

**EAST HOLLYWOOD NEIGHBORHOOD COUNCIL**  
**BY-LAWS**  
*Approved and Certified April 19, 2007*

**ARTICLE I**  
**ORGANIZATION**

**Section 1. Name.** The name of this organization shall be the East Hollywood Neighborhood Council ("EHNC"), an advisory body to the City of Los Angeles, established pursuant to Article IX of the Los Angeles City Charter.

**Section 2. Purpose.** The purpose of EHNC is:

1. To contribute to the improvement of the quality of life in the East Hollywood community;
2. To encourage dialog, interaction and cooperation among East Hollywood's diverse ethnic groups;
3. To promote public participation in City governance and decision making processes so that government is more responsive to local needs and requests;
4. To facilitate the delivery of City services and City government responses to East Hollywood's problems and requests for assistance;
5. To foster a sense of community for all people to express ideas and opinions about their neighborhood and government;
6. To develop relationships with other communities and neighborhood councils on common issues.

**Section 3. EHNC Boundary Area.** EHNC has a geographic area with a population of at least 20,000 residents. The Boundary Area is described as follows:

**North:** Hollywood Boulevard between Western Avenue and Virgil Avenue (both sides of the street); Sunset Boulevard between Virgil Avenue and Fountain Avenue (both sides of the street).

**East:** Hoover Street between Fountain Avenue and the Hollywood (US-101) Freeway (west side of the street).

**South:** The Hollywood (US-101) Freeway between Hoover Street and Western Avenue (north side of the freeway).

**West:** Western Avenue between the Hollywood (US-101) Freeway and Hollywood Boulevard (east side of the street).

**Section 4. Stakeholder Definition** "Stakeholder" means any individual who falls under at least one of the following criteria:

- Lives in the EHNC Boundary Area.
- Works in the EHNC Boundary Area.
- Owns property in the EHNC Boundary Area.
- Attends school in the EHNC Boundary Area.
- Is a member of a faith-based organization in the EHNC Boundary Area.
- Is a staff or board member of a community-based, 501(c)3 non-profit organization that provides services within the EHNC Boundary Area.

