are running for an Executive Officer position ~~Office~~, a plurality shall be sufficient to elect unless the election procedures direct otherwise.

No voting by proxy is allowed, ~~either in elections or for the Board of Officers to rule on business.~~

### **HG. Election Procedures**

The Rules and Elections Committee ~~is granted broad~~ has discretion ~~to interpret these rules and to~~ create additional rules and procedures as necessary to hold ~~annual GRVNC Board of Officers elections or special~~ additional Election Meetings. ~~The Rules and Elections Committee shall be~~

guided by the principles of fairness and democracy in creating such rules. All Election Procedures must be in conformance with citywide election procedures and be approved by a two-thirds (2/3) majority of the full Board. In the case of conflict between these Bylaws and an Election Procedure, these Bylaws shall prevail.

**H. Transitional Provision:** All Officers in the September 2006 transitional election shall be elected for one-year terms: President, Vice President, Community Outreach Officer, Land Use and Planning Chair, and seven (7) Community Officers (the former seven Geographical Representative Officer positions).

## **ARTICLE VII — COMMITTEES**

~~GRVNC Community~~ Stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee Chair. The following Standing Committees shall be established:

**A. Executive Administrative Committee:** Consists of the Seven Executive eight (8) GRVNC Officers, including the President, Vice-President, Secretary, Treasurer, and four (4) Community Officers who shall be elected by the fourteen (14) Community Officers at the first Board of Officers meeting. Chaired by President. Sets agenda for Board of Officers, Executive Committee, and GRVNC Stakeholder meetings. Can veto Ad Hoc Committee Chair appointments. Establishes ad hoc and other Committees. Acts as administrative body for the GRVNC. Recommends actions to the Board of Officers. The Executive Committee shall have the authority of the Board of Officers to make decisions on emergency and routine business items, and shall report all such actions and decisions to the Board, which may modify or reverse such actions or decisions upon a majority vote.

**B. Neighborhood Committee:** Chaired by the Vice President. Using the eight (8) existing neighborhoods defined in the Venice Specific Plan plus the additional neighborhood east of Lincoln Boulevard as a guide, the Committee shall consist of, at a minimum, nine (9) Stakeholders, one (1) from each neighborhood, plus the Chair. Nine (9) Neighborhood Committee members shall be elected by the Board of Officers from a list of candidates who have formally communicated to the Board their desire to serve on the Neighborhood Committee. The Board shall, within thirty (30) days after beginning their term, hold a Board of Officers meeting for the election of Neighborhood Committee members. The candidate with the highest vote totals in each of the nine (9) districts shall be elected. Other neighborhoods and/or Stakeholders representing other neighborhoods or neighborhood interests may be added at the discretion of the Neighborhood Committee. The committee shall promote greater awareness of available City resources and services and act as a conduit between the Board and Venice neighborhoods, assisting in community outreach and bringing neighborhood issues to the attention of the Board.

**BC. Rules and Elections Committee:** Chaired by Community Officer as nominated by the Executive Administrative Committee, subject to approval of the Board of Officers. Organizes and executes general GRVNC elections and Election Meetings. Responsible for compliance with the GRVNC Bylaws. Proposes and enforces Election Procedures and Standing Rules to the Board of Officers as necessary. Establishes a Nominations sub-committee as necessary. Informs the voting members of all election rules and procedures, and reports at GRVNC general meetings on any changes to these that it has adopted. Holds grievance hearings and makes findings and recommendations to the Board.

**CD. Budget, Finance and Fundraising Committee:** Chaired by Treasurer. Oversees and administers all GRVNC Venice Neighborhood Council financial matters, including

system of financial accountability as required by DONE and the City of Los Angeles.

