

## **BYLAWS OF THE WOODLAND HILLS - WARNER CENTER NEIGHBORHOOD COUNCIL**

### **ARTICLE I NAME**

The name of this organization shall be the **WOODLAND HILLS-WARNER CENTER NEIGHBORHOOD COUNCIL**.

### **ARTICLE II MISSION STATEMENT**

The mission of the **WOODLAND HILLS - WARNER CENTER NEIGHBORHOOD COUNCIL** (the "Neighborhood Council") shall be:

- A. To promote public participation in City Governance and decision making processes so that government is more responsive to local needs and requests and so that more opportunities are created to build partnerships with government to address local needs and requests;
- B. To foster a sense of community for all people to express ideas and opinions about their neighborhoods and their government; and
- C. To protect and improve the quality of life in our neighborhoods, promote empowerment and community pride, encourage youth participation, and to provide a forum to effectively address the issues which affect our communities.

### **ARTICLE III STAKEHOLDERS**

A Stakeholder is defined as any individual who, having reached the age of majority (18 years old), lives, works, owns a business, owns property or otherwise identifies themselves as a stakeholder in the Neighborhood Council area, based on their active participation in, among other things, educational institutions, religious institutions, community organizations or other non-profit organizations within the boundaries of the WHWCNC.

The membership in the Neighborhood Council shall be diverse, inclusive, and open to all Neighborhood Stakeholders and may not discriminate in any of their 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 IV BOUNDARIES**

The Neighborhood Council Area shall be comprised of the entire Woodland Hills Community, bounded on the North by Victory Boulevard (except between Shoup Avenue and De Soto Avenue, where the northern boundary shall be Vanowen Street, and between Corbin Avenue and Winnetka Avenue, where the northern boundary shall be the Los Angeles River Channel), on the South by the City/County Line, on the East by Corbin Avenue, and on the West by the City/County Line.

**ARTICLE V  
ELECTION OF REPRESENTATIVES AND ALTERNATES**

**Section 1: Board of Directors:** The governing body of the Neighborhood Council shall consist of a Board of Directors, which shall be comprised of twenty-one (21) elected stakeholder Neighborhood Council Representatives, as defined below. All committees, subcommittees and/or ad hoc committees shall be made up of members who are elected, selected, or appointed in a manner to be determined by the Board of Directors. In accordance with the Plan for a Citywide System of Neighborhood Councils ("The Plan"), no single Community Stakeholder group shall comprise a majority of the Neighborhood Council's governing body.

**Section 2: Neighborhood Council Representatives:** ("Representatives")

- A. **Residential Stakeholder Representatives** ("RSR"): An RSR shall be any person whose primary residence is located within an area as defined in Appendix "A," whether in a home, apartment, condominium or other housing unit. There shall be one RSR elected in each of the seven (7) areas designated in Appendix "A" attached hereto.
- B. **Business Stakeholder Representative** ("BSR"): A BSR shall be any person who (1) owns a business (2) owns business or residential rental property; or (3) is employed by a business which is located within an area defined in Appendix "A." There shall be one BSR elected in each of the seven (7) areas designated in Appendix "A" attached hereto.
- C. **At-Large Stakeholder Representative** ("ASR"): An ASR shall be any person who identifies themselves as a Stakeholder, as defined in Article III, other than solely as a Residential Stakeholder or a Business Stakeholder, including, but not limited to, participation in educational institutions, religious institutions, community organizations or other non-profit organizations. ASRs shall not be solely based on membership in a homeowners or business-related organization. There shall be one ASR elected in each of the seven (7) areas designated in Appendix "A" attached hereto

**Section 3: Election of Representatives and Alternates**

- A. **Alternates:** For each Representative referred to in Article V, Section 2 above, one(1) Alternate Representative shall be selected pursuant to the Elections Rules and Procedures. The Alternate Representative must attend all Board meetings of the Neighborhood Council. The Alternate Representative shall be a voting member of the Neighborhood Council at any Neighborhood Council Board meeting from which the Representative is absent and, if a Representative resigns or is removed from office, the Alternate Representative shall become the Representative for the remainder of the Representative's elected term.
- B. **Timing of Elections:** Elections shall be held in the 4<sup>th</sup> calendar quarter of each year. In even numbered years, an election shall be held for Representatives and their respective Alternates for each of the areas designated on Attachment A as 1, 3, 5 and 7. In odd numbered years, an election shall be held for Representatives and their respective Alternates for each of the areas designated on Attachment A as 2, 4 and 6.