**ARTICLE II  
GOVERNING BOARD**

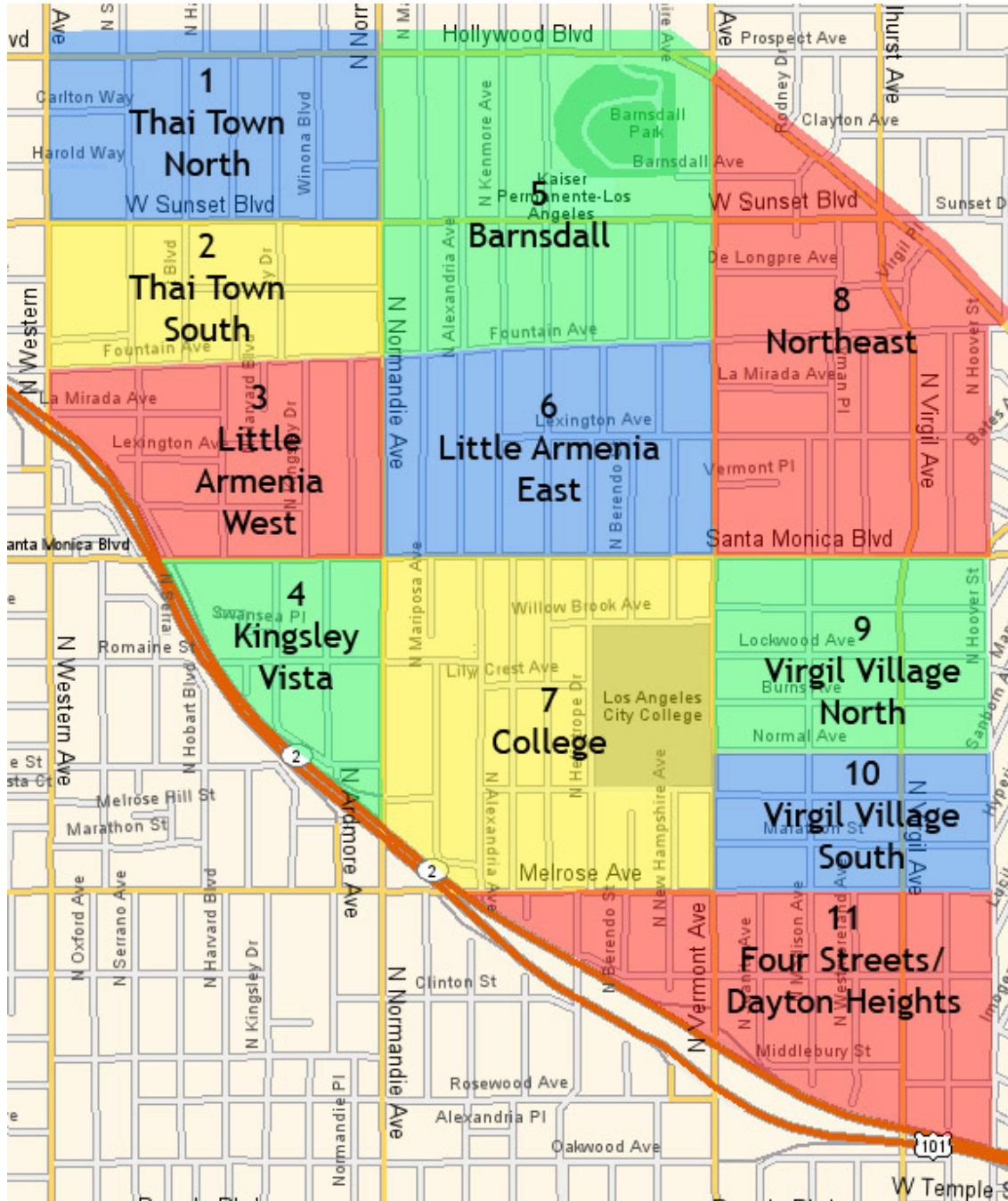
**Section 1. Board Representation.** EHNC’s Governing Board shall be comprised of seventeen (17) Board members. Any stakeholder is qualified to hold the representative seat for any geographic area in which he/she holds stakeholder status, unless specifically stated otherwise. A stakeholder may only run for one/district/category at a time. Each board member is elected for a two-year term and represents the boundary area at-large or geographic districts as follows:

1.	<p><b>Neighborhood District 1: Thai Town North</b></p> <p>North: North side of Hollywood Blvd. between Western and Normandie  East: West side of Normandie Ave. between Hollywood and Sunset  South: North side of Sunset Blvd. between Western and Normandie  West: East side of Western Ave. between Hollywood and Sunset</p>
2.	<p><b>Neighborhood District 2: Thai Town South</b></p> <p>North: South side of Sunset Blvd. between Western and Normandie  East: West side of Normandie Ave. between Sunset and Fountain  South: North side of Fountain Ave. between Western and Normandie  West: East side of Western Ave. between Sunset and Fountain</p>
3.	<p><b>Neighborhood District 3: Little Armenia West</b></p> <p>North: South side of Fountain Ave. between Western and Normandie  East: West side of Normandie Ave. between Fountain and Santa Monica  South: North side of Santa Monica Blvd. between the 101 Fwy. And Normandie  West: The 101 Fwy. and the east side of Western Ave between La Mirada and Fountain</p>
4.	<p><b>Neighborhood District 4: Kingsley Vista</b></p> <p>North: South side of Santa Monica Blvd. between the 101 Fwy. and Normandie  East: West side of Normandie Ave. between Santa Monica and the 101 Fwy.  South/West: The 101 Fwy. between Normandie and Santa Monica</p>
5.	<p><b>Neighborhood District 5: Barnsdall</b></p> <p>North: North side of Hollywood Blvd. between Normandie and Vermont  East: West side of Vermont Ave. between Hollywood and Fountain  South: North side of Fountain Ave between Normandie and Vermont  West: East side of Normandie Ave. between Hollywood and Fountain</p>
6.	<p><b>Neighborhood District 6: Little Armenia East</b></p> <p>North: South side of Fountain Ave. between Normandie and Vermont</p>

