

# *Harbor City Neighborhood Council Bylaws*

## **Article I – Name, Mission Statement and Boundaries**

### **Section 1. Name**

The name of this organization shall be HARBOR CITY NEIGHBORHOOD COUNCIL (HCNC). When used herein below, “Council” shall be construed to mean HARBOR CITY NEIGHBORHOOD COUNCIL.

### **Section 2. Mission Statement**

The mission of the Harbor City Neighborhood Council is to improve the quality of life for all in Harbor City by creating and fostering a safe, healthy, orderly and clean environment that welcomes ethnic and cultural diversity and promotes a community spirit of inclusion, cooperation, participation and collaboration.

### **Section 3. Boundaries**

The Harbor City Neighborhood Council boundaries have been proposed as the following:

- The Northern boundary has been recognized by the zip code 90710 as Sepulveda Boulevard. \*
- The Southern boundary has been identified by the U.S. Census Tract 293303 as Palos Verdes Drive North.
- The Eastern boundary has been identified by U.S. Census Tract 294400 as Figueroa Street, a common boundary with the Wilmington Neighborhood Council, including Los Angeles Harbor College and Ken Malloy Harbor Regional Park.
- The Western boundary has been identified by zip code 90710 and U.S. Census Tracts as Western Avenue to the city limits of Lomita.
- The Harbor City zip code of 90710 and a small portion of the Wilmington Zip Code 90744, excluding the incorporated areas of the zip codes.

\* The responsibility for any public entity (e.g. parks, libraries, etc.) that falls on the Harbor City Neighborhood Council boundaries and also falls on the boundaries of any adjacent neighborhood council will be equally shared by all councils effected.

## **Article II – Purpose and Objectives**

### **Section 1. Purpose**

The purpose of the Harbor City Neighborhood Council shall be

- A. To provide a forum for discussion of community issues;
- B. To engage all Harbor City Neighborhood Council stakeholders in deliberating matters affecting their community;
- C. To form an advocacy group for issues commanding broad community agreement;

- D. To assist other organizations within the boundaries of the Council to accomplish their objectives when such are supported by the Council;
- E. To create a community among its diverse constituents; and
- F. To function as “Neighborhood Council” as defined by the City of Los Angeles.

**Section 2. Objectives**

Objectives of the Harbor City Neighborhood Council shall be

- A. To keep community residents informed of new and continuing projects;
- B. To act as to not interfere with the internal affairs of any individual, group or organization;
- C. To aid an individual or group in the advancement of such projects as the Council shall consider desirable;
- D. To assist individuals or groups to express their opinions regarding any issue for which they desire a forum;
- E. To maintain a non-partisan stance on issues concerning which the Council has no stated policies;
- F. To comply with the Los Angeles City regulations governing a Neighborhood Council; and
- G. To use the influence of the HCNC to secure cooperation with local, state and federal government for appropriate needs and services.

**Article III – Membership**

**Section 1. Neighborhood Council Membership**

Council membership will be open to everyone who lives, works or owns property within the area.

**Section 2. Promote inclusiveness** by representing the many diverse interests in communities and encouraging said diverse interests to work together in addressing community concerns.

**Article IV – Title of Officers**

**Section 1. Method of Choosing Officers**

After the Annual Election Meeting the members of the Governing Board shall elect the officers. Terms shall be for one year. All officers shall be members of Governing Board by virtue of the offices they hold. The Governing Board may at its discretion propose additional officers at a General Meeting subject to DONE approval. They shall be elected as provided in this article and **Article VII**. The officers are President, Vice President, Secretary, Treasurer and Parliamentarian.

**a. President.** The President will preside at all meetings of the members and at all meetings of the Council. The President shall have such other powers and duties as may be prescribed by the Board or by the Bylaws.

**b. Vice-President.** In the absence or disability of the president, the vice president shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the president. The vice-president shall have such other powers and perform such other duties as from time to time may be prescribed by the Board.