- C. **Term of Office:** Each Representative and Alternate shall serve for a term of two (2) years, beginning on January 1 and ending on December 31 of the second year. (However, if a replacement Representative is not elected by December 31 of the second year, the Representative shall continue to serve until a replacement Representative is elected and seated.) Prior to the beginning of a term and upon Election Certification, the newly elected persons will be referred to as Representative-Elect and Alternate Representative-Elect. No Representative may serve more than four consecutive terms.
- D. **Selection of Representative and Alternates:** The person receiving the highest number of votes in an election of RSRs, BSRs and ASRs, shall serve as the Representatives for the new term. The person receiving the second highest number of votes in each election shall become the Alternate Representative for the new term, providing he or she accepts. The term of the Alternate Representative shall be concurrent with that of the Representative.
- E. **Removal:** An RSR, BSR and ASR Neighborhood Council Representative shall be removed for the following reasons:
1. **Change or Loss of Stakeholder Status:** A Neighborhood Council Representative or Alternate who has moved their residence or business qualification from the area or category for which they were elected or no longer participates in an At-Large eligible group (as defined in Article V, Section 2.C.) shall be automatically removed as a Neighborhood Council Representative.
  2. **Resignation:** Representatives or Alternates may remove themselves by written resignation to the Neighborhood Council. Resignations will become effective immediately.
  3. **Failure to Attend:** A Neighborhood Council Representative or Alternate who fails to attend three (3) consecutive regularly scheduled Neighborhood Council meetings may be removed by the Board as a Neighborhood Council Representative.
  4. **Removal by Recall:** A Neighborhood Council Representative or Alternate may be removed by the submission of a written petition by verified Stakeholders of the elected Representative/Alternative's Area, pursuant to the procedure set forth below:
    - (1) Recall initiators inform the Neighborhood Council that they wish to collect signatures for the removal of their elected Representative or Alternate.
    - (2) The Board advises initiators to create a "Pro Recall Statement" with a limit of 500 words for the Neighborhood Council required recall petition (as shown in Appendix C-Recall Petition Template).
    - (3) The Board receives the "Pro Recall Statement" and forwards to the Neighborhood Council member who is the subject of the recall effort.
    - (4) The aforementioned Neighborhood Council member has 14 days to furnish a "Rebuttal Recall Statement" to the Neighborhood Council. (Same word limit as 2 above)