~~**D. Communications and Outreach Committee:** Chaired by Communications Officer, Co-Chaired by the Second Vice President. Includes all Geographical Representative Officers and may include additional Voting Members as determined by the Communications and Outreach Committee. Oversees, administrates and executes Early Notification System and communications with GRVNC Community Stakeholders. Performs ongoing outreach to GRVNC Community Stakeholders.~~

~~**E. Government Relations Committee:** Chaired by Government Relations Officer, Co-Chaired by another GRVNC Voting Member as nominated by the Board. Fulfill City Oversight function and liaise with City and other governmental entities.~~

~~**FE. Outreach and Event Planning Committee:** Chaired by Vice President Community Outreach Officer. Organizes and execute quarterly General Stakeholder meetings and special events. Performs ongoing outreach to Stakeholders.~~

~~**GF. Land Use and Planning Committee:** This nine (9) member Committee shall include seven (7) GRVNC Voting Members (i.e. registered GRVNC Community Stakeholders), each as nominated by the individual Geographical Representative Officers, one for each District. Additionally, the Committee shall include two (2) GRVNC Officers, as nominated by the Board of Officers. Committee members shall elect the chair and/or co-chair(s). The Land Use and Planning Committee shall review, take public input, report on and make recommendations of actions to the Board of Officers on any land use and planning issues affecting the GRVNC community.~~

The Land Use and Planning Committee (LUPC) shall consist of nine (9) Stakeholders including the elected Chair. No Board Officer may serve as a LUPC member with the exception of the Land Use and Planning Committee chair; EXCEPT that, for the term ending October 2007, the LUPC shall include two (2) additional members who are Board Officers as nominated by the Board of Officers. Eight (8) LUPC members shall be elected by the Board of Officers from a list of candidates who have formally communicated to the Board their desire to serve on the Land Use and Planning Committee. The Board shall, within thirty (30) days after beginning their term, hold a Board of Officers meeting for the election of LUPC members. The eight (8) candidates with the highest vote totals shall be elected.

A LUPC member may be removed from service by a two-thirds (2/3) majority of the full Board of Officers. Vacancies shall be filled in the same manner that committee members were originally elected.

The Land Use and Planning Committee recommendations to the Board of Officers shall be in the form of a written report, which shall include a project description, pros & cons, a summary of community input and any LUPC findings.

~~**H. Conservation Committee:** This committee will address conservation issues within the Venice boundaries and those issues outside of the formal boundaries that directly affect conservation issues within Venice.~~

~~**G. Education Committee:** Chaired by Community Officer nominated by the Administrative Committee, subject to approval of the Board. The Committee has the general responsibility for addressing the issues, concerns, programs and services related to the education of children, youth, and adults and developing specific strategies and policies for influencing and achieving constructive outcomes within the schools, classrooms, and other education/learning centers that serve the Venice Community.~~

~~Other Standing or Ad Hoc Committees may be established as deemed appropriate by the Executive Committee and/or the Board of Officers, to carry on the work of the GRVNC. Other than as~~

~~specified above. Chairs are named appointed by the Executive Committee President, subject to approval by the Board of Officers. A Committee may be chaired by and may include any GRVNC Community Stakeholder. Other than the Executive Committee and Land Use and Planning Committee, which have membership specified above, Unless otherwise restricted by the Bylaws, committee membership is open to any Stakeholders, and the size and composition of each Committee beyond what is specified in these bylaws is left to the discretion of each Committee and its Chair.~~

## **ARTICLE VIII — MEETINGS**

**A. Notice:** Meetings shall be open to the public as required with proper notice as mandated by DONE and the Brown Act. Ongoing outreach shall be performed to inform Community Stakeholders of meetings.

~~**B. Brown Act:** Meetings, including Standing Committee Meetings, are subject to Brown Act requirements as mandated by state law.~~

### **CB. Meeting Frequency:**

1. ~~The Executive Administrative Committee and the Board of Officers shall meet at least every two (2) months bi-monthly.~~
2. ~~GRVNC General Stakeholder meetings shall be held at least quarterly.~~

~~**DC. Elections:** GRVNC Board of Officers Elections shall be held in accordance with ARTICLE VI of these Bylaws, annually in September. Elections Meetings where a vote of the GRVNC Voting Membership is required may be held at any time, subject to the Brown Act requirements.~~