	<p>East: West side of Vermont Ave. between Fountain and Santa Monica  South: North side of Santa Monica Blvd. between Normandie and Vermont  West: East side of Normandie Ave. between Fountain and Santa Monica</p>
7.	<p><b>Neighborhood District 7: College</b></p> <p>North: South side of Santa Monica Blvd. between Normandie and Vermont  East: West side of Vermont Ave between Santa Monica and Melrose  South: North side of Melrose Ave between the 101 Freeway and Vermont  West: East side of Normandie Ave. and 101 Freeway. Between Santa Monica and Melrose.</p>
8.	<p><b>Neighborhood District 8: Northeast</b></p> <p>North: North side of Hollywood Blvd (from Vermont to Virgil) and Sunset Blvd. (from Virgil to Fountain) between Vermont and Fountain  East: West side of Hoover St. between Fountain and Santa Monica  South: North side of Santa Monica Blvd. between Vermont and Hoover  West: East side of Vermont Ave. between Hollywood and Santa Monica</p>
9.	<p><b>Neighborhood District 9: Virgil Village North</b></p> <p>North: South side of Santa Monica Blvd. between Vermont and Hoover  East: West side of Hoover St. between Santa Monica and Normal  South: North side of Normal Ave between Vermont and Hoover  West: East side of Vermont Ave. between Santa Monica and Normal</p>
10.	<p><b>Neighborhood District 10: Virgil Village South</b></p> <p>North: South side of Normal Ave. between Vermont and Hoover  East: West side of Hoover St. between Normal and Melrose  South: North side of Melrose Ave between Vermont and Hoover  West: East side of Vermont Ave. between Normal and Melrose</p>
11.	<p><b>Neighborhood District 11: Four Streets/Dayton Heights</b></p> <p>North: South side of Melrose Ave between the 101 Freeway and Hoover  East: West side of Hoover St. between Melrose and the 101 Freeway  South/West The 101 Freeway between Melrose and Hoover</p>
12.	<p><b>Tenant Representative</b></p> <p>Any stakeholder who rents housing and lives in the EHNC boundary area.</p>
13.	<p><b>Property Owner Representative</b></p> <p>Any stakeholder who owns residential or commercial real estate property in the EHNC boundary area.</p>
14.	<p><b>Business Representative</b></p> <p>Any stakeholder who owns or is an employee of a business in the EHNC boundary area.</p>
15.	<p><b>Student Representative</b></p> <p>Any stakeholder who attends school in the EHNC boundary area.</p>
16.	<p><b>Community Services Representative</b></p> <p>Any stakeholder who is an affirmed member of a faith-based organization in the EHNC Boundary Area or is a staff or board member of a community-based, 501(c)3 non-profit organization that provides services within the EHNC Boundary Area.</p>
17.	<p><b>Youth Representative</b></p> <p>A youth member age 16-18 representing any stakeholder category; if under age 18 cannot vote on budgetary actions; must be under 18 at time of nomination and may continue their term past their 18<sup>th</sup> birthday but must forfeit their seat before their 19<sup>th</sup> birthday.</p>

The EHNC shall strive for Stakeholder diversity when selecting its Board. At no time, however, shall a single Stakeholder group comprise a majority of the Board, unless extenuating circumstances warrant, and are approved by, the City of Los Angeles Department of Neighborhood Empowerment.

**East Hollywood Neighborhood Council Geographical Board Seat District Map**



**Section 2. Qualifications of Board Members.** Each candidate for member of the Board of EHNC shall be a Stakeholder at the time of nomination for election to the Board. During his or her term, each Board Member shall maintain the stakeholder status upon which he or she was elected, otherwise he/she shall forfeit his/her seat.

The Youth Representative member may serve out his/her term beyond their 18<sup>th</sup> birthday but must resign his/her seat before his/her 19<sup>th</sup> birthday.

**Section 3. Powers and Duties of Board Members.** The Board Members shall have the power, in the name of the East Hollywood Neighborhood Council, to do and perform all acts and things appropriate to the general welfare of its Stakeholders and which are consistent with Article IX of the Los Angeles City Charter. No particular powers shall be held to be exclusive of, or a limitation of, the foregoing general grant of powers. The Board Members shall: (1) Establish rules for its proceedings; (2) Cause a correct record of its proceedings to be kept; (3) Be involved in outreach activities for the neighborhood council; (4) Appoint such standing and ad-hoc committees as it deems necessary; and (5) Comply with the Public Record Act.

