

Attachment C: BHNC Bylaws Amendments to Article VI

Original Language [2015]

Article VI OFFICERS

Section 1: Executive Officers of the Board - There shall be six (6) Executive Officers of the BHNC: President, Vice President, Secretary, Treasurer, Outreach & Special Events Officer, and Planning and Land Use Officer. Executive Officers are expected to attend all BHNC Board and Executive Committee meetings.

Section 2: Duties and Powers

A. President:

1. Chairs the Board and Executive Committee meetings.
2. Sets agenda for Executive Committee meetings.
3. Appoints chairs of the Ad Hoc Committees.
4. Acts as chief liaison with Los Angeles City and other government agencies.
5. Has final approval of all BHNC correspondence.
6. Is an ex-officio member of all BHNC committees

Proposed Language [REC 2017-04-03]

Article VI – OFFICERS

Section 1: Executive Officers of the Board -

1. There shall be six (6) Executive Officers of the BHNC: President, Vice President, Secretary, Treasurer, Outreach & Special Events ~~Officer~~, and Planning and Land Use ~~Officer~~.
2. Executive Officers are expected to attend all BHNC Board ~~and Executive Committee~~ meetings.
3. Executive Officers are expected to attend all Executive Committee meetings.

Section 2: Duties and Powers

1. President (Presiding Officer)

- (a) Chairs the Board and Executive Committee meetings.
- (b) Sets agenda for Executive Committee meetings.
- (c) Appoints chairs of the Ad Hoc Committees.
- (d) Acts as chief liaison with ~~Los Angeles City~~ the City and other government agencies.
- (e) Has final approval of all BHNC correspondence.
- (f) Is an ex-officio member of all BHNC committees

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B. Vice President:

1. Presides and performs duties in the absence of the President.
2. Has oversight over all BHNC committees and will compile monthly committee activity summaries for review by the BHNC Board and Stakeholders.
3. Acts as chief liaison with other Neighborhood Councils.
4. Oversees Board Member compliance with all government training requirements.
5. Serves as Chair of the Neighborhood Committee.

C. Secretary:

1. Receives materials and compiles agendas for Board and Executive Committee meetings with approval of the President.
2. Responsible for recording minutes of both Executive Committee and Board meetings and presenting the minutes for approval at the next posted meeting.
3. Maintains BHNC permanent records and assures their availability to Stakeholders upon request.
4. Responsible for ensuring that Board and Executive Committee meeting notices are posted in a timely manner and distributing them to the BHNC Board and the Department.
5. Receives and distributes all mail correspondence.

Proposed Language [REC 2017-04-03]

2. Vice President

- (a) In the absence of the President, acts as "Preciding Officer" Presides and performs the duties in the absence of the President described in Article VI, Section 1(a).
- (b) Has oversight over all BHNC committees and will compile monthly committee activity summaries for review by the BHNC Board and Stakeholders.
- (c) Acts as chief liaison with other Neighborhood Councils.
- (d) Oversees Board Member compliance with all government training requirements.
- (e) Oversees inventory along with Tresurer.
- (f) Serves as Chair of the Neighborhood Committee.

3. Secretary

- (a) Receives materials and compiles agendas for Board and Executive Committee meetings with approval of the President.
- (b) In accordance with Article VIII, Section 2. Responsible for recording minutes of ~~both~~ the Executive Committee, Board Retreats and Board meetings. ~~and presenting~~. Presents the minutes for approval at the next posted meeting.
- (c) Responsible for recording of attendance, and ensures the record is available via the BHNC website for review.
- (d) Maintains BHNC permanent records and assures their availability to Stakeholders upon request and via the BHNC website.
- (e) In accordance with Article VIII, Section 3. Responsible for ensuring that Board and Executive Committee meeting notices are posted in a timely manner and distributing them to the BHNC Board and the Department.
- (f) Receives and distributes all mail and e-mail correspondence.

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D. Treasurer:

1. Responsible for overseeing the BHNC finances.
2. Requests disbursements from the Department with appropriate documentation.
3. Prepares monthly budget updates and reports of receipts, expenditures, and balances for approval by the BHNC Board at its monthly meeting.
4. Maintains the records of the BHNC's finances and books of accounts and perform other duties in accordance with the BHNC's Financial Accountability Plan (see Article IX) and the Department's policies and procedures.
5. Chairs the Budget Committee.

E. Outreach and Special Events Officer:

1. Publicizes BHNC meetings, special events, and other BHNC activities.
2. Develops and supervises an on-going outreach plan and coordinates efforts to ensure participation by community Stakeholders.
3. Reports outreach activities and recommendations to the Board at the monthly BHNC Board meetings.
4. Chairs the Outreach Committee.
5. Responsible for maintaining the BHNC website and BHNC mailing list.
6. Organizes all BHNC Special Events.

