

# Bylaws

Revision presented to the Board, March 22, 2004

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### ARTICLE III - MEMBERSHIP

A. ~~GRVNC Community Stakeholders.~~ "GRVNC ~~Community Stakeholders~~" are defined as individuals who live, work, or own property within the GRVNC boundaries. In addition, ~~Community Stakeholders shall be identified by active and regular participation in, among other things, educational institutions, religious institutions, community organizations or other non-profit organizations, block clubs, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith-based groups and organizations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, arts associations, political action groups, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, codewatch, neighborhood watch, police advisory board groups, and/or redevelopment action boards, organizations, institutions or branches that are based in Venice and the majority of participants are Venice residents.~~

B. Voting Members. Any eligible GRVNC ~~Community Stakeholder~~ who chooses to

register may become a "Voting Member." Voter registration will be conducted in accordance with Article VI, as interpreted by the Rules and Elections Committee. ~~Proof of Community Stakeholder status will be required for voting rights to be effected attested to by the voter. Stakeholders within the boundary of the GRVNC who are registered to vote with the Los Angeles County Registrar of Voters will be deemed to be voting members of the GRVNC.~~

C. Member Rights. Members shall have at minimum the following rights:

1. To vote to elect the Board of Officers, as specified in Articles IV and VI.
2. To initiate discussion, an action, policy, or position.
3. To make a motion to hold a non-binding, advisory vote at any general meeting. All individuals present at such a meeting, whether or not they are registered as Voting Members, shall be allowed to participate in such an advisory vote.
4. To make use of initiative, recall, and grievance procedures outlined in Article V.

5. To participate in and provide feedback at all meetings of the GRVNC.

6. To participate on standing committees and assist with the various activities of the GRVNC, as specified in Article VII.

7. To establish ad hoc advisory or working committees reporting to the GRVNC Board of Officers, as specified in Article VII.

D. Privacy. The GRVNC Voting Member database will be deemed confidential to the fullest extent of the law. It shall be maintained by the Communications Officer and the Communications and Outreach Committee. Official GRVNC business requiring communication to the Voting Members shall be disseminated by the Communications Officer.

#### ARTICLE IV - BOARD OF OFFICERS

A. The Governing Body of the GRVNC shall be the GRVNC Board of Officers. The Board of Officers shall establish policies and positions of the GRVNC at its regular meetings and review and recommend actions to governmental and other entities on issues affecting the Venice community. The GRVNC Board of Officers is comprised of Twenty-One (21) Officers, elected from and by the population of GRVNC Voting Members, as follows:

- Seven (7) Executive Officers (elected at-large)
- Seven (7) At-Large Officers
- Seven (7) Geographical Representative Officers

B. Seven (7) Executive Officers elected at-large (i.e. any Voting Member may run for and vote for any at-large office), including:

~~1. **President** (Chair General, Board and~~

~~Executive Committee meetings, connect with other Neighborhood Councils in Los Angeles.)~~

2. **First Vice President** (Chair, Event Planning Committee; Serves as the chief liaison with other Neighborhood Councils in Los Angeles).

3. **Second Vice President** (Assume duties of the Vice President when the Vice President is unavailable to perform his/her duties. Co-Chair Communications and Outreach Committee. Serves as Executive Committee liaison for Geographical representatives).

4. **Third Vice President** (Assume duties of the Second Vice President when the 2nd Vice President is unavailable to perform his/her duties. Co-Chair Budget, Finance and Fundraising Committee. Serves as Executive committee liaison for At-Large Representative).

4. **Secretary** (Record minutes, post minutes to website no later than 7 days after meetings, make minutes available prior to next meeting, maintain public record of the GRVNC).

5. **Treasurer** (Chair Budget, Finance and Fundraising Committee, oversee finances, report at Board Meetings, maintain balance sheets, financial accountability, etc. Co-sign along with another Executive Officer all checks, and all requests to the Department of Neighborhood Empowerment (DONE) for checks, for disbursement of funds greater than \$100).

