

Attachment G: BHNC Bylaws Amendments to Article VIII

Original Language [2015]

Article VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy. All BHNC meetings shall be open to the public.

Proposed Language [REC 2017-04-14]

Article VIII – MEETINGS

1. All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy. All BHNC meetings shall be open to the public.
 - (a) Minutes & attendance shall be taken at all BHNC meetings.
 - (b) Notice of public recording and publishing of meetings (Cal Gov't Code 54953.5(a),-6) must be provided to the community.
 - (c) Any Audio/visual recording of meetings taken by the Board, must be retained for a period of at least 6 months, and made available to the public.

Original Language [2015]

Section 1: Meeting Time and Place - All meetings shall be held within the BHNC boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year. Translation in English, Spanish, and other languages will be made available at all meetings with a prior seventy-two (72) hour request.

Proposed Language [REC 2017-04-14]

Section 1: Meeting Time and Place -

1. All meetings shall be held within the BHNC boundaries at a location, date and time set by the Board.
2. Translation in English, Spanish, and other languages will be made available at all meetings with a prior seventy-two (72) hour request.
3. A calendar of regular meetings shall be established by the Board (BHNC Calendar) at its first regular meeting of each **calendar** year.
 - (a) BHNC Calendar will be:
 - i. Provided to the BHNC Board;
 - ii. Made available via the BHNC website;
 - iii. Updated to contain Committee regularly scheduled and special meeting times/dates.
 - iv. Updated to contain government hearings, dates and times relevant to Agendized items.
 - v. Updated to contain non-Board Community Meetings relevant to the Boyle Heights Neighborhood.
 - vi. The responsibility of all elected Board Members, but managed by the Outreach Officer and the Secretary.

Attachment G: BHNC Bylaws Amendments to Article VIII

Original Language [2015]

A. **Regular Meetings** - Regular BHNC meetings shall be held at least bi-monthly and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Chair shall determine the length and format of the period as appropriate.

Proposed Language [REC 2017-04-14]

4. **Regular Meetings** -

- (a) Regular BHNC Board meetings shall be held at least bi-monthly and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Chair shall determine the length and format of the period as appropriate.
 - i. Per these Bylaws, a Calendar of regular meetings shall be established each calendar year by the elected president (Article VIII, Section 1).
 - ii. Per the Brown Act Section 54954(a). Any meeting for which an agenda is posted at least 72 hours in advance is considered a regular meeting;
 - iii. Regular meetings, including those canceled due to quorum failure, shall count towards attendance (Article V, Section 7);
 - iv. Meetings canceled prior to the scheduled start time and notified per Article VIII, Sec. 3.2, and do not count towards attendance.
- (b) BHNC Standing Committee meetings shall be held at least bi-monthly and may be held more frequently as determined by the Committee Chair.

- i. Standing Committee Chairs will establish a Calendar of regular meetings within two (2) weeks of being selected to the position.
 - ii. Prior to any action by the Committee, there shall be a period of public comment.
 - iii. The Chair shall determine the length and format of the period as appropriate.
 - iv. Standing Committee meetings will not count towards Board attendance.
- (c) Ad Hoc Committees will include a calendar of regular meetings in their mission statement. Prior to any action by the ad hoc committee, there shall be a period of public comment. The Chair shall determine the length and format of the period as appropriate.
- i. Ad Hoc Committee meetings will not count towards Board attendance.
- (d) Area Meetings – Area Officers will at minimum establish a calendar of regular one (1) hour bi-monthly community meetings, workshops or informational meetings within their respective areas. (per Article V.5.10.);
- i. Area meetings will be used to:
 1. Promote greater awareness of available City resources and services (Article VII, Sec. 1.3 (c) v.);
 2. act as a conduit between the BHNC Board and the Boyle Heights neighborhood by reporting to the Neighborhood Committee any community issues, suggestions, or other information relevant to the Stakeholders from their respective Areas. (Article VII, Sec. 1.3 (c) ii.);
 3. work in conjunction with BHNC Outreach Committee & general BHNC outreach activities, by assisting with the community outreach within their respective Areas (Article VII, Sec. 1.3 (c) v.);
 - ii. Area Meetings will not count towards Board attendance.

Attachment G: BHNC Bylaws Amendments to Article VIII

Original Language [2015]

B. **Special Meetings** - The President or a majority of the Executive Committee shall be allowed to call a Special Meeting as needed. A Special Meeting may be called with twenty-four (24) hours notice and posting of the agenda.

Proposed Language [REC 2017-04-14]

5. **Special Meetings** - The President or a majority of the Executive Committee shall be allowed to call a Special Meeting as needed. A Special Meeting may be called with twenty-four (24) hours notice and posting of the agenda.

(a) Committees, other than the Executive Committee, cannot call a Special Meeting.

(b) Special Meetings where a ten (10) quorum is required will count towards attendance.

(c) All special meetings, including those canceled due to quorum failure, shall count towards attendance (Article V, Section 7).

(d) Regular Meetings cannot be agendized as Special Meetings.

6. **Joint Meetings** – Meetings combining Committees, the Board, other Neighborhood Councils or any combination thereof shall be considered Joint Meetings.

(a) Any Joint Meeting, where a majority of the Board (10 Board Members) are requested and/or allowed to participate, are considered Board Meetings. And are therefore subject to all rules, guidelines and requirements of regular Board Meetings.

i. Such as: Joint Committee/Board Meetings.

7. **Informational Meetings, Workshop, and Board Retreats** – All other types of meetings fall under these minimum requirements.

(a) Informational Meetings –

i. Can substitute for Area Meetings, but require 3 weeks prior notification to the BHNC Board;

ii. Can be held in the event of Quorum failure, but do not substitute an official meeting and no Board actions may be taken;

iii. Do not require an agenda.