- (5) The Neighborhood Council prepares a recall petition using the template from Appendix C.
  - (6) Recall initiators have 90 days from receipt of recall petition from the Neighborhood Council to collect the signatures, including printed name, address and stakeholder status, of 100 verified Stakeholders from the Representative's or Alternate's area (as defined in Appendix A).
  - (7) The Governance Committee shall verify petitioners and, if verified, shall place the matter on the ballot at the next regularly scheduled election, regardless of whether or not the Neighborhood Council member's Area is odd or even, to be in accordance with the Elections Rules and Procedures.
  - (8) Pursuant to the procedure set forth in the Elections Rules and Procedures, qualified Stakeholders may run against the Neighborhood Council member.
- 5. Removal by Board:** A Representative or Alternate shall be removed by the Board for violation of the Bylaws or Rules, if the Board deems the removal to be in the best interest of the Council. The reason(s) for the removal must be in writing and include the bylaw(s) and/or rule(s) violated.
- F. Procedure for Removal:** The Officers shall have the matter placed on the agenda for a hearing by the Board of Directors at the next regular Neighborhood Council meeting, pursuant to the procedure set forth below.
- (1) The Representative or Alternate shall be given a minimum of fifteen (15) days' prior written notice of the proposed removal and the reasons for the proposed removal. Any notice given by mail shall be sent by both first class and certified mail to the Representative/Alternate's last known address.
  - (2) The Representative/Alternate shall be given an opportunity to be heard, either orally or in writing. The hearing shall be held, or the written statement considered, before the Board of Directors.
  - (3) The Board of Directors shall decide whether or not the Representative or Alternate should be removed. Any removal of a Representative pursuant to this subsection shall require an affirmative vote of two-thirds (2/3) of the Board of Directors present, including the vote of the Representative being considered for removal.
- G. Filling a Vacant Office:** In the event that a Representative resigns, is removed, or is unable to serve, the Alternate shall become the Representative for the remainder of the Representative's elected term (see Paragraph C above). In the event that the Alternate is removed, unable to serve, or there is no Alternate, the Chairperson shall nominate a replacement, whose qualification shall be confirmed by the Governance Committee, and then be seated after approval of a majority of the Neighborhood Council Representatives voting. The replacement shall serve for the remainder of the term of the office being filled.

**ARTICLE VI  
OFFICERS OF THE NEIGHBORHOOD COUNCIL**

**Section 1: Officers.** The Officers of the Board of Directors (“the Officers”) shall consist of a Chairperson, a Vice-Chairperson, a Treasurer, a Secretary and a Parliamentarian. These Officers shall be elected by the Board of Directors as provided below, and all must be members of the Board of Directors.

**Section 2: Election of Officers.**

- A. Following any annual election and prior to the start of new terms, a Transition Caucus will be convened composed of continuing mid-term Representatives and Alternate Representatives plus newly elected Representative-Elects and Alternate Representative-Elects for the purpose of electing officers.
- B. Officers shall be elected by the annual Transition Caucus. In the event that a newly elected Representative is removed from office due to a successful election challenge and the margin of victory for any given officer is close, the Transition Caucus may reconvene to re-vote for the affected officer positions.
- C. If there are more than two candidates of an office and none receives a majority vote on the first election, a run-off election shall be held immediately between the two candidates receiving the highest number of votes.
- D. No Chairperson or Vice-Chairperson shall serve more than two consecutive one-year terms in that office.
- E. At any Board meeting when the Chairperson is absent, the presiding officer for that meeting shall be the Vice-Chairperson and in the absence of both the Chairperson and Vice-Chairperson, the presiding officer for that meeting shall be the Treasurer.
- F. In the event of a permanent vacancy in the office of Chairperson, the Vice-Chairperson shall become the Chairperson for the remainder of the Chairperson’s term. In the event of a permanent vacancy in the office of the Vice-Chairperson, Treasurer or Secretary, the presiding officer shall entertain nominations from the Board for a replacement who shall be seated after approval by a majority of the Board of Directors present. The replacement shall serve for the remainder of the term of the office being filled.

**Section 3: Responsibilities of Officers.**

- A. **Chairperson.** The Chairperson shall be the principal officer of the Neighborhood Council, shall be the presiding officer at meetings of the Neighborhood Council and shall exercise and perform such other duties as the Neighborhood Council may assign from time to time or as the Bylaws may prescribe.
- B. **Vice-Chairperson.** The Vice-Chairperson shall act as a presiding officer in the absence of the Chairperson. In case of vacancy in the office of Chairperson, or in the case of the Chairperson's unavailability due to sickness, disability, death or resignation, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers and perform such other duties as the Board of Directors or the Bylaws may prescribe. The Vice-Chairperson shall be

responsible for the oversight of all committees designated by the Board of Directors. The Vice-Chairperson shall perform all other duties as the Chairperson or the Board of Directors may assign from time to time.

