



BYLAWS

THE NEIGHBORHOOD COUNCIL OF WESTCHESTER/PLAYA Approved February 2012

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Article I – Name

This organization shall be known as The Neighborhood Council of Westchester/Playa, hereafter, referred to as the “NCWP” or the “Council”.

Article II – Purpose

- A. To serve as a conduit for the flow of information to and from the City of Los Angeles and other local government agencies about issues of interest to the Westchester/Playa del Rey/Playa Vista Community.
- B. To be a forum for the discussion and review of issues of interest to the Westchester/Playa del Rey/Playa Vista Community.
- C. To be an advocate for and to make recommendations and comments for the Westchester/Playa del Rey/Playa Vista Community to governmental and private agencies.
- D. To assist other organizations in the Westchester/Playa del Rey/Playa Vista Community which desire assistance with their issues of concern, to the extent the Council believes it is in the community’s best interest to support such matters.
- E. To provide representation for the diverse interests of all Stakeholders in the Westchester/Playa del Rey/Playa Vista Community
- F. To engage in such other activities as are allowed by law.

Article III – Boundaries

Section 1. External Boundaries - The area served by the NCWP shall generally conform to the Westchester/Playa del Rey/Playa Vista Community Plan and include such portions of the City of Los Angeles as are included in the following boundaries:

To the West – Pacific Ocean

To the North – Ballona Creek from the Pacific Ocean East to Bay St., Bay St. South to Jefferson Blvd., Jefferson Blvd. East to Centinela Ave., Centinela Ave. East to La Cienega Blvd.

Additional NE Section – North from the intersection of Centinela Blvd. and La Tijera Blvd. to ½ block North of 63rd St., East to La Brea Ave., La Brea Ave. South to 64th St., 64th St. West to La Cienega Blvd.

To the East – City of Inglewood

To the South – City of El Segundo (North half of Imperial Highway from Dune St. to I-405 is within the NCWP boundaries).

Add'l SW Section – Southeasterly from the intersection of Imperial Highway and Pershing along the El Segundo City Boundary to Candy Cane Park, West to the Pacific Ocean.

See “Attachment A – Map of Neighborhood Council of Westchester/Playa Area” for exact perimeter boundaries.

Section 2. Internal Boundaries – The boundaries of Residential Districts are defined in Attachment A – Map of Neighborhood Council of Westchester/Playa Area.

Article IV – Stakeholder Definition

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work, or own property in the neighborhood and also to those who declare a stake in the neighborhood and affirm the factual basis for it.

Article V – Governing Board

The day-to-day affairs of the Council shall be handled by the Board of Directors (Board). Only the Board can vote on operational issues, including expenditure of funds.

Section 1: Composition - A stakeholder may run for any Board position for which they qualify. Candidates for Board positions will be asked to provide their qualifications for the seat to which they wish to run.

The Council’s Board shall consist of thirty-one (31) members, hereafter referred to as “Board Members” or “Directors”, as follows:

A. One (1) resident from each of the fifteen (15) districts as defined on the attached “Attachment A – Map of Neighborhood Council of Westchester/Playa Area”. Stakeholders who seek election to one (1) of these seats must be a resident of the specified district at the time of the election to the position. District residency shall be determined by street address with boundaries running down the center of the roadway of the boundary street.

The President shall form an ad hoc committee to review and adjust the

district boundaries as necessary to reflect changes in population distribution such that each residential district shall contain roughly the same number of residents. The committee shall be formed in sufficient time to make recommendations to the Board, which can be incorporated into the election procedures for that upcoming election.

B. Three (3) Members At-Large – Each shall be a person who lives, works, or owns property within the NCWP boundaries.

C. One (1) At-Large Affirmation Seat - Shall be a person who lives, works or owns property within the NCWP boundaries or declares a stake in the neighborhood and affirms the factual basis for it.