**Section 4. Quorum and Motions.** Nine (9) Members of the Board shall constitute a quorum. When the board has attained at least a quorum, motions shall be carried by a majority of those board members present and voting. A minimum of five (5) affirmative votes shall be required to carry any action or motion.

Exceeding a quorum, in the event of a tie vote where the number of votes cast is even, any tie vote constitutes no action, and the matter shall be carried from agenda to agenda until the tie is broken, or until the Board determines to remove the item from the agenda.

**Section 6. Reconsideration of a Motion.** The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meetings. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a (Proposed) Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board Member who has previously voted on the prevailing side of the original action taken. If the motion for reconsideration is not made on the date the action was taken, then a Board Member on the prevailing side of the action must submit a memorandum to the Recording Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall be in compliance with the Brown Act.

**Section 7. Loss of Quorum.** If the EHNC lacks a sufficient number of Board members necessary to establish a quorum, then the EHNC shall adhere to the policy adopted by the Board of Neighborhood Commissioners regarding a loss of quorum then in effect."

**Section 8. Vacancies.** Any vacancy occurring in the Board shall be filled by appointment of the President with the approval of two-thirds (2/3) of the remaining Board Members. All such Stakeholders appointed to the Board must meet and

maintain the status upon which their predecessor was elected. Any person appointed to fill a vacancy shall serve for the remainder of the unexpired term. If a Board seat is vacated less than 90 days before an election, there will be no need to fill the vacancy, unless the remainder of the Board fails to constitute a quorum (see Section 7).

**Section 9. Resignation and Removal of Board Members.** A member of the Board who wishes to resign must submit a written statement of his/her resignation to the President and Recording Secretary in advance of the next meeting of the Board. A Board member who has demonstrated behavior that is considered unbecoming or intentionally damaging to the functions of the EHNC is subject to removal from the Board with the approval of two-thirds (2/3) of the remaining Board Members. EHNC will consult with its legal advisor, the Office of the City Attorney, throughout the removal process. Any Member of the Board who is absent from three consecutive Board meetings, unless excused by the Board, must forfeit his or her seat.

### **ARTICLE III OFFICERS**

**Section 1. Officers.** At the first meeting following the confirmation of elections, the Members of the Board shall select annually from amongst the Members an Executive Committee, comprised of a President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Corresponding Treasurer, who shall serve until their successors are selected.

**Section 2. Duties of the President.** The President shall: (1) Prepare the agenda and preside over the meetings of the Board; (2) Sign official documents when the signature of the Board or President is required by law; (3) Be a required signatory for the EHNC on all funding matters; (4) Act as the official head of EHNC on official, public and ceremonial occasions; and (5) Lead delegations to citywide neighborhood council conventions and other events where representatives of the EHNC are required to be present.

**Section 3. Duties of the Vice-President.** The Vice-President shall perform the duties of the President in the absence of the President or when designated by the President to fulfill such functions; fulfill the role of the Treasurer in the absence of the Treasurer.

**Section 4. Duties of the Recording Secretary.** The Recording Secretary shall: (1) Be responsible for recording and maintaining a full and true record of all the proceedings of the Board; and (2) File certificates and other documentation as may be required by law.

**Section 5. Duties of the Corresponding Secretary.** The Corresponding Secretary shall: (1) Perform the duties of the Recording Secretary in the absence of Recording Secretary; (2) Post meeting notices as required by law and in such designated areas as specified in the Certification Application and (3) Be primarily responsible for communication with the community.

**Section 6. Duties of the Treasurer.** The Treasurer shall: (1) Maintain the EHNC's book of accounts as prescribed by DONE and in compliance with Generally Accepted

Accounting Principles (GAAP); (2) Submit account statements to DONE no less than once and no more than twice during each fiscal year; (3) Be a required signatory for the EHNC on all funding matters; (4) Have charge and custody of and be responsible for all funds of the Board; (5) Receive and give receipts for money due and payable to the Board from any source; (6) Provide a financial report at all regularly scheduled Board Meetings, and at all other times as prescribed by the Board or in accordance with relevant laws and guidelines; (7) Coordinate with the Department of Neighborhood Empowerment for the preparation of an annual report; and (8) and perform all duties incident to the office of Treasurer.