~~**ED. Agenda:** The Executive Administrative Committee shall establish the Agenda for Board of Officers and GRVNC General meetings. Any Voting Member Stakeholder can request suggest that a matter be placed on the Agenda for any Board of Officers meeting by making such request to the Secretary, suggestion at the regularly scheduled meeting of the Executive Administrative Committee or by submitting such request in writing to an Officer of the Board. If a suggestion for such an Agenda item request made by an Officer is not included on the Agenda by the Executive Administrative Committee, the Executive Committee President shall notify the that Stakeholder Officer in a timely manner as to why the item was not included on the Agenda. A petition signed by sixty (60) Voting Members may override this determination and require that item to be placed on the Agenda of a Board of Officers meeting within sixty (60) days. The Executive Committee shall report on all such written communications at its regular meetings and shall place such matters on the Agenda that fall within the Purposes and Policies set forth in Article II at its discretion.~~

~~F. The Executive Committee shall schedule, organize and execute Executive Committee meetings and Board of Officers meetings, and shall report at GRVNC General Meetings on actions taken. G. The Event Planning Committee shall schedule, organize and execute General Meetings.~~

~~**HE. Rules of Civility:** Due honor and respect shall be afforded to all. All Officers and Stakeholders shall abide by the Rules of Civility as specified by DONE.~~

~~I. No member of the general assembly shall speak longer than three (3) minutes at one time without permission of the Chair.~~

## **ARTICLE IX — GOVERNING AUTHORITY**

~~**AF. Governing Parliamentary Authority:** Robert's Rules of Order (current version) Newly Revised shall serve as the Governing Parliamentary Authority of GRVNC the Venice Neighborhood Council. An unbiased Parliamentarian may be appointed by the President to assist~~

~~in the resolution of parliamentary issues. Board to assure that the Governing Parliamentary Authority is adhered to both at General meetings and at Board meetings.~~ In the case of any conflict between these Bylaws and the Governing Parliamentary Authority, these Bylaws shall prevail.

**BG. Standing Rules:** Standing Rules may be ~~approved~~ adopted by the Board of Officers to supplement these Bylaws. Such rules shall be in addition to these Bylaws and shall not be construed to change or replace any Bylaw. In the case of conflict between these Bylaws and a Standing Rule, these Bylaws shall prevail. ~~If there is a conflict between a provision of the Bylaws and a Standing Rule, the Bylaw shall govern.~~ Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board of Officers.

## **ARTICLE IX — AMENDMENT**

Amendment of these Bylaws shall be in writing and shall follow one of the following two procedures:

### **A. Amendment by Board of Officers:**

1. Requires a two-thirds (2/3) majority vote of the Board of Officers, and
2. Must be ratified by a majority ~~fifty percent (50%)~~ of the Voting Members present and voting at a subsequent ~~GRVNC~~ Election Meeting, not to be less than fifty (50) Voting Members voting in support of the Amendment. This such meeting to shall be held not less than thirty (30) days nor more than ninety (90) days following the approval of the Amendment by the Board of Officers.

**B. Direct Amendment by GRVNC Voting Members:** Voting Members may ~~directly~~ amend these Bylaws by presenting a petition to the ~~Executive Committee~~ Secretary with no less than ~~fifty (50)~~ two-hundred (200) signatures of ~~GRVNC~~ Voting Members supporting the motion. All revisions to the Bylaws ~~should~~ shall use strikethroughs to denote deletions from the Bylaws and underlines to denote additions to the Bylaws.

1. Receipt of ~~this the~~ completed petition by the ~~Executive Committee~~ Secretary shall trigger ~~this the~~ item being scheduled as an action item on the Agenda at a separate ~~GRVNC~~ Election Meeting to be held not less than ~~thirty (30)~~ ninety (90) days following receipt of the completed petition. ~~Notice of the Amendment, including the name of the Article(s) to which revisions are proposed, shall be made in all public meeting notices and announcements for the upcoming Election Meeting at which the Amendment shall be voted on.~~
2. Passage of the Amendment requires a two-thirds (2/3) majority vote of the ~~GRVNC~~ Voting Members present and voting at the ~~GRVNC~~ Election Meeting.