- C. **Treasurer.** The Treasurer shall keep the books and maintain, or cause to be kept and maintained, adequate and correct books and records of the Neighborhood Council's financial transactions. The books and records, including books of accounts, shall be open to inspection by any Representative or Stakeholders of the Neighborhood Council at all reasonable times. All books of accounts shall be kept in accordance with Appendix "B" of these Bylaws.
- D. **Secretary.** The Secretary shall keep the minutes of the Neighborhood Council; see that all notices are given in accordance with the provisions of these Bylaws; be custodian of the Neighborhood Council's non-financial records; and perform all other duties as requested by the Chairperson and/or the Board of Directors. The Secretary shall keep the Bylaws and Standing Rules up to date and shall keep an official list of all Representatives, Alternates, and Committee Members and their terms, and keep a register of the addresses (including electronic address, if applicable) and telephone numbers of each Representative and Alternate. The Board of Directors shall appoint an Assistant Secretary who shall assist the Secretary with all duties and act in his or her absence.
- E. **Parliamentarian.** The Parliamentarian shall ensure that the Neighborhood Council's meetings follow Robert's Rules of Order or such other rules as the Board of Directors adopts (insofar as such rules are not inconsistent with these Bylaws or with the law). The Parliamentarian shall ensure the meetings are undertaken in an expeditious manner and shall be the timekeeper, ensuring that all speakers speak within the required time frames.

## ARTICLE VII MEETINGS OF THE NEIGHBORHOOD COUNCIL

**Section 1: Meeting Procedures.** The Board of Directors shall meet regularly, as prescribed in the Standing Rules. All Neighborhood Council meetings, including General Meetings, Executive Committee Meetings and Committee meetings, shall be governed by Roberts' Rules of Order or such other rules as the Board of Directors adopts, insofar as such rules are not inconsistent with these Bylaws or with the law.

**Section 2: Brown Act Requirements.** The Neighborhood Council, Board of Directors and Officers shall abide by all California statutes relative to public meetings and public records. All meetings, as defined by the Ralph M. Brown Act (the "Act"), shall be noticed and conducted in accordance with the Act. All meetings, as defined by the Act, are open and public, and shall permit, to the extent feasible, all Stakeholders to participate in the conduct of business, deliberation and decision-making.

**Section 3: Notices.** All meetings, as defined by the Act, will be publicized within the Neighborhood Council boundaries in accordance the Act, local and state law, and with Section 4 of this Article. The notice will specify the time and place at which the meeting will be held, and an agenda containing a brief description of all the items of business to be discussed at the meeting. The notice and agenda may be contained in a single document.

Failure to receive a meeting notice does not invalidate the meeting. However, the provisions of the Act and these Sections must be complied with in good faith.

**Section 4: Posting and Mailing Agendas.** Notification of all meetings, as defined by the Act, shall include posting on the City's Early Notification System (ENS), at public locations (in accordance with the Act), on the DONE and Neighborhood Council web sites and delivered to any newspaper requesting a copy at least 72 hours in advance of the meeting, except when a Special Meeting is called, in which case the Agenda will be posted at the above described locations at least 24 hours in advance of the Special Meeting.

**Section 5: Adding Agenda Items Prohibited.** No items may be added to the Agenda once it is posted. No action or discussion shall be undertaken of any item not appearing on the Agenda, except in response to comments or questions made during Public Comment(s), in which case such responses shall be brief. Neighborhood Council Representatives will be permitted to make brief announcements or a brief report on his/her activities, or make a request of any City staff or other resource present for factual information or request City staff to report back a subsequent meeting concerning any matter, or take action to have a matter of business placed on a future agenda, or any other action or discussion permitted by the Act.

**Section 6: Special Meetings.** A special meeting of the Board of Directors may be called on an emergency basis or on time-sensitive issues by the Chairperson, the Vice-Chairperson, or a majority of the elected Representatives, by delivering written notice to each member of the Board of Directors and in accordance with the Act and Section 4 of this Article. Such notice may be given either personally or by mail, but must be received at least twenty-four (24) hours before the time set for the special meeting. The notice shall specify the time and place of the special meeting and the business to be transacted.