**Section 7. Duties of the Corresponding Treasurer.** The Corresponding Treasurer shall: (1) Perform the duties of the Treasurer in the absence of the Treasurer; (2) Provide assistance to the Treasurer in all administrative duties. The Corresponding Treasurer is required to complete the same training the Treasurer is expected to complete. The Corresponding Treasurer serves as a non-voting seat in actions limited to the Executive Committee only.

**Section 8. Board Trainings.** Members of the Board are mandated to attend all required trainings and expected to continue their personal growth and development with additional training or courses.

**Section 9. Standing Committees.** The EHNC shall include, but not be limited to the following committees:

- Executive Committee (Officers of the Board) (Duties include but are not limited to overseeing and carrying on the day to day activities of the EHNC; assist all Board Members in adhering to all mandates as prescribed by local, state and federal law);
- Outreach Committee (Duties include but are not limited to participating in community wide activities planned either by the Board or community organizations; formulating an quarterly plan on outreach activities);
- Budget and Finance Committee (Duties include but are not limited to reviewing the annual budget and proposed expenditures; reporting to the Board on the EHNC financial status upon request, but no fewer than on an annual basis);
- Youth/Education Committee (Duties include but are not limited to exploring activities for the betterment of the youth and advocating the issues of youth in EHNC);
- Planning and Beautification Committee (Duties include but are not limited to exploring and reviewing issues which affect the quality of life in EHNC).

Standing Committees are consistent and follow the guidelines of the Ralph M. Brown Act. Standing Committees may not comprise a majority of the number of quorum of Board Members. A minimum of one Board Member must serve as a liaison between each Standing Committee and the Board. Members of Standing Committees are to be appointed by the Board, but committee membership is not limited to Board Members.

## ARTICLE IV MEETINGS

**Section 1. Meetings of the Board.** The Board shall hold regular meetings at such times as it shall fix by resolution, but in no event less than twice per calendar quarter. Special Board meetings may be called at any time by the President, or by a fifty-percent-plus-one majority of Board Members, acting in accordance with the law. All meetings, as defined by the Ralph M. Brown Act shall be noticed and conducted in accordance with the Act.

**Section 2. Communications with Stakeholders.** The Board shall establish procedures for communicating with Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

**Section 3. Ralph M. Brown Act.** The Board shall comply with all requirements of the Ralph M. Brown Act. To the extent that any matter is not covered by the Brown Act or the Board's standing rules, then the meetings shall be conducted in accordance with generally accepted parliamentary procedures.

## ARTICLE V ELECTIONS

**Section 1. Elections.** The first election shall be held within 180 days of Certification of the EHNC and shall be overseen by an Election Committee established by the Interim Board. The elected Board may establish an Elections Committee to oversee all subsequent elections. Subsequent elections will fall in accordance with the date of the first election. Elections will be conducted by a neutral third party, and a separate neutral third party will decide election challenges. EHNC shall comply with the City-wide election policies and procedures.

**Section 2. Term Limits of Board Members.** No person may serve more than eight consecutive years as a Member of the Board. Members of the Board shall serve for a two year term, as is mentioned in Article II Section 1.

**Section 3. Certification of Elections.** Newly-elected Board members shall not take office until the election has been finalized by the Independent Election Administrator or the Election Final Decision Maker.

**Section 4. Eligible Voters.** Eligibility to vote in the EHNC Governing Board elections is limited to Stakeholders who have attained a minimum age of 16 years on the day of the election. Stakeholders shall vote at-large to elect all positions.

## ARTICLE VI GRIEVANCES

**Section 1. Procedure.** At the first regularly scheduled meeting, a list will be compiled of stakeholders who wish to serve on a grievance panel, and such list will be updated on an annual basis. Any grievance by a Stakeholder must be submitted in writing to the Board. Within 14 days after receiving a grievance, the Corresponding

Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting the grievance to discuss ways in which the grievance may be resolved. After hearing the grievance, the panel will discuss possible solutions and draft a recommendation for the Board. The Recording Secretary will add the grievance panel's recommendation to the agenda of the next regularly scheduled general meeting. The Board may receive a copy of the panel's report and recommendations prior to the meeting of the Board, but the matter shall not be discussed among the Board members until the matter is heard at a meeting of the Board pursuant to the Brown Act. The Board shall hear the grievance, the grievance panel's recommendation and shall either vote at that time on the matter or at the next regularly scheduled general meeting. A decision of the Board must be made within a 60-day period.