(b) Workshops –

i. require 3 weeks prior notification to the BHNC Board.

ii. Can substitute for Area Meetings;

iii. Do not require and agenda.

(c) Board Retreats –

i. Require four (4) weeks prior notification.

ii. Require an agenda posted at minimum seventy-two (72) hours in advance. Not including weekends, federal or state holidays.

iii. No Board action effecting the general interests of Boyle Heights may take place.

iv. May not take place within 24 hours prior to a General Board Meeting.

v. May not take place within 24 hours following the adjournment of a General Board Meeting.

vi. Cannot be held as a "Special Meeting."

vii. Cannot be held as a "Joint Meeting."

8. **Canceling/Canceled Meetings**

(a) Meetings canceled due to quorum failure count towards attendance per Article V, Section 7;

(b) Canceled Meetings require notification more than twenty-four hours prior to the scheduled start time & must follow the guidelines set forth in Article VIII, Sec. 3.2, to be considered canceled and not count towards attendance.

Attachment G: BHNC Bylaws Amendments to Article VIII

Original Language [2015]

Section 2: Agenda Setting - BHNC Board meeting agendas shall be set by a majority vote of the Executive Committee. The Executive Committee shall create a policy of agenda item submission. Committee agendas shall be set by the Committee chairs.

Minutes shall be recorded at all Board and committee meetings and shall be presented at the next meeting for approval. Until approval, all minutes shall contain a “draft” watermark. Approved minutes shall be submitted to the Secretary.

Proposed Language [REC 2017-04-14]

Section 2: Agenda Setting -

1. BHNC Board meeting agendas shall be set by a majority vote of the Executive Committee. The Executive Committee shall create a policy of agenda item submission. Committee agendas and agenda submission shall be set by the Committee chairs.

(a) In the event of quorum failure during a regularly scheduled, or special meeting. The BHNC President may set the Agenda.

(b) BHNC Agendas cannot be set less then twenty-four (24) hours prior to a Board Meeting.

2. Minutes shall be recorded at all Board and committee meetings and shall be presented at the next meeting for approval. Until approval, all minutes shall contain a “draft” watermark. Approved minutes shall be submitted to the Secretary, and uploaded to the bhnc website.

3. Agenda format(s) shall include the following:

(a) Header:

- i. The City Logo;
- ii. The BHNC Logo;
- iii. Names of the Board/Committee Members w/ positions.

(b) Title:

- i. "Boyle Heights Neighborhood Council"
- ii. Type of meeting;
- iii. Location of meeting;
- iv. Date and time of meeting

(c) Body:

i. Line items for:

1. Call to Order;
2. Welcome & Roll Call;
3. Pledge of allegiance;
4. General Public Comments;
5. Government Reports;
6. Board announcements;
7. Announcement(s) of any vacant Board/Committee & Liason positions, and the filling of any vacant Board/Committee & Liason positions;

ii. Outline format (Recomended):

1. Item #, section (a), sub-section (i), number (1), repeat format;

(d) Footer:

- i. Brown Act Language as required by the Department;
- ii. ADA language as required by the Department;
- iii. Notfication of California Government Code 54953.5(a),-6, regarding the Open Meetings policiies on the Audio/Visual recordings of Public Meetings.

4. Submission of the Agenda **must** be sent to:

(a) the Department (NC Support & the Department liason);

(b) the President, Vice President & the Secretary, who shall be responsible for Board & Community distribution (Article VI, Sec. 2.1-3)

(c) the BHNC webmaster.

5. Agenda submissions to the Department must include:

(a) The date, time and name of the meeting in the subject box of the email.

Attachment G: BHNC Bylaws Amendments to Article VIII

Original Language [2015]

Section 3: Notifications/Postings - Notice of a regular Board or Committee meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a Special meeting. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.

Proposed Language [REC 2017-04-14]

Section 3: Notifications/Postings -

1. Notice of a regular Board or Committee meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a Special meeting.
 - (a) At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act ~~and~~ in compliance with City of Los Angeles Neighborhood Council posting policy, and these bylaws.
 - (b) An updated listing of the Neighborhood Council's physical posting location(s) shall be kept on file with the Neighborhood Council, and posted on the Council's website
2. **Canceled Meetings** – Any meetings scheduled and noticed per the Brown Act that is canceled, requires:
 - (a) A submission of the Agenda to the Department stating the date and time of the meeeting with "CANCELED" under the date;
 - (b) Notification to the Board of the Cancellation;
 - (c) Online notification of the Cancellation via the BHNC website and through social media;
 - (d) Physical posting of the cancelation at the meeting location.
 - (e) At least twenty-four (24) hours notification to not be included for attendance.

Original Language [2015]

Section 4: Reconsideration - The BHNC shall follow the Robert's Rules of Order procedures for reconsideration.

Proposed Language [REC 2017-04-14]

Section 4: Reconsideration -

1. The BHNC shall follow the Robert's Rules of Order procedures for reconsideration.
2. A motion to reconsider requires:
 - (a) That the "motion to reconsider" be made at any time during a meeting at which the item was first voted on, and approval by a simple majority vote of the Board;
 - (b) or, if the "motion to reconsider" is made at a later Board Meeting, the suspension of the rules by a two-thirds (2/3) majority vote of the elected Board Members, including absences (not including vacancies).
 - (c) That a "motion to reconsider" **only** be made by a Board Member whom voted in the majority of the original item.
 - (d) That if the "motion to reconsider" passes, that the **original motion** is placed before the Board after the current item being discussed is complete, but before the next item on the agenda to be discussed.