**c. Secretary.** The secretary shall keep the minutes of all meetings of the Governing Board and records of the Council in appropriate order and form(s) as approved by the Governing Board. The Secretary shall provide a written copy of the minutes of the previous meeting to each member of the Governing Board prior to the next meeting. The Secretary shall file any certificate required by any government body, shall be the custodian of the record and seal of the Council; shall make available to any member requesting it and to the Governing Board any communication addressed to the office of Secretary; shall attend to all official correspondence and give all such notices as are required by these Bylaws or the Governing Board.

**d. Treasurer.** The Treasurer shall have charge and custody of, and be responsible for all funds and securities of HCNC. The Treasurer shall deposit all such funds in the name of “Harbor City Neighborhood Council” in such banks, trust companies, or other depositories as shall be selected by the Governing Board. The Treasurer shall open and maintain a separate bank account(s) for each type of appropriated funds or grant received from the City through the Mayor, City Council, City of Los Angeles Departments or Agencies, or outside other private or nonprofit foundation or other partnership or community sources. In accordance with Section 2(d) of Article 3 of the “Plan for A Citywide System of Neighborhood Councils,” accounting statements shall be submitted to DONE at least once per year. Each account, under separate ledger(s) shall have the beginning cash balance, the kinds and amounts of expenses paid from day to day, and the running balance record for all uses of funds. All receipts of funds and grants should be deposited intact into their respective bank accounts. All disbursements shall be paid by check from the appropriate account.

The Treasurer and the President are the two primary signatories for any checks or funds disbursed or cause to be disbursed as may be directed by the Board or Council, properly recording each transaction for HCNC records. At least one of these primary signatories must sign any authorization for disbursement or cause for disbursement to be valid. If only one of the two primary signatories is available to secure authorization, the Secretary can be used as a secondary signatory.

The Treasurer will receive and give receipt for, monies due and payable to HCNC from any source whatsoever, keep and maintain adequate and correct accounts of HCNC properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The accounting concepts, measurement techniques, and standards of presentation used in the preparation of financial statements shall follow Generally Accepted Accounting Principles (GAAP).

The Treasurer shall maintain current financial records and exhibit them to the HCNC, the Governing Board or DONE upon request. The Treasurer shall prepare and certify the financial statements to be included in any required report.

The Treasurer will report HCNC financial information and status at all regular or special HCNC meetings, including prior to meeting DONE financial reporting requirements and account statements. The Treasurer shall render to the President, Governing Board, Council or DONE whenever requested any account of any or all of the Treasurer's transactions for and financial condition of HCNC.

In general, the Treasurer shall perform all duties required of the office of Treasurer and such other duties as may be required by local, state or federal law, including those lawful requests of DONE or HCNC Bylaws, or which may be assigned by the Governing Board.

The Treasurer is further responsible for requirements listed in Article X, System of Financial Accountability.

**e. Parliamentarian.** The Parliamentarian shall aid in the running of meetings of the Governing Board and the general meetings by ensuring that appropriate sections of the most current version of Robert's Rules of Order are followed, the agenda is followed, and the time in the meeting is properly used. The Parliamentarian shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

## **Article V – Governing Body/Board**

### **Section 1. Composition**

The Governing Board, consisting of thirteen (13) members, including the officers of this organization, shall conduct the business of the Harbor City Neighborhood Council. The membership may increase this number with the approval of H.C.N.C and D.O.N.E. The Governing Board shall be chosen at the Annual Meeting of the Council. Members of the Governing Board will elect the officers. They shall serve one (1) year.

## **Section 2. Duties**

The Governing Board shall control and manage the affairs and business of the Council. The Governing Board shall act in the name of the organization only when it has been regularly convened as required by **Section 3**, below.

## **Section 3. Meetings of the Governing Board**

Meetings of the Governing Board shall be held regularly at such times, as the Board may decide, but not less than once each month. Seven (7) members of the Governing Board shall constitute a quorum. Each member shall have one vote, and vote by proxy is not permitted. The most current version of Robert's Rules of Order shall govern the conduct of all meetings. The Secretary shall take minutes of all meetings and provide a written copy of the previous meeting to each member of the Governing Board prior to the next meeting.