6. **Communications Officer** (Chair Communications ~~and Outreach Committee, oversee Early Notification System, etc.~~)

7. **Government Relations Officer** (Chair Government Relations Committee,

perform City Oversight function, oversee Early Notification System, etc.).

~~The Immediate Past President shall be, as implied by the name, a non-elected position. The Immediate Past President shall serve as a non-voting, ex-officio member of the Executive Committee and Board of Officers.~~

C. The duty of chairing General, Board and Executive Committee meetings will be rotated every two months among members of the Executive Committee. The order of the rotation will be decided by the Executive Committee. However, no Executive Committee member shall take a second turn at chairperson until all Executive Committee members have been offered an opportunity to chair.

D. Effective July 1, 2004, the titles Vice President, 2nd Vice President and 3rd Vice President shall all be renamed Vice President. Manner of election shall be determined by the Board and assignment of duties shall be determined by the Executive Committee.

E. The seven Geographical Representative Officers shall be responsible for appointing a member to the Land Use and Planning Committee (see Art. 7G) and posting notices of meetings in their geographical area. They will serve as members of the Outreach Committee.

F. The seven At-large Officers shall each work with one of the Executive Officers in his/her area of responsibility. The manner of pairing Executive Officers and At-large Officers shall be decided by the Board.

#### ~~F.~~ G. Vacant Board Seats

If all Board seats are not filled after the

election, they shall be filled by the majority vote of the other elected Officers. Officer seats vacated before the natural expiration of their term shall be filled by a majority vote of the remaining Officers. Officers selected in these manners shall be ~~confirmed or replaced by election~~ subject to an advisory vote by the Voting Members at a separate GRVNC Election meeting, to be held in a timely manner after such selection.

#### ~~G.~~ H. Term

Each term of office shall be two years (excepting those initial terms described below). Terms shall begin on ~~January~~ July 1st and end on ~~December 31st~~ June 30. ~~See Article VI (Elections) for further detail on initial terms, staggering, and term limits.~~

#### ~~H.~~ I. Quorum

A minimum of eleven (11) of the twenty-one (21) GRVNC Officers shall be required at Board and GRVNC general meetings for a quorum to be present. A minimum of four (4) of the seven (7) Executive Officers shall be required at Executive Committee meetings for a quorum to be present. A majority vote of Officers present shall be sufficient for the Board of Officers or the Executive Committee, as appropriate, to rule on business, unless otherwise stated in these By-Laws.

#### ~~I.~~ J. Resignation and Removal

1. If an Officer is elected to any City of Los Angeles political office, he or she must immediately resign from the Board.

2. Any Officer may resign by submitting a written resignation to the President or the Secretary.

3. The Board may remove any Officer whenever, the best interests of the

GRVNC would be served. No Officer shall be removed for any arbitrary, capricious or discriminatory reason. If an Officer fails to consistently attend those meetings at which they are expected, the Board may remove the Officer and declare the seat vacant. Executive Officers are expected to attend all Executive Committee meetings, Board of Officers meetings and GRVNC General meetings. Board Members are expected to attend all Board of Officers meetings and GRVNC General meetings. Absence from four (4) consecutive meetings or seven (7) or more meetings during the previous twelve months shall be deemed a failure to consistently attend. A three-quarters (3/4) vote of Officers present at a Board of Officers meeting or GRVNC General meeting is required for removal. Such action shall be effective immediately upon the Board vote to remove. In such case, the President shall send a certified letter to the person, stating that he or she is no longer a GRVNC Officer.