D. A representative from each of the following groups for a total of twelve (12) Board members:

1. Three (3) Business Area Seats – Each shall be a business owner or manager of a business licensed with the City of Los Angeles, located within the NCWP boundaries in a commercial location. Three (3) seats total, one (1) in each zip code: 90045, 90293 and 90094.
2. Community Organizations - Shall be an officer or director of a non-political community organization located and regularly meeting within the NCWP boundaries.
3. Education - Shall be an educator or administrator affiliated with a K-12 school located within the NCWP boundaries.
4. Income Property Owner - Shall be a residential or commercial property owner or his/her representative, who rents or leases property to others within the NCWP boundaries. The stakeholder is not required to reside or have his primary place of business located within the NCWP boundaries for this seat.
5. Los Angeles World Airport - Shall be an employee of Los Angeles World Airports who is involved with the operation of Los Angeles International Airport (LAX).
6. Loyola Marymount University - Shall be an administrator or staff member of Loyola Marymount University.
7. Religious - Shall be the spiritual leader of a religious group located within NCWP boundaries.
8. Senior Citizens - Shall live within the NCWP boundaries and be at

least sixty (60) years old.

9. Service Clubs and Fraternal Organizations - Shall be a member in good standing of a service club or fraternal organization located within the NCWP boundaries.
10. Youth Organizations - Shall be a representative of a governing body affiliated with a youth organization located within the NCWP.

Section 2: Quorum - Sixteen (16) Board Members shall constitute a quorum. Proxies may not be used for purposes of satisfying this quorum requirement.

Section 3: Official Actions - Each Board Member shall have one (1) vote, except for the Presiding Officer, who will only vote if there is a tie. Proxies are not allowed. A simple majority vote by the Board members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits - All elected seats have a four (4) year term, with a staggered election cycle, electing half the Board during each election. Initially, all Board Members will be elected and the staggering system begins with the next election. The intent is to establish a staggered election system where approximately half of the Board is elected at each City conducted election beginning with the election conducted between March and June 2010. Positions elected to a one (1) time, two (2) year term beginning in Year 2010 shall be designated Group A. Positions elected to a four (4) year term beginning in Year 2010 shall be designated Group B.

A. The terms of office shall be staggered in the following two (2) groups:

Group A. Residential Districts 2, 4, 6, 8, 10, 12, 14; At Large 1; At Large Affirmation; Business Area 90045 and 90293; Community Organizations; Education; LMU; Service Clubs and Youth Organizations.

The first two (2) year term election for Group A shall be in 2010 and the first four (4) year term election for Group A shall be in 2012.

Group B. Residential Districts 1, 3, 5, 7, 9, 11, 13, 15; At Large 2 and 3; Business Area 90094; Income Property; LAX; Religious and Senior Citizens.

The first four (4) year term election for Group B shall be in 2010.

B. There are no term limits.

Section 5: Duties and Powers – The primary duties of the Board shall be to

govern the Council and to carry out its objectives. The President shall be authorized to represent the Council for purposes of communicating a Board position to any governmental entity, the press or any other person. The President or the Board may authorize any other person to represent the Board on enumerated subject matter.

Section 6: Vacancies - In no event shall a vacancy inhibit the ability of the Board to conduct business. In the event that a seat cannot be filled or is vacated for any reason, the President shall appoint a qualified replacement to serve out the duration of the current term of office for that Board position, subject to two-thirds (2/3) Board approval of the Board Members present at the meeting.

Section 7: Absences – The failure of a Board Member to notify the President of his/her absence from a scheduled meeting shall be deemed an “unexcused absence.” Each Council Board Member absence shall be recorded in the Council’s Meeting Minutes.

Section 8: Censure – The Council can take action to publically reprimand a Board Member for actions conducted in the course of Council business by censuring the Board Member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action.

Section 9: Removal – A Board Member may be removed for any of the following reasons:

- A. The Member is unable to carry out his/her duties and responsibilities due to time limitations, illness and/or other personal obligations.
- B. A change in the status that qualified the Member to hold his/her seat shall result in automatic removal.
- C. Failure to comply with the city-administered ethics training within six (6) months of being seated as a Board Member.
- D. A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct. Removal of the identified Board Member requires a two-thirds majority of the attending Board Members.
- E. Three (3) unexcused absences from duly-noticed Board meetings shall result in automatic removal.

Section 10: Resignation - A Board Member may resign from the Council by notifying the President in writing of his/her intention, and the position shall be deemed vacant. Any resignation shall be announced to the Board by the

President at the next scheduled meeting.