**Section 7: Adjourned Meetings.** All meetings may be adjourned or suspended to another specified time, place and date, but not beyond the next regular meeting. A majority of the Board of Directors present, whether or not constituting a quorum, may adjourn any meeting. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned time and place meeting was held, within 24 hours after the time of adjournment.

When a regular or adjourned regular meeting is adjourned as provided herein, the resulting adjourned regular meeting shall be a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for the regular meetings.

**Section 8: Minutes.** Within seven (7) business days following each regular Neighborhood Council meeting, or as the Board of Directors otherwise directs, minutes of the meeting shall be sent by mail, fax or electronic mail to all Board of Directors and such others in the community as the Neighborhood Council directs.

**Section 9: Reconsideration.** The Board of Directors 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 Neighborhood Council meeting. The Board of Directors, on either of these two days, shall: (1) make a Motion to Reconsider 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 to Reconsider 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 Representative who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Representative on the prevailing side of the action must submit a memorandum to the 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 all be in compliance with the Brown Act.

## **ARTICLE VIII COMMITTEES**

- Section 1:**     **Committees.** All Neighborhood Council committees, subcommittees and/or ad hoc committees shall be made up of Stakeholders that are elected, selected, or appointed in a manner to be determined by the Board of Directors, as the need arises. These Bylaws shall be amended to reflect the institution of any permanent or standing committee(s). All other committees established or disbanded shall be noted in the minutes by the Secretary. The Board of Directors, by motion, may designate or terminate one or more committees and provide for the manner of approving members for each committee. Each committee may include non-elected Stakeholders.
- Section 2:**     **Term of Office.** Each member of a committee, subcommittee and/or ad hoc committee shall continue until a successor is appointed by the Neighborhood Council, unless the committee, subcommittee and/or ad hoc committee is terminated, or the member is removed from the committee, subcommittee and/or ad hoc committee pursuant to the same removal procedure as is set forth in Article V, Section 3.E of these Bylaws.
- Section 3:**     **Chairperson.** The Officers of the Neighborhood Council shall designate a person to serve as a Chairperson for each Neighborhood Council committee, subcommittee and/or ad hoc committee.
- Section 4:**     **Vacancies.** Vacancies on any committee, subcommittee and/or ad hoc committee may be filled by appointment made by the Committee Chairperson with the concurrence of the Officers of the Neighborhood Council.

## **ARTICLE IX QUORUM AND VOTING**

- Section 1:**     **Quorum.** No formal meeting of the Board of Directors shall be held or Neighborhood Council business conducted or votes taken in the absence of a quorum. A quorum shall consist of a majority of the elected incumbent of the Board of Directors. Such computation shall not include any unfilled positions or vacancies on the Neighborhood Council Representatives. As used in this article, the term "majority" shall mean greater than fifty percent (50%).
- Section 2:**     **Voting.** An affirmative vote of the majority of the Board of Directors voting shall be required to pass motions which deal with policy matters of the Neighborhood Council and to pass motions of an administrative nature (e.g., approval of minutes, Treasurer's reports and motions to adjourn).
- A.     The presiding officer may vote on all motions.
  - B.     Voting by proxy shall not be allowed.
  - C.     The Alternate Representative may vote only when the Representative is absent.

## **ARTICLE X AMENDMENTS**

Amendments, changes, additions and/or deletions to these Bylaws may be proposed by the Board of Directors, or by Stakeholder(s) during the public comment period of a regular Neighborhood Council meeting. A proposal to amend these Bylaws, however, must then be formalized in writing and filed with the Secretary or person responsible for preparing the agenda for the next regular meeting. The proposed amendment will be placed on the agendas for public discussion at the next two consecutive Neighborhood Council meetings.