**C. DONE Approval:** Amendment of the Bylaws passed by either of the above methods is ~~then~~ subject to ~~the approval process mandated~~ by DONE.

## **ARTICLE XI — BOUNDARIES**

**A. Venice Neighborhood Council Boundaries:** Boundaries of the GRVNC shall follow the traditional boundaries for Venice, as set forth in the City of Los Angeles Venice Area Specific Plan and the City of Los Angeles Planning and Land Use Map for Venice, with one exception, as noted below. These traditional boundaries are approximately described as the City of Santa Monica to the North, the Pacific Ocean to the West, Marina del Rey (unincorporated County of Los Angeles) to the South, and Walgrove Avenue, the eastern edge of the Venice High School grounds, Culver City, Walnut, Del Rey and Lincoln Boulevard on the East. The exceptions to these traditional boundaries are:

A. The area between Walgrove Ave. and Beethoven St., contains many of the schools serving the Venice Community including Venice High, Mark Twain Junior High, Walgrove Elementary and Beethoven Elementary. The grounds of these schools shall be considered an overlap area with the Neighborhood Council established by the Mar Vista Community.

## **B. District Boundaries**

### **District 1: Penmar / Lincoln Place**

Western Boundary: Lincoln Blvd.

Southern Boundary: Palms Blvd.

Northern Boundary: City of Santa Monica (Navy to Dewey Ct. ROW to N. edge of Penmar)

Eastern Boundary: Walgrove Ave and eastern edge of school grounds

Description of Boundaries: Lincoln Blvd. at City of Santa Monica south to Palms Blvd., east on Palms, jog south on Penmar Ave. then continue east on Palms to Walgrove Ave., north Appleton, east on Appleton to Maplewood, north on Maplewood to Morningside, west on Morningside to Walgrove, north on Walgrove to the street north of Penmar Golf Course straight through along the southern border of the City of Santa Monica to Lincoln Blvd (border of Santa Monica runs between Ozone Ave. and Machado Dr. west of Penmar Park).

Census Tracts: All of #2731; Partial Tract #2714 between Walgrove and Beethoven North of Palms

### **District 2: Rose / North Beach**

Western Boundary: Pacific Ocean

Southern Boundary: S. Venice Blvd at the Beach;

Boundary then goes North on Pacific to Westminster, then East along Westminster past Riviera to the dead end of Alhambra Ct., thence parallel to Abbot Kinney to Main St., North on Main to Brooks, East on Brooks to Hampton Dr., North on Hampton Dr. to the alley South of Rose Ave (continuation of Rose Ct.), thence East to Lincoln, thence North to the City of Santa Monica border, thence West along the border to Navy to the Pacific Ocean.

Census Tracts: Partial #2735, All of #2734 except small portion of Abbot Kinney, Partial #2733 and #2732 north of Rose Ct. or alley along that line.

### **District 3: Central Venice / Oakwood**

Start at Lincoln Blvd. at Rose Ct.; South along Lincoln to California Ave.; West along California Ave. to Electric Ave; Northwest along Electric Ave. to Hampton Dr.; North along Hampton Dr. to line of Rose Ct.; East along Rose Ct. to Lincoln Blvd.

Census Tracts: Most of #2733 and #2732 except portions north of Rose Ct.

### **District 4: South of Palms, East of Lincoln**

Start at Lincoln Blvd. at Palms; East along Palms to Penmar; South on Penmar to Palms; East on Palms to Beethoven St.; South along Beethoven to Venice Blvd; West along Venice Blvd. to Lyceum Ave; South along Lyceum to Zanja St. (Culver City border); West along Zanja to Lincoln; North on Lincoln to Palms.

Census Tracts: All of #2737; Partial #2738 east of Lincoln; Partial #2721 west of Beethoven.

### **District 5: Windward Circle / Abbot Kinney / Milwood / Walk Streets**

Start at S. Venice Blvd. and Pacific; North along Pacific to Westminster; East on Westminster to Alhambra; Northwest along line of Alhambra (parallel to Abbot Kinney) to

intersection of Brooks and Main; North on Main to Vista; East along the line of Electric Ave. to Electric Ave; Southeast along Electric Ave to California Ave; Northeast on California to Lincoln; South on Lincoln to Venice; West on S. Venice to Pacific.