Section 11: Community Outreach – The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

Article VI – Officers

Section 1: Officers of the Board – The Board of Directors will have the following officers: President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2: Duties and Powers – These persons shall have the following duties:

A. President: The President shall have general supervision, direction and control of all business and activities of the Board. The President shall preside over all meetings of the Council and shall be ex-officio member of all committees. The President is responsible for the issuance of all Council meeting notices in accordance with the procedures set forth in these bylaws.

B. Vice President: The Vice President shall perform the duties of the President at any time the President is unwilling or unable to perform those duties, as well as other duties deemed necessary or appropriate by the President.

C. Recording Secretary: The Recording Secretary shall keep minutes of all Council meetings and all meetings of the Board.

D. Corresponding Secretary: The Corresponding Secretary shall conduct the Council general correspondence and preserve the Council's records and documents.

E. Treasurer: The Treasurer shall be responsible for maintaining the financial records of the Council in accordance with Article IX Finances.

Section 3: Selection of Officers – Board Officers shall be elected by a majority vote of the Board Members present at the first regularly scheduled Board meeting after the certification of the election. In the case a vacancy occurs between elections, a new Board Officer shall be nominated by a Board Member and elected by a majority vote of the Board Members present at the meeting at which the nomination(s) is/are discussed.

Section 4: Officer Terms – The Officers shall serve two (2) year terms and serve at the pleasure of the Board. They may stand for re-election every two (2) years.

Article VII – Committees and Their Duties

Section 1: Standing Committees – All Standing Committees shall be established by the President, subject to approval by a majority of the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be subject to approval by a majority of the Board.

Section 2: Ad Hoc Committees – The President, subject to approval by a majority of the Board, may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization –

A. The President may form, subject to approval by a majority of the Board present, any Standing Committee or Ad Hoc Committee (“Committee”) as required to service the needs of the organization.

B. Members: Membership on committees (both Board Member and non-Board Member) shall be by appointment of the President, subject to simple majority vote of the Board present. Each Board Member is expected to serve and participate on at least one (1) Standing Committee. The President shall be an ex-officio member of all committees.

C. Chairpersons: Committee chairs must be Board Members and shall be appointed by the President subject to Board approval. The Chairperson shall serve for a term of one (1) year or until a successor is chosen. Committees determine how they shall conduct their business, subject to all applicable rules, laws and regulations.

D. Committee chairs may invite non-board members to participate in any given committee, as may be required, to assist in the work of the Committee.

E. Each Committee shall be required to provide a written report on its activities at each regular meeting of the Board of Directors.

F. Agenda Notice: The Committee Chairperson shall set the agenda for all of their committee meetings. Notice for all standing committee meetings shall be posted in advance of each meeting in accordance with all applicable sections of the Ralph M. Brown Act, which shall also govern

the conduct of such meetings.

G. Removal of Committee Members – Committee members may be removed in the same manner in which they were appointed. A committee member may be removed for any of the following reasons:

1. The member is unable to carry out his/her duties and responsibilities due to time limitations, illness and/or other personal obligations.
2. A committee member may be removed from the committee for good cause, including, but not limited to, disruptive conduct; interfering with committee business; violations of the Bylaws, Operating Procedures or Code of Conduct. Removal of the identified committee member requires a two-thirds (2/3) majority of the attending committee members.
3. Three (3) unexcused absences from duly-noticed committee meetings shall result in automatic removal.

Article VIII – Meetings

Section 1: Meeting Time and Place - The Board of Directors shall hold regularly scheduled meetings, at least quarterly, within the Council's boundaries. The President, any two (2) Board Officers or a majority of voting Board Members may call a special Board Meeting, as they deem appropriate. The Board shall not conduct any business except at such regular or special meetings.

A. Open meetings: All Board of Directors meetings and Standing Committee meetings shall be open to the public.

B. Presiding Officer: The President of the Board of Directors shall be the Presiding Officer. In his/her absence, the Vice President shall act as the presiding officer. In the absence of both, the presiding officer shall be the Corresponding Secretary.

C. Minutes: Minutes shall be taken of all such meetings. The presiding officer shall make reasonable efforts to distribute in a timely fashion.