**Section 2. When Applied.** This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at all meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with these By-Laws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and Federal law.

**Section 3. Appeals.** In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department of Neighborhood Empowerment for consideration or dispute resolution in accordance with the Plan.

## ARTICLE VII ETHICS

**Section 1. City of Los Angeles Governmental Ethics Ordinance.** The EHNC, its representatives and all Stakeholders will endeavor to conduct business in a professional and respectful manner. The Council, its representatives, and all Stakeholders shall refrain from violating the Brown Act, and these By-Laws and shall be subject to any and all applicable federal, state and local laws.

**Section 2. No Political Activity.** Neither the EHNC nor any member purporting to speak for it shall endorse any candidate for public office or any political party. Membership rosters, sign-in sheets, contact lists or email distribution lists of the EHNC shall not be used for political, commercial, recruitment or any other activity not directly related to the EHNC.

**Section 3. Non-Discrimination.** The EHNC will encourage all Community Stakeholders to participate in all activities, and will not discriminate in any 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.

**ARTICLE VIII  
BY-LAWS AMENDMENT**

**Section 1. Written Proposal.** Amendments, changes additions or deletions to these By-Laws must be formalized in writing and then lodged with the Recording Secretary or person responsible for preparing the agenda for the next regular meeting. The proposed amendment will be placed on the agenda for public discussion at the subsequent regular meeting of the EHNC.

**Section 2. Effectuating Amendments.** A recommendation for amendment or adjustment of these By-Laws must be made by a majority vote of the Governing Board, as prescribed in Article II, Section 5 of these bylaws.

**Section 3. Filing with the Department of Neighborhood Empowerment.** Within 30 days after a vote recommending adjustment or amendment to the By-Laws, a Notice of Proposed Adjustment of By-Laws shall be submitted to the Department of Neighborhood Empowerment along with a copy of the existing and revised By-Laws for review and approval by the Department all in accordance with Article V(3) of the Plan. No amendment shall be final and/or implemented until approved by Department of Neighborhood Empowerment.

**ARTICLE IX  
SELF-EVALUATION**

**Section 1. Self-Evaluation.** The EHNC shall implement a plan for Self-Evaluation that may include, but not be limited to: establishing and monitoring internal and external processes and procedures that enhance the Council's effectiveness and using techniques and tools for evaluating, reviewing, planning, organizing, developing, implementing and assessing our Community's needs, issues and resources. The EHNC shall perform a self-evaluation by surveying community Stakeholders at least once every other year. The results of the review shall be compiled and made public and submitted to the Department of Neighborhood Empowerment.

**ARTICLE X  
INTERIM PERIOD**

**Section 1. Interim Board.** Until the Governing Board is installed by an election conducted and certified in accordance with the Election Procedures of the Plan for a Citywide System of Neighborhood Councils, an Interim Board will govern the East Hollywood Neighborhood Council.

The Interim Board's authority shall be limited to decisions regarding the conduct of the initial Election and administrative functions. The Board will consist of eleven (11) members, with a quorum of five (5). When the board has attained at least a quorum, motions shall be carried by a majority of those board members present and voting. A minimum of three (3) affirmative votes shall be required to carry any action or motion. The officers of the Interim Board will include the following: President, Vice-President, Recording Secretary, Corresponding Secretary and Interim Election

Committee Chair. Officers will be selected on a volunteer basis or by an informal vote among Interim Board members.

**Section 2. Interim Board Members.** *(Updated June 29, 2007)*

Until the Governing Board is installed by an election certified by the Department of Neighborhood Empowerment, an Interim Board will govern the East Hollywood Neighborhood Council. The Interim Board's authority shall be limited to decisions regarding the conduction of the initial Election and administrative functions.

The members are as follows:

1. George Ambartsumyan
2. David Lawrence Bell
3. Alfredo A. Hernandez
4. Frank Hilton
5. Jennifer Moran
6. Israel Stepanian
7. Elson Trinidad
8. Lucy Varpetian
9. J.R. Woodward
10. Vacant
11. Vacant