Census Tracts: All of #2736; Partial #2735 (east of Pacific); Partial #2734 (along Abbot Kinney).

**District 6: Oxford Triangle / Silver Triangle / President's Row**

Start at Lincoln and Venice Blvd; South on Lincoln to Zanja/Van Buren; East on Zanja to Walnut; South on Walnut (turns into Del Rey) to Maxella; West on Maxella to Lincoln; South on Lincoln to LA County unincorporated line (south of 90 intersection); Northwest (parallel to Admiralty Way, following City of LA boundary and census tract border) to Washington at Mildred; Along LA County unincorporated line (Washington Blvd.) to Ocean/Via Marina; North on Ocean to S. Venice Blvd; East on S. Venice to Lincoln.

Census Tracts: All of #2741; Partial #2738 west of Lincoln; Partial #2739 east of Ocean.

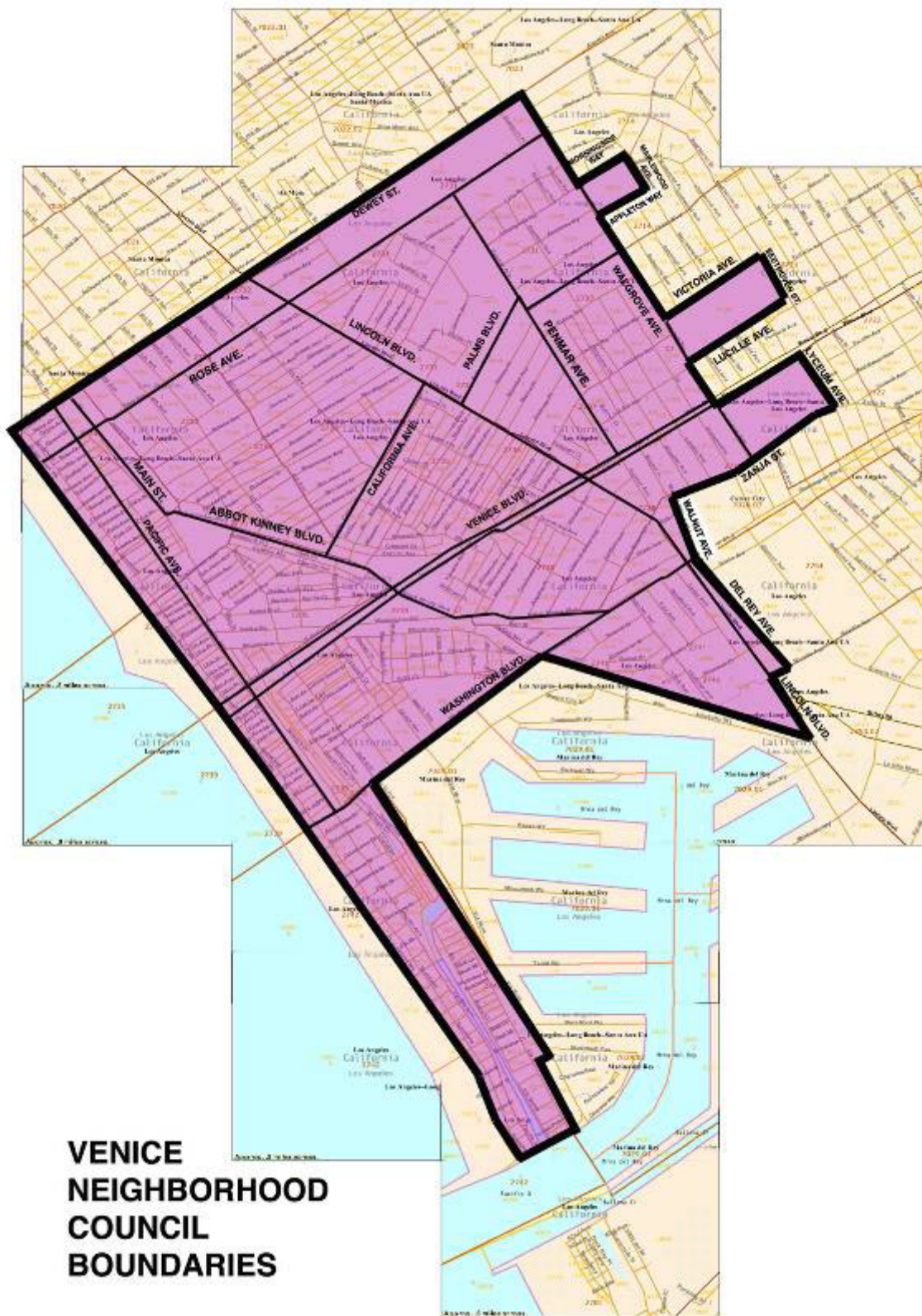
**District 7: Canals / Peninsula / South Beach / Silver Strand**