D. Public Comment: Any person, whether speaking as an individual or for an entity may bring matters to the Board's or Membership's attention and may address any such meeting, subject to reasonable rules of order.

Section 2: Agenda Setting - The President shall set the agenda for all such meetings. Any Board Member may request an item be placed on the agenda for

the next Board Meeting by written notice to the President no less than one (1) week before the scheduled meeting date.

Section 3: Notifications/Postings - Notices and agendas shall be posted at least seventy-two (72) hours in advance of each meeting in accordance with all applicable sections of the Ralph M. Brown Act, which shall also govern the conduct of such meetings.

Section 4: Reconsideration – The Board may reconsider or amend its actions in accordance with Webster’s New World Robert’s Rules of Order, Simplified and Applied, 2d Edition.

Article IX – Finances

A. The books shall be maintained on a fiscal-year basis consistent with the City of Los Angeles.

B. The Treasurer of this 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 of Directors 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 of Neighborhood Empowerment (Department) when implementing 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 Board shall establish fair and open procedures to permit inspection within a reasonable time. Any copying of financial records and the charge for such a service will be billed to the person or entity requesting the copies in accordance with the California Public Records Act (CPRA).

E. The Treasurer shall make a report to the Board on the Council’s finances at every regular meeting of the Board.

F. The Treasurer shall be responsible for preparing or coordinating the preparation of a financial statement and operating budget for the Department annually. The Treasurer shall also coordinate and cooperate with the Department on establishing a process and/or a system by which the Council’s

finances and book of accounts can be reviewed by the Department pursuant to the Plan for the Citywide System of Neighborhood Councils (Plan).

Article X – Elections

Section 1: Administration of Elections - The Neighborhood Council of Westchester/Playa's elections will be pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seat, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - All Community Stakeholders eighteen (18) years of age and older shall be entitled to vote in the Neighborhood Council Elections.

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status by providing acceptable documentation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation supporting that declaration.

Section 5: Restrictions on Candidates Running for Multiple Seats – A candidate may only run for one (1) seat in each election.

Section 6: Other Election Related Matters –

- A. Prior to each election, reasonable efforts will be made to inform the stakeholders about the upcoming election and the open Board seats that need to be filled.
- B. The candidate receiving the highest number of votes for a designated seat will be the winner. In years during which the two (2) At-Large seats in Group B are on the ballot, the top two (2) vote-getters running for the At-Large seats (At-Large Seats 2 and 3 as defined in Article V, Section 4) shall be elected.
- C. Newly-elected Directors shall assume their seats on the Board at the first regularly-scheduled meeting after the certification of the election.
- D. The resolution of tie votes for any seat in an NCWP election shall be resolved pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council Elections.

Article XI – Grievance Procedures

Any grievance by a Stakeholder against a Director or Directors constituting less than a quorum of the Board must be submitted in writing to the President of the Board of Directors no later than ninety (90) days after the event in question. The President shall form a Grievance Committee, chaired by the Vice President to address the grievance. The Neighborhood Council shall resolve the grievance in good faith within sixty (60) days. No party to the grievance may serve on the Grievance Committee or vote on its composition. In addition, the Board may retain the services of a mediator or facilitator.

Any grievance received from a Stakeholder, or group of Stakeholders against a number of Directors constituting a quorum or greater or against the Board, as a whole, shall be referred forthwith to the Department in accordance with its policy that complaints against a Certified Neighborhood Council of any nature shall be filed with the Department on a form prescribed by the Department for consideration or dispute resolution in accordance with its most current plan.

Article XII – Parliamentary Authority

Webster’s New World Robert’s Rules of Order, Simplified and Applied, 2d Edition, shall serve as authority at all meetings of the Council, the Board and all committees when not superseded by these bylaws or applicable law. The President may appoint a Parliamentarian. In addition, the Council shall conduct its Board and Committee meetings in accordance with its standing rules.

Article XIII – Amendments

The Board may amend these Bylaws upon a vote of two-thirds (2/3) of the Directors present at a Board meeting. All approved amendments will be submitted to the Department for final approval before taking effect.

Article XIV Compliance

Section 1: Code of Civility - This NCWP shall encourage all stakeholders to participate in all activities and shall not discriminate in any of its policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, or political affiliation.