4. A person removed from the Board is ineligible to serve on the Board for twelve (12) months from the date of removal.

## ARTICLE VI - ELECTIONS

### A. Timing

Elections for the GRVNC Board of Officers shall be held annually at the June GRVNC Election meeting. The only order of business at the annual Election Meeting shall be the election of the Board of Officers. ~~The first election shall elect all twenty-one (21) officers and shall be held in a timely manner after certification by the City of Los Angeles, with terms effective immediately after the election.~~ Elections thereafter shall be staggered, electing ten (10) officers in even numbered years and eleven (11) officers in odd numbered years (the

Immediate Past President will be a non-elected position). The specifics of the staggering procedure are described below. Special Election Meetings may additionally be called where a vote of the GRVNC Voting Membership is required, as specified in these bylaws.

### B. Staggering

~~For the initial GRVNC Board elections, In odd numbered years, the following ten (10) Officers shall be elected to initial terms effective through December 31, 2002, with two-year terms thereafter:~~

1. Secretary
2. Treasurer
3. Communications Officer
4. Seven (7) At-Large Officers

The remaining Officers shall be elected to two-year terms in ~~the initial and subsequent~~ even numbered year elections.

### C. Term Limits

No person may serve more than eight consecutive years in any office of the GRVNC Board of Officers, in accordance with the DONE plan.

### D. Registration

~~GRVNC Community Stakeholders may register to become Voting Members at any time up to one hour before the Election Meeting.~~ Registered Voting Members who qualify as current Community Stakeholders at the time of elections are entitled to vote at the Election Meeting.

### E. Qualification

Any ~~Community~~ Stakeholder within the GRVNC boundaries who is 16 years or older may complete a GRVNC

registration form and become a GRVNC Voting Member. Any ~~Community Stakeholder~~ who is under 16 years old but is a junior or senior in High School is also qualified to become a Voting Member upon proof of such status. See Article III for a definition of requirements for ~~Community Stakeholder~~ qualification.

F. Credentials - Stakeholders will affirm by signature at the time of registration that they meet the criteria to be a stakeholder, and the reason why they hold a stake in Venice (live, work, etc.)

~~A Valid Credential(s) may be required at the time of registration to prove Community Stakeholder status.~~

~~Examples of Valid Credentials include the following:~~

~~→ CA Drivers License~~

~~→ CA Residency Card~~

~~→ School ID Card~~

~~→ A business card~~

~~→ A recent utility bill~~

~~→ An imprinted check~~

~~Other proof of Community Stakeholder status will be accepted per the standards adopted by the Rules and Elections Committee.~~

#### G. Voting

Voting for election of Officers shall be by ballot. Each Voting Member shall be entitled to cast votes for all offices up for election. ~~(as applicable due to staggered elections)~~ as follows:

~~→ One vote for President~~

~~→ One vote for Vice President~~

~~→ One vote for Second Vice President~~

~~→ One vote for Secretary~~

~~→ One vote for Treasurer~~

~~→ One vote for Communications Officer~~

~~→ One vote for Government Relations Officer~~

~~→ One vote for each At-Large Officer.~~

Voting for At-Large Officer candidates shall be by cumulative voting. The seven At-Large Officer candidates with the highest vote totals shall be elected. Each GRVNC Voting Member may vote for up to seven (7) candidates when the seven (7) At-Large Officer positions are up for election.

· One vote for one Geographical Representative Officer. Each GRVNC Voting Member may vote for only one Geographical Representative Officer when the seven (7) Geographical Representative Officer positions are up for election.

If more than two candidates are running for an Office, ~~a plurality shall be sufficient to elect.~~ voting shall be by Instant Runoff Voting (IRV).

No voting by proxy is allowed, either in elections or for the Board of Officers to rule on business.

H. Third-Party Supervision - A third-party, such as the League of Women Voters, shall serve as the election administrator.

#### ~~H.~~ I. Election Procedures

The Rules and Elections Committee is granted broad discretion to interpret these rules and to create additional rules and procedures as necessary to hold annual GRVNC Officer elections or special Election Meetings. The Rules and Elections Committee shall be guided by

the principles of fairness and democracy in creating such rules.