## **Section 4. Vacancies**

Vacancies in the Governing Board shall be filled by a vote of the majority of the remaining Directors for the balance of the term. Vacancies shall be filled at the next regular meeting after they occur.

**Section 5. Removal of Member of the Governing Board.** A member of the Governing Board may be removed by the submission of a written petition which (1) identifies the Board member to be removed, (2) describes in detail the reason for removal, and (3) includes the signature of 100 or a sufficiently large number that the process is not used at the whim of a few stakeholders. The Secretary shall then have the matter placed on the agenda for a vote of the Board at the next regular meeting of the Board. A vote of "no confidence" by two thirds of the Governing Board shall be necessary to remove the identified Board member forthwith. The Board member that is the subject of the removal action shall not take part in the vote on this matter, but will be allowed to speak at the meeting to the Board prior to the vote. If an adequate number of Board members are not present to take a vote on removal, the matter shall be placed on the agenda for next regular meeting and every meeting thereafter, until such time as a vote is taken. Grounds for removal are a violation of the HCNC Code of Ethics, missing three consecutive meetings without prior notification or at personal request.

## **Article VI – Committees**

All committees shall be appointed by and serve at the discretion of the Governing Board. Each committee shall be chaired by a member of the Governing Board for a one (1) year term not to exceed eight (8) consecutive years. Selection of and removal of members and chairperson shall be by simple, majority vote by the Governing Board.

## **Article VII – Voting Information and Procedures**

### **Section 1. Voting**

Voting shall be according to the guidelines set forth by DONE.

## **Section 2. Election Process**

Elections shall be according to the guidelines set forth by DONE.

## **Article VIII – General and Special Meetings and Method for Monitoring “Early Notification System”**

### **Section 1. General Meetings**

A General Meeting of the membership of the Harbor City Neighborhood Council shall be held at least once each calendar quarter on a day fixed by the Governing Board. Meeting location is to be within Harbor City, as centrally located as possible. Meeting notice plus a copy of the agenda must be posted in a prominent outside location 72 weekday hours prior to the meeting at: Harbor College (1111 Figueroa Place, Wilmington), Harbor City Recreation Park (24901 Frampton Blvd.), Harbor City Post Office (25690 Frampton Avenue), Narbonne High School (24300 S. Western Avenue) and the Harbor City Boys and Girls Club (1220-256<sup>th</sup> Street). The meeting date and time of each General Meeting shall be announced at the previous meeting. Furthermore, the Early Notification System (ENS) of the Department of Neighborhood Empowerment (DONE) will be used to inform all stakeholders and support HCNC operations and goals. It is the intent that internal outreach methods will be utilized as much as possible given budget and labor constraints and availability.

### **Section 2. Special Meetings**

Additional Special Meetings may be held at the discretion of the Governing Board. Notice to members must be posted at least 48 hours in advance and all other provisions of the Brown Act (Government Code 54956) will be complied with. Such notice shall include reason or reasons for holding the meeting. Only business specified on the agenda shall be transacted.

### **Section 3. Quorum**

Presence of twenty (20) members of the Council shall constitute a quorum. Those twenty members must include the quorum of the Governing Board. A quorum shall be necessary to conduct business of the organization.

### **Section 4. Open Meeting Statute**

All meetings of the Council and Governing Board shall be conducted in accordance with the provisions of California Government Code Sections §4949 et sq. known as the Ralph M. Brown Act.

## **Article IX– Conduct of Business**

Meetings shall be conducted in accordance with the agenda provided each member by the Secretary. The agenda shall contain, but not be limited to the following headings:

- A. Ascertain that a quorum is present
- B. Reading and approval (or correction) of the minutes of the last meeting
- C. Treasurer’s Report

- D. Officer and Committee reports
- E. Unfinished business
- F. New business
- G. Announcement of time and location of next general or special meeting
- H. Comments from stakeholders and the general public
- I. Adjournment

### **Article X – System of Financial Accountability**

The Treasurer will receive and give receipt for, monies due and payable to HCNC from any source whatsoever, keep and maintain adequate and correct accounts of HCNC properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The accounting concepts, measurement techniques, and standards of presentation used in the preparation of financial statements shall follow Generally Accepted Accounting Principles (GAAP).