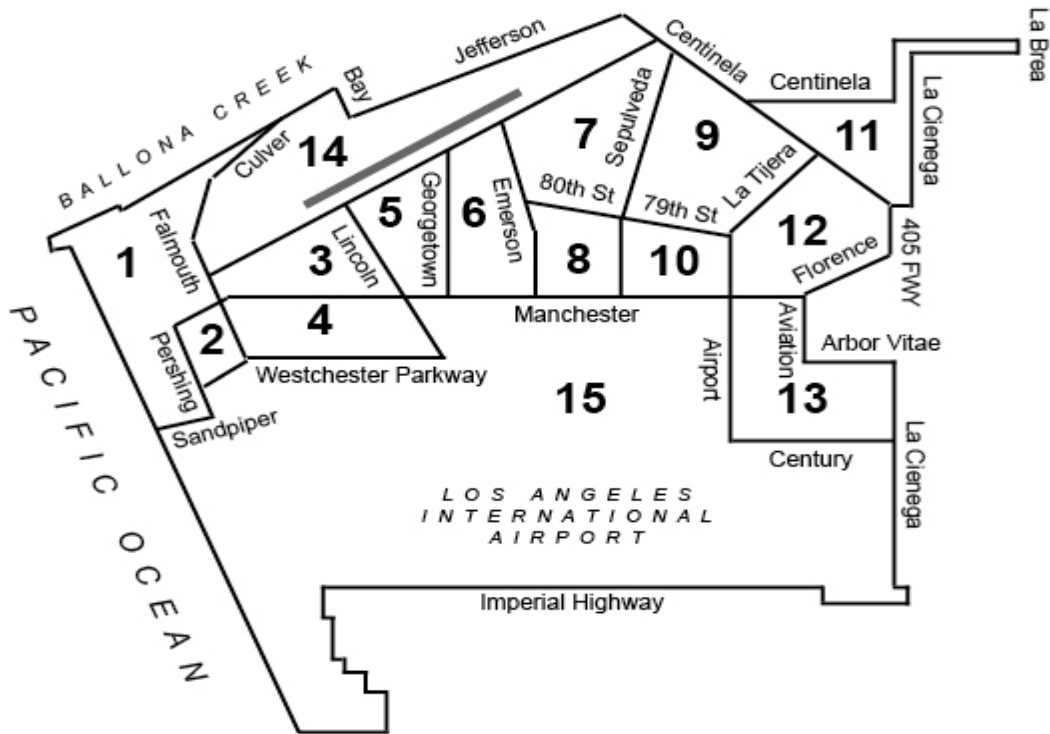
The Board of Directors shall be governed by applicable rules of ethics and conflicts of interest. The Board shall insure that the Council abides by all applicable provisions of the City’s governmental ethics ordinance as set forth in the Los Angeles Municipal Code Section 49.53.1., et seq., as well as all

applicable federal and state law.

Section 2: Training – All Board Members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, and other trainings required by the City within sixty (60) days of being seated, or they will lose their Council voting rights. See also Article V. Section 9 - Removal.

Section 3: Self-Assessment – The Council will conduct self-assessments on an as-needed basis and pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – Map of the Neighborhood Council of Westchester/Playa



Residential Districts of the Neighborhood Council of Westchester/Playa del Rey (amended September 7, 2004)

No	North	West	South	East
1	Ballona Creek	Pacific Ocean	Sandpiper	Falmouth
2	Manchester	Pershing	Westchester Parkway	Falmouth
3	Westchester Bluffs	Falmouth	Manchester	Lincoln
4	Manchester	Falmouth	Westchester Parkway	Lincoln
5	Westchester Bluffs	Lincoln	Manchester	Georgetown
6	Westchester Bluffs	Georgetown	Manchester	Emerson
7	Westchester Bluffs	Emerson	80th Street	Sepulveda
8	80th Street	Emerson	Manchester	Sepulveda
9	405 FWY	Sepulveda	79th Street	La Tijera
10	79th Street	Sepulveda	Manchester	Airport
11	Centinela	405 FWY	405 FWY	La Cienega
12	405 FWY	La Tijera	Manchester	Florence
13	Manchester	Airport	Century	La Cienega
14	Ballona Creek	Falmouth	Westchester Bluffs	Centinela
15	Manchester	Pacific Ocean	Imperial Highway	Airport

