



Central San Pedro Neighborhood Council

Regular Board and Stakeholder Meeting

Tuesday, February 11, 2020, 6:30pm

Port of Los Angeles High School

250 W. 5th Street, San Pedro, CA 90731

AGENDA

1. 6:30 pm. Call to Order and Roll Call
2. Opening Remarks
3. Board Member Reports
4. Appointment of board members to fill vacant seats
5. Approval of prior meeting minutes
6. Public Comment on Non-Agenda Items
7. Public Safety Reports
8. Reports from Public Officials/Representatives
9. **Finance Committee:**
 - a. Finance Committee Report
 - b. Motion to approve January 2020 MER.
 - c. Motion to revise the FY 2019-2020 Budget by transferring \$2,000 from Interpretative Services to NPG, \$2,500 from CIP to NPG, and \$2,248.75 from Outreach to NPG
 - d. Motion to approve NPG request from LA Maritime Institute in the amount of \$500.
 - e. Motion to approve NPG request from San Pedro Golden Pirate in the amount of \$4,500.
 - f. Motion to approve NPG request from Marine Mammal Care Center in the amount of \$500.
 - g. Motion to approve the budget for the Board Learning Session.
 - h. Motion to approve the job description for minute-taker of Agenda Setting Committee and Board meetings as follows: ***“Central San Pedro Neighborhood Council is seeking an efficient, experienced note-taker for meetings. There are usually two meetings a month, in the evening, and they may last up to 3 hours. Promptness is necessary and required both in attendance and in production of notes. