

Section 403 303. Meetings. Meetings of the Council will be held within the Council area on a regular basis, at least once per calendar quarter, at the time and place fixed by resolution of the Governing Board. Notice of all meetings of the Council will be given in such manner as the Governing Board may prescribe. A public comment period will be provided at all regular meetings of the Council. The Governing Board will determine the format and amount of time allowed for the public comment period. The President, or in his/her absence, the Vice President, may call a special meeting of the Council at any time. At least two-thirds of Governing Board members must give consent for special meetings to be held. Unless the Governing Board prescribes otherwise, the President, or in his/her absence the Vice President, will fix the time and place of special meetings. Special meetings must be publicly noticed at least 48 hours prior to the meeting. All Governing Board members must receive written notice of special meetings at least 48 hours prior to the meeting.

Section 404 304. Notification. To the greatest extent possible, all meetings of the Governing Board, are to be adequately publicized including notification to area media. In addition, the Governing Board will, at least once each calendar quarter, report to stakeholders.

Section 405 305. Quorum and Majority. ~~Nine (9) A majority of serving~~ Governing Board members will constitute a quorum ~~and majority~~ for the transaction of business at any meeting thereof. ~~fewer than a quorum may adjourn from time to time until a quorum is in attendance. Written notice of an adjourned meeting need not be given the Governing Board members.~~

Section 406 306. Voting by Proxy. Voting by proxy is not allowed at meetings of the Governing Board.

Section 407 307. Committees. The Governing Board may establish standing and ad hoc committees as deemed necessary for the accomplishment of the purposes of the Council as described in Article I, Section 102 of the By-laws.

Section 408 308. Vacancies. Any vacancy on the Governing Board may be filled by vote of a majority of the ~~stakeholders serving Governing Board members.~~ Members so elected will hold office only until the next annual meeting election.

ARTICLE V IV – OFFICERS

Section 501 401. Officers. The Executive Officers of the Council will be a President, Vice President, Treasurer, and Secretary, all of whom will be elected by the Governing Board and from their number. Officers serve at the pleasure of the Governing Board and unless sooner removed by a majority vote of the Governing Board, officers elected at the first meeting of the Governing Board will hold office until the election and qualification of their respective successors.

Section 502 402. President. The President will preside at all meetings of the Council. The President will also perform such other duties as may be directed by resolution of the Council.

Section 503 403. Vice President. The Vice President will have and exercise all the powers, authority, and duties of the President during the absence of the latter. The Vice President will also perform such other duties as assigned by the President or Council.

Section 504 404. Secretary. The Secretary will prepare and maintain full and correct records of all meetings of the ~~members and of the Council~~ *Governing Board*, which records will be prepared within ~~10~~ 15 days after the meetings. The Secretary will give or cause to be given, in the manner prescribed in these bylaws, proper notice of all meetings of the Council and shall perform such other duties as may be directed by resolution of the Council.

Section 505 405. Treasurer. The Treasurer, under the control and direction of the Council, will establish an accounting system which complies with generally accepted accounting principles and provide and maintain full and complete records of all the assets and liabilities of the Council. Subject to limitations and control as may be imposed by the Governing Board, the Treasurer will have custody of all funds, valuable papers, and other assets of the Council. The Treasurer will collect all Council revenues and issue a receipt therefor. The Treasurer will open and maintain a separate bank account for each type of appropriated fund or grant received from the city through the Mayor and/or City Council. Each type of fund or grant will be duly accounted for under separate ledgers. The disbursement of funds will require the signatures of the Treasurer and such other ~~officers~~ *members of the Governing Board* as the Governing Board may designate. The Council's financial records and account books will be open and available for inspection by stakeholders and the general public. ~~At the annual meeting,~~ The Treasurer will report *quarterly* to the stakeholders on the Council's finances. In addition, the Treasurer will submit accounting statements to the Department of Neighborhood Empowerment at least once each *year quarter*.

Section 506 406. Cooperation with Other Entities. The Council has an inherent interest in many issues which transcend its boundaries. Therefore, the Governing Board may participate in wider-ranging political processes

and enter into agreements with other neighborhood council organizations, which may include the selection of delegates chosen from among stakeholders for the purpose of representing the Council on regional and citywide organizations and issues groups.