ATTACHMENT B – Governing Board Structure and Voting

Neighborhood Council of Westchester/Playa – 31 Board Seats

Board Position	Elected or Appointed	Eligibility to Run for the Seat	Eligibility to Vote for the Seat
Residential Seats: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, and 15 (15 Seats)	Elected	Shall be at least 18 years of age and lives within the boundaries of the residential district seat for which they are running.	Community Stakeholder who is at least 18 years of age at the time of the election and lives, works or owns property within the NCWP boundaries.
Business Seats 90045, 90094, and 90293 (3 Seats- 1 in each zip code)	Elected	Shall be at least 18 years of age and a business owner or manager of a business licensed with the City of Los Angeles and located within the zip code of the seat for which they are running.	Community Stakeholder who is at least 18 years of age at the time of the election and lives, works or owns property within the NCWP boundaries.
Community Organization (1 Seat)	Elected	Shall be an officer or director of a non-political community organization located and regularly meeting within the NCWP boundaries.	Community Stakeholder who is at least 18 years of age at the time of the election and lives, works or owns property within the NCWP boundaries.
Service Club and Fraternal Organization (1 Seat)	Elected	Shall be a member in good standing of a service club or fraternal organization located within the NCWP Boundaries.	Community Stakeholder who is at least 18 years of age at the time of the election and lives, works or owns property within the NCWP boundaries.
Youth Organization (1 Seat)	Elected	Shall be a representative of a governing body affiliated with a youth organization within the NCWP boundaries.	Community Stakeholder who is at least 18 years of age at the time of the election and lives, works or owns property within the NCWP boundaries.

Board Position	Elected or Appointed	Eligibility to Run for the Seat	Eligibility to Vote for the Seat
Education (1 Seat)	Elected	Shall be an educator or administrator affiliated with a K-12 school within the NCWP boundaries.	Community Stakeholder who is at least 18 years of age at the time of the election and lives, works or owns property within the NCWP boundaries.
LMU (1 Seat)	Elected	Shall be an administrator or staff member of Loyola Marymount University.	Community Stakeholder who is at least 18 years of age at the time of the election and lives, works or owns property within the NCWP boundaries.
Income Property (1 Seat)	Elected	Shall be a residential or commercial property owner, or his/her representative, who rents or leases to others within the NCWP boundaries. Stakeholder does not have to reside or have his/her primary place of business located within the NCWP boundaries.	Community Stakeholder who is at least 18 years of age at the time of the election and lives, works or owns property within the NCWP boundaries.
Religious (1 Seat)	Elected	Shall be a spiritual leader of a religious group located within the NCWP boundaries.	Community Stakeholder who is at least 18 years of age at the time of the election and lives, works or owns property within the NCWP boundaries.
Senior Citizens (1 Seat)	Elected	Shall live within the NCWP Boundaries and be at least 60 years of age.	Community Stakeholder who is at least 18 years of age at the time of the election and lives, works or owns property within the NCWP boundaries.

Board Position	Elected or Appointed	Eligibility to Run for the Seat	Eligibility to Vote for the Seat
Los Angeles World Airports ('LAWA') (1 Seat)	Elected	Shall be an employee of Los Angeles World Airports who is involved with the operation of Los Angeles International Airport	Community Stakeholder who is at least 18 years of age at the time of the election and lives, works or owns property within the NCWP boundaries.
At Large – Affirmed Seat (1 Seat)	Elected	Shall be at least 18 years of age and lives, works, owns property, or declares a stake in the NCWP community and affirms the factual basis for it.	Community Stakeholder who is at least 18 years of age and lives, works or owns property, and Affirmation Stakeholder who declares a stake in the NCWP community and affirms the factual basis for it.
At Large Seats: 1, 2, 3 (3 Seats)	Elected	Shall be at least 18 years of age and lives, works or owns property within the NCWP boundaries.	Community Stakeholder who is at least 18 years of age at the time of the election and lives, works or owns property within the NCWP boundaries.