Start at S. Venice and Ocean Ave.; West on S. Venice to the water; South along the coastline to the Marina; East on Via Marina (LA County unincorporated line) to Via Dolce; North on Via Dolce to Roma Ct; East on Roma Ct. to Via Marina (following City of LA border and LA County unincorporated line); North on Via Marina to Tahiti Way; North along LA County unincorporated line (parallel to Via Dolce) to Dell Alley; North along Dell Alley which jogs to the West to Via Dolce; North on Via Dolce to Washington; East on Washington to Ocean; North on Ocean to S. Venice.

Census Tracts: All of #2742; Partial #2739 west of Ocean Ave.



## B. Venice Neighborhood Council Boundaries Map



## ARTICLE XII - ETHICS

**A. Nondiscrimination.** The ~~GRVNC~~ Venice Neighborhood Council shall encourage all ~~Community~~ Stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed, national origin, ancestry, gender, sex, sexual orientation, age, disability, marital status, income, citizenship status, or political affiliation in any of its policies, recommendations, or actions.

**B. Conflict of Interest.** The ~~GRVNC~~ Venice Neighborhood Council shall be subject to ~~any or all~~ applicable sections of the City of Los Angeles Governmental Ethics Ordinances. ~~All~~ Applicable laws of local, state, and federal government shall be the minimum ethical standard for ~~GRVNC~~ the Venice Neighborhood Council and its Board of Officers, and its membership.

**C. Restriction on Political Campaigns.** The ~~GRVNC~~ Venice Neighborhood Council shall not participate in, ~~or interfere in (including the publishing or distribution of statements)~~ any political campaign on behalf of any candidate for public office ~~other than the Venice Neighborhood Council.~~ This restriction shall not be interpreted to forbid informational events such as candidates<sup>2</sup> forums. It is expected that a member of the Board who is elected to a City of Los Angeles political office will resign from the Board prior to taking such office.

## ARTICLE XIII - FINANCIAL ACCOUNTABILITY

The ~~GRVNC~~ Venice Neighborhood Council agrees to comply with all financial accountability and reporting requirements prescribed by the City of Los Angeles and ~~DONE. as specified by City Ordinance 174006 and the Plan and as stated in the City's Certification Application.~~ The ~~GRVNC~~ Venice Neighborhood Council further agrees to comply with all reporting requirements as prescribed by ~~DONE.~~

## ARTICLE XIV - OUTREACH AND COMMUNICATION

**A.** ~~The GRVNC will make a continuing and concerted effort to increase the voting membership and achieve a diversity of Community Stakeholder representation in the membership and on committees, consistent with the DONE Plan.~~

**B.** ~~The GRVNC will in good faith communicate with all Neighborhood Council Community Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner, consistent with the DONE Plan.~~

**C.** ~~The GRVNC will advertise all meetings in advance using such methods identified by the Communications and Outreach Committee or GRVNC membership and deemed to be timely and effective, consistent with the Brown Act.~~

**D.** ~~The Communications and Outreach Committee will have general responsibility for developing specific strategies, policies, and procedures for outreach and communications, and for working with geographic representatives to implement and coordinate outreach and communication activities.~~