ARTICLE VI V – COMPLIANCE AND PARLIAMENTARY AUTHORITY

Section 601 501. Compliance with Law and Regulations. The Council will comply with all applicable requirements of the Ralph M. Brown Act and all other rules and regulations for the conduct of Neighborhood Councils as promulgated by the Department of Neighborhood Empowerment.

Section 602 502. Parliamentary Authority. Roberts Rules of Order, Revised shall be the parliamentary authority at meetings of the Council.

ARTICLE VII VI – GRIEVANCE PROCEDURE

Section 701 601. Grievance Procedure. The Coastal San Pedro Neighborhood Council shall have a procedure for considering stakeholder grievances and this procedure shall be consistent with rules and regulations set forth by the City of Los Angeles through its Charter, its ordinances, and its rules as communicated by agencies including the Department of Neighborhood Empowerment. Disagreement with legitimately determined policies or positions of CSPNC shall not be considered a grievance for the purposes of this section. An allegation that a person's or group's rights under the By-laws or under the ordinances of the City of Los Angeles have been violated shall be the legitimate subject of the grievance procedure system. For this purpose, the ~~stakeholders at the annual meeting~~ *Governing Board* shall ~~elect~~ *select* a grievance committee, none of whom shall be members of the Governing Board, such committee to consist of three persons. ~~A vacancy on the grievance committee may be filled temporarily by the Governing Board, but that position shall be filled by election by all the stakeholders at the next regularly scheduled meeting of stakeholders.~~ Persons who wish to claim a grievance may do so by communicating with any member of the grievance committee, and the grievance committee shall invite the persons claiming a grievance to present arguments and evidence, which may include testimony, to the committee. The grievance committee shall act to hear a grievance within thirty (30) days of the initial communication and shall prepare a report and recommendation to the CSPNC to be presented at its next meeting, or at least no later than the following meeting. The grievance committee may on its own volition communicate its findings directly to the DONE in addition to reporting to the Governing Board. The Governing Board shall include grievance committee reports in its agenda and shall hear the reports in a timely manner as described above.

ARTICLE VIII VII – AMENDMENT

Section 801. Amendment. Amendments to the Bylaws may be adopted either ~~at the very next governing board meeting which occurs 60 days or more following the annual election, or at the very next Governing Board meeting which occurs 240 days or more following the annual election.~~ Any bylaws change must be proposed by majority vote of the governing board in lawful meeting at least 60 days prior to its adoption, and must be passed by two-thirds vote of the governing board and a majority vote of stakeholders at the meeting in which the Bylaws change is taken up for adoption. For the purposes of this section, the terms "majority vote" and "two-thirds vote" refer to the majority or two-thirds, respectively, of those present and voting at a governing board meeting in which a Governing Board quorum is present. ~~Governing Board members shall be considered to be Stakeholders for the purposes of the stakeholders' election described here. Abstentions shall not be considered in calculating whether or not a two-thirds or majority vote has been obtained. Nothing in this section shall be construed to deny requirements by the city government regarding review or approval of Bylaws changes by municipal authorities prior to their taking effect.~~

Section 701. Amendment. "The procedure for amending these bylaws shall include three readings at successive regularly scheduled Governing Board meetings. Amendment of these bylaws shall require that all of the following actions must be accomplished: First Reading: Any proposed amendment(s) must be properly placed on the agenda of a regularly scheduled Governing Board meeting, and at that meeting must be passed for further consideration by a majority of Governing Board members who are present and voting. Second Reading: At the next regularly scheduled Governing Board meeting, the proposed amendment(s) shall be read aloud. Third Reading: At the next regularly scheduled Governing Board meeting, final passage shall require a two-thirds vote of all serving Governing Board members and, in addition, by a simple majority vote of all stakeholders present and voting at that meeting. For purposes of this section, Governing Board members are considered to be stakeholders in counting the stakeholder votes. Serving Governing Board members are all those members of the Governing Board holding office at the time, whether or not they are present at the meeting.