1. Bank reconciliation shall be prepared monthly
2. Financial Statement:
  - a. the financial statement shall be prepared for each fund or grant.
  - b. The financial statement shall describe the use of the fund or grant. It should also include: amount appropriated; additional receipts, expenses paid; and ending balance of the fund or grant.
3. The fiscal shall be deemed from July 1 to June 30 of the following year.

The financial statement shall be submitted to DONE once per year, not later than 90 days after the close of the fiscal year.

### **Article XI – Statement adhering to all Laws**

**Code of Ethics:** While complying with all applicable laws of federal, state and local governments, leaders and stakeholders of the Harbor City Neighborhood Council should demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all of our public activities in order to inspire confidence and trust in this organization.

Actions or inactions that conflict with, injure or destroy this foundation of trust between the stakeholders and their elected representatives shall be prohibited.

Each member of the governing body, by his or her own example, shall:

- Perform all legitimate responsibilities in an open and honest manner;
- Serve the public with respect, concern, courtesy and responsiveness;

- Excuse oneself from discussing or voting on professional and/or financial issues where a conflict of interests exists and/or where the representative will realize personal or financial gain;
- Not discriminate because of race, ethnicity, color, religion, sexual orientation, lifestyle, national origin, political affiliation, physical disability, age, marital status, social status or gender on matters brought before the Council.

### **Article XII – Amendment Procedures**

These Bylaws may be modified, amended, repealed or added to by an affirmative vote of not less than a two thirds (2/3rds) majority of members attending a meeting of the Council, providing that at least a quorum is present at the time of voting. All amendments to the HCNC bylaws must be approved by DONE before the HCNC can formally adopt them.

### **Article XIII – Grievance Procedures**

A grievance must be submitted in writing to the Governing Board. The Governing Board then appoints a Grievance Committee (GC) including members of the Governing Board and Committees. The GC then holds a meeting(s) to discuss and evaluate the grievance including documentation and testimony (pro and con). The GC then develops a recommendation(s) presented to the Governing Board on how to proceed or what action(s) to take to resolve the grievance. The GC prepares and provides the Governing Board the recommendation(s) in writing for a scheduled discussion on the agenda at the next regular HCNC meeting. The recommendation(s) are then voted upon to make a final decision by the Stakeholders. Quorum rules in **Article VIII** apply.

### **Article XIV – Salaries**

No officers or Governing Board shall be entitled to receive any salary or compensation on account of his office. Officers and Governing Board members may receive reimbursement for documented expenses incurred by them on behalf of the Council. The Governing Board shall establish rules governing such compensation. No Governing Board member shall be reimbursed for expenditures made unless previously authorized by the Board prior to making said personal expenditures.

### **Article XV – Representation**

No member, officer or Governing Board member shall represent him/herself as speaking on behalf of or committing the Council to any person or public or private body unless he or she has been authorized to do so by a vote of the Governing Board. Such authorization may be limited or revoked by the Governing Board.

### **Article XVI – Dissolution**

Any funds remaining on dissolution of HCNC shall be reverted back to the City of Los Angeles.

**CERTIFICATE OF SECRETARY**

I, the undersigned, hereby certify:

1. That I am the duly elected qualified and acting Secretary of the Harbor City Neighborhood Council, a California nonprofit mutual benefit corporation; and
2. That the foregoing Bylaws of said Council were duly adopted as the Bylaws thereof by Written Consent of the directors of said Council on Month \_\_\_\_\_, 2001 and that the same do now constitute the Bylaws of said Council.

Executed this \_\_\_ th day of \_\_\_\_\_, 2001.

\_\_\_\_\_  
Secretary

Harbor City Neighborhood Council