Proposed Language [REC 2017-04-03]

4. Treasurer

- (a) Responsible for overseeing the BHNC finances.
- (b) Responsible for inventory.
- (c) Requests disbursements from the Department with appropriate documentation.
- (d) Prepares monthly budget updates and reports of receipts, expenditures, and balances for approval by the BHNC Board at its monthly meeting.
- (e) Maintains the records of the BHNC's finances and books of accounts and perform other duties in accordance with the BHNC's Financial Accountability Plan (see Article IX) and the Department's policies and procedures.
- (f) Chairs the Budget Committee.
- (g) Responsible for uploading approved budget documents to the BHNC website.

5. Outreach and Special Events Officer

- (a) Publicizes BHNC meetings, special events, and other BHNC activities.
- (b) Develops and supervises an on-going outreach plan and coordinates efforts to ensure participation by community Stakeholders.
- (c) Reports outreach activities and recommendations to the Board at the monthly BHNC Board meetings.
- (d) Chairs the Outreach Committee.
- (e) Responsible for maintaining the BHNC website, social media outlets and BHNC mailing list.
- (f) Organizes all BHNC Special Events.
- (g) Announces accomplishments made by the Board, including highlights of Board Meetings, funding of NPG and upcoming events, on Social Media.

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Original Language [2015]

F. Planning and Land Use Officer:

1. Chairs the Planning and Land Use Committee
2. Represents the BHNC Board's positions at Area Planning, Zoning, and other Los Angeles city land use meetings.
3. Selects land use items for Committee and Board review.

Proposed Language [REC 2017-04-03]

6. Planning and Land Use Officer

- (a) Chairs the Planning and Land Use Committee
- (b) Represents the BHNC Board's positions at Area Planning, Zoning, and other Los Angeles city land use meetings.
- (c) Selects land use items for Committee and Board review.
 - i. Actively seeks out possible land use items.
 - ii. Maintains open communications with Transportation and Environment Chair, Neighborhood Committee Chair regarding Stakeholder concerns.

Original Language [2015]

Section 3: Selection of Officers – Officer positions are selected by the Board at the first meeting after being seated. Until the next BHNC scheduled elections, the Executive and Area Officers of the BHNC shall be selected by a majority vote of the Board Members in attendance at a noticed Board meeting. The selected Officers shall continue their term until subsequent Officers are seated following the next BHNC elections.

Proposed Language [REC 2017-04-03]

Section 3: Selection of Officers –

1. Executive Officers, unless specified here-in,
 - (a) are selected by a simple majority vote of the Board at a noticed Board meeting;
 - (b) are selected at the first meeting following being elected to the BHNC and each year there after.
 - (c) The selected Officers shall continue their term until subsequent Officers are seated following the next Executive Officer elections.
 - (d) Planning and Land Use (PLUC) Officer shall be elected by a simple majority vote of the Board present, at the June General Board Meeting each year.
 - (e) Any Executive Officer may resign by submitting a written resignation to the Board. The Board does not have to take action to accept resignations. Upon receipt of resignation, the position shall immediately be deemed vacant and agendized for the first subsequent BHNC General or Special Board meeting for selection and vote.
 - (f) A vacated Executive Officer position shall be elected by a simple majority of the Board in attendance at a noticed Board meeting.
2. Area Officers
 - (a) Elected Area Seat Representatives shall serve as corresponding Area Officers;
 - (b) Area Officers are ineligible to serve as Executive Officers.

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Section 4: Officer Terms - The term for an Executive Officer shall be one (1) year. No person shall serve more than two (2) consecutive terms as the same Executive Officer. A Board Officer selected by the Board to fill a vacant Executive Officer seat shall not have this partial term count towards their two (2) term time of service. The selected Officers may be removed by a two-thirds (2/3) vote of the entire seated Board.

Proposed Language [REC 2017-04-03]

Section 4: Officer Terms –

1. Terms of BHNC Executive Officers are as follows:
 - (a) The term for an Executive Officer shall be one (1) year;
 - (b) The term for an Executive Officer shall begin every fourth Wednesday of June;
 - (c) Executive Officers shall not serve more than two (2) consecutive terms in the same position;
 - i. A Board Officer selected by the Board to fill a vacant Executive Officer seat shall not have this partial term count towards their two (2) term time of service.
 - ii. The term for a Executive Officer who was removed from the Board, reinstated, and installed to fill the same vacant Executive Officer position shall be counted towards their two (2) term time of service.
 - (d) Executive Officers, with the exception of the PLUC Chair, may be removed by a two-thirds (2/3) vote of the entire seated Board;
 - (e) The PLUC Chair may be removed with by a simple majority vote of the Board Members present and voting;
 - (f) Executive Officers shall remain in office until the new corresponding Executive Officers are elected.
 - i. If this time frame exceeds two (2) months, it shall count as a second term.
 - (g) Executive Officers may be removed for failure to comply with Article VII, Sec. 1. Standing Committee meeting minimum requirements.
2. Terms of BHNC Area Officers reflect those of Area Seat holders.