I. Board members shall remain in office past the July 1 expiration date for their terms if newly elected Board members are not seated by then due to election challenges.

## **ARTICLE VII - COMMITTEES**

GRVNC ~~Community~~ Stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee Chair. The following Committees shall be established:

A. Executive Committee: Consists of the Seven Executive Officers. Chaired by President rotation as provided in Article IV, Section 7(C). Sets agenda for Board, Executive Committee, and GRVNC meetings. Establishes ad hoc and other Committees. Acts as administrative body for the GRVNC. Recommends actions to the Board of Officers. The Executive Committee shall have the authority of the Board of Officers to make decisions on emergency and routine business items, and shall report all such actions and decisions to the Board, which may modify or reverse such actions or decisions upon a majority vote.

B. Rules and Elections Committee: Chaired by Officer, not subject to election, as nominated by the Executive Committee, subject to approval of the Board. Organizes and executes general GRVNC elections and Election Meetings. Responsible for compliance with the GRVNC By-Laws. Proposes and enforces standing rules as necessary. Establishes a Nominations sub-committee as necessary. Informs the voting members of all election rules and procedures, and reports at GRVNC general meetings on any changes to these that it has adopted.

C. Budget, Finance and Fundraising Committee: Chaired by Treasurer. Oversees and administrates all GRVNC financial matters, including system of financial accountability as required by DONE.

~~D. Communications and Outreach Committee: Chaired by Communications Officer, Co-Chaired by the Second Vice President. Includes all Geographical Representative Officers and may include additional voting members as determined by the Communications and Outreach Committee. It oversees, administrates and executes Early Notification System and communications with GRVNC Community Stakeholders and the Media. Performs ongoing outreach to GRVNC Stakeholders.~~

E. Outreach Committee: Chaired by the Second Vice President. Includes all Geographical Representative Officers. It performs ongoing outreach to GRVNC Stakeholders.

~~E. F. Government Relations Committee: Chaired by Government Relations Officer, Co-Chaired by another GRVNC Voting Member as nominated by the Board. It fulfills the City Oversight function, and liaise The chair is the liaison officer with City and other governmental entities. It oversees, administrates and executes Early Notification System.~~

~~F. G. Event Planning Committee: Chaired by Vice President. Organize and execute General Meetings and special events.~~

~~G. H. Land Use and Planning Committee: This nine (9) member Committee shall include seven (7) GRVNC Voting Members (i.e. registered GRVNC Community Stakeholders), each as nominated by the individual Geographical Representative Officers,~~

one for each District. Additionally, the Committee shall include two (2) GRVNC Officers, as nominated by the Board of Officers. Committee members shall elect the chair and/or co-chair(s). The Land Use and Planning Committee shall review, take public input, report on and make recommendations of actions to the Board of Officers on any land use and planning issues affecting the GRVNC community.

7. Parking Committee

8. Poverty and Homelessness Committee

~~H.~~ I. Conservation Committee: This committee will address conservation issues within the Venice boundaries and those issues outside of the formal boundaries that directly affect conservation issues within Venice.

J. Other standing or ad hoc Committees may be established as deemed appropriate by the Executive Committee and/or the Board of Officers, to carry on the work of the GRVNC. Chairs are named by the Executive Committee, subject to approval by the Board of Officers. A Committee may be chaired by and may include any GRVNC ~~Community~~ Stakeholder. Other than the Executive Committee and Land Use and Planning Committee, which have membership specified above, the size and composition of each Committee beyond what is specified in these bylaws is left to the discretion of each Committee and its Chair. However, no stakeholder shall be denied membership in a committee without good reason. Each committee shall establish rules of conduct and quorum.

K. The additional Standing Committees are recognized by the GRVNC:

1. Abbot Kinney Blvd. Committee
2. Ocean Front Walk (Boardwalk) Committee
3. Bylaws Committee
4. Children, Youth & Families Committee
5. Conservation Committee
6. Housing Committee