A recommendation for amendment, change(s), addition(s) and/or deletion(s) of these Bylaws requires an affirmative vote of two-thirds of the Board of Directors voting. Thereafter, and within 14 days after a vote recommending amendment, change(s), addition(s) and/or deletion(s) to the Bylaws, a Notice of Proposed Adjustment of Bylaws shall be submitted to the Department of Neighborhood Empowerment along with a copy of the existing Bylaws for review and approval by the Department all in accordance with Article V(3) of the Plan.

## **ARTICLE XI CODE OF ETHICS**

All Neighborhood Council Representatives, Alternates, Officers, and any others within the scope of the applicable law, shall abide by all Federal, State and Local laws, including the standards adopted by the Los Angeles Ethics Commission, as a minimum ethical standard. The Neighborhood Council shall adopt as Standing Rules both a pledge and methodology for Neighborhood Council Representatives, Alternates, Officers, and other affected persons, regarding obeying the law and achieving high standards of conduct, including, but not limited to, fair and open procedures for conducting business and financial accountability of Neighborhood Council funds.

## **ARTICLE XII GRIEVANCE PROCEDURE**

**Section 1:** **Eligibility to Grieve.** Any person or group who objects to a decision or policy or believes they are adversely affected by a decision or policy of the Neighborhood Council may file a complaint in writing with the Chairperson of the Neighborhood Council. The Neighborhood Council Representatives shall resolve the complaint or take appropriate action and advise the complainant of the outcome. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board of Directors. Those grievances can be aired at Neighborhood Council meetings. This grievance process is intended to address matters involving procedural disputes, (e.g., the Board of Directors' failure to comply with Board of Directors Rules or these Bylaws) or its failure to comply with the City's Charter, the Plan, local ordinances (and amendments) and/or State and federal law.

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.

**Section 2:** **Complaint Receipt.** Within ten (10) days of receipt of the complaint, the Officers of the Neighborhood Council shall arrange with the petitioner for a mutually acceptable place, day and hour for a review of the complaint, and will, in writing, within sixty (60) days, recommend a resolution of the grievance to the Board of Directors.

**Section 3:** **Final Resolution.** The Board of Directors shall attempt to resolve the complaint and shall submit a report of their recommendation and/or action to the complainant, and Neighborhood Council membership. If the Board of Directors and petitioner cannot reach agreement, final resolution of the complaint shall be by vote of the majority of the membership at a general or special meeting. Parties involved are encouraged to request mediation assistance from DONE.

### **ARTICLE XIII RECORDS AND REPORTS**

**Section 1:** **Maintenance and Inspection of Articles and Bylaws.** The principal office for the Neighborhood Council shall be: within the community of Woodland Hills and indicated on the Council website.

The Neighborhood Council shall keep at its principal executive office the original or a copy of the Charter and Bylaws as amended to date, which shall be open to inspection by the stakeholders at all reasonable times during office hours.

**Section 2:** **Maintenance and Inspection of Other Corporate Records.** The accounting books, records, and minutes of proceedings of the Board of Directors and any committee, subcommittee and/or ad hoc committee of the Neighborhood Council shall be kept at such place or places designated by the Officers of the Neighborhood Council, or, in the absence of such designation, at the principal executive office of the Neighborhood Council. The minutes shall be kept in written or typed form, and the accounting books and records shall be kept either in written or typed form or in any other form capable of being converted into written, typed or printed form.

**Section 3.** **Inspection by Members.** With the exception of those records exempt from disclosure by express provisions of law, including the California Public Records Act (Government Code Section 6250 et seq.), every member shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Neighborhood Council. This inspection by a member may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

**Section 4.** **Annual Report.** The Board of Directors shall provide to the Neighborhood Council within 120 days after the close of its fiscal year, a report containing the following information in reasonable detail:

- A. The assets and liabilities, including the trust funds, of the Neighborhood Council fiscal year; as of the end of the fiscal year;
- B. The principal changes in assets and liabilities, including trust funds, during the fiscal year;
- C. The revenue or receipts of the Neighborhood Council, for both general and restricted purposes, for the fiscal year;
- D. The expense disbursements of the Neighborhood Council, for, both unrestricted and restricted to particular purposes during the fiscal year.

**ARTICLE XIV  
FINANCIAL ACCOUNTABILITY**

The Board of Directors shall provide for the establishment of such funds and accounts as are necessary or convenient for the transaction of the Neighborhood Council's business and activities, and for the designation of the persons authorized ("Authorized Persons") to disburse moneys from any fund or account. In addition to the accounting practices outlined in these Bylaws (and in Appendix "B"), GAAP will be used. All such funds and accounts shall be in a single federally or state chartered financial institution located in the City of Los Angeles, California. All such funds and accounts shall provide for the disbursement of funds only upon approval by the Chairperson and the signature of the Treasurer and any other Authorized Person(s). All moneys of the Neighborhood Council from whatever source derived shall, except as otherwise provided in any grant or other agreement relating to such funds, be deposited into a fund or account in the name of the Neighborhood Council. The Treasurer shall have charge of all accounting for and safeguarding the funds and accounts of the Neighborhood Council. No disbursement of moneys of the Neighborhood Council shall be made for any purpose other than a purpose authorized by the Board of Directors. Appropriations of moneys of the Neighborhood Council shall be made only by a duly adopted resolution of the Board of Directors stating the amount to be expended or disbursed (which may be expressed as a "not to exceed" amount) and the payee.

**APPENDIX "A"**  
**BOUNDARIES**

(One RSR, One BSR, One Alternate RSR, and One Alternate BSR from each Area)

Area 1: Bounded by: North - Victory Boulevard  
South - Ventura 101 Freeway  
East - Corbin Avenue  
West - DeSoto Avenue

This area shall also include the area between the Los Angeles River Channel and Victory Boulevard between Corbin and Winnetka Avenues

Area 2: Bounded by: North - Vanowen Street  
South - Victory Boulevard (between Shoup Avenue and the lots fronting along the west side of Topanga Canyon Boulevard) and the Ventura 101 Freeway (between Topanga Canyon Boulevard and De Soto Avenue)  
East - DeSoto Avenue  
West - Shoup Avenue (between Vanowen Street and Victory Boulevard) and the lots fronting along the west side of Topanga Canyon Boulevard (between Victory Boulevard and the Ventura 101 Freeway)

Area 3: Bounded by: North - Victory Boulevard  
South - Ventura 101 Freeway  
East - Topanga Canyon Boulevard  
West - Woodlake Avenue

Area 4: Bounded by: North - Victory Boulevard  
South - Ventura 101 Freeway  
East - Woodlake Avenue  
West - Los Angeles City/County Line

Area 5: Bounded by: North - Ventura 101 Freeway  
South - Los Angeles City/County Line  
East - Corbin Avenue  
West - Serrania Avenue

Area 6: Bounded by: North - Ventura 101 Freeway  
South - Los Angeles County Line  
East - Serrania Avenue  
West - Topanga Canyon Boulevard

Area 7: Bounded by: North - Ventura 101 Freeway  
South - Los Angeles County Line  
East - Topanga Canyon Boulevard  
West - Los Angeles City/County Line

**APPENDIX "B"**  
**ADDITIONAL FINANCIAL/ACCOUNTING PRACTICES**

**NEIGHBORHOOD COUNCIL TREASURER.** In addition to the responsibilities described and contained in these Bylaws, the Treasurer shall be the custodian of the funds of the Woodland Hills-Warner Center Certified Neighborhood Council. The Treasurer shall open and maintain a separate bank account for each type of appropriated Fund or Grant received from the City through the Mayor and/or the City Council. The Treasurer shall cooperate fully with the Department of Neighborhood Empowerment in matters related to Woodland Hills-Warner Center Neighborhood Council funding, financial affairs and accounting procedures, and shall allow Department of Neighborhood Empowerment staff access to the accounting records of the Woodland Hills-Warner Center Neighborhood Council.

In addition, the Treasurer shall be responsible for ensuring the following:

- Bank Reconciliation:** Each fund or account will be reconciled monthly with bank statements.
- Bookkeeping:** The Treasurer will set up and maintain an appropriate bookkeeping system for the Woodland Hills-Warner Center Neighborhood Council. Documents to be used for purposes of accounting and financial control may be reviewed by the Chief Accounting Employee of Department of Neighborhood Empowerment.
- Books of Accounts:** The Treasurer shall keep the books of accounts of the Woodland Hills-Warner Center Neighborhood Council. The books of accounts will, at a minimum, consist of Cash Receipts and Disbursements Ledgers which will show the beginning cash balance, the kinds and amounts of expenses paid from day to day, and the running balance of each fund. Each type of fund will be duly accounted for under separate ledgers.
- Disbursements:** All disbursements should be approved by the Chairperson of the Officers of the Woodland Hills-Warner Center Neighborhood Council. All disbursements shall be paid by check. Checks drawn shall be signed by the Chairperson of the Officers and countersigned by the Treasurer of the Woodland Hills-Warner Center Neighborhood Council.
- Petty Cash Fund:** The Treasurer or Authorized Person may create and should be the custodian of a Petty Cash Fund, to be initially established in an amount to be determined by the Officers of the Woodland Hills-Warner Center Neighborhood Council. A Petty Cash Voucher approved by the Chairperson of the Officers of the Woodland Hills-Warner Center Neighborhood Council should support all disbursements from the Petty Cash Fund.
- Receipts:** All receipts of funds and/or grants should be deposited intact into their respective bank accounts.
- Financial Reporting:** The Treasurer shall prepare and submit the accounting statements of the Woodland Hills-Warner Center Neighborhood Council to Department of Neighborhood Empowerment at least once per year. Such accounting statements will serve as one component of the compliance review process which will be performed annually by Department of Neighborhood Empowerment. In addition, if the Woodland Hills-Warner Center Neighborhood Council receives grant funding or other funds from the City, the Treasurer shall submit separate accounting statements describing the use of such funds, in a format and at intervals to be prescribed by Department of Neighborhood Empowerment or other appropriate City agency or department. The accounting concepts, measurement techniques, and standards of presentation used in the preparation of financial statements are commonly referred to as GAAP (Generally Accepted Accounting Principles). The Treasurer of the of the Woodland Hills-Warner Center Neighborhood Council will ensure that the financial reports shall include information regarding the amount appropriated (or the beginning balance for the subject quarter), additional receipts for the subject quarter, if any, the expenses paid during the reporting period, and the ending balance of the funds. Financial reports shall be received by Department of Neighborhood Empowerment not later than 90 days after the close of the reporting period.

**APPENDIX "C"**  
**NEIGHBORHOOD COUNCIL RECALL PETITION TEMPLATE**

(INSERT) NAME OF NEIGHBORHOOD COUNCIL MEMBER TO BE RECALLED

(INSERT) NEIGHBORHOOD COUNCIL MEMBER'S AREA OF REPRESENTATION

**PRO STATEMENT**

(insert statement)

**CON STATEMENT**

(insert statement)

**SIGNATURE COLLECTION AREA**

Stakeholder Name, Contact Information

Stakeholder Self-Affirmation Declaration  
And Signature

*I affirm, under penalty of perjury, that the information  
provided is truthful, I am a Stakeholder in my stated Area  
and I wish to add my name to this recall petition.*

1. (insert Name, Contact Information, Stakeholder Status) \_\_\_\_\_ (insert Signature) \_\_\_\_\_

2. (insert Name, Contact Information, Stakeholder Status) \_\_\_\_\_ (insert Signature) \_\_\_\_\_

3. (insert Name, Contact Information, Stakeholder Status) \_\_\_\_\_ (insert Signature) \_\_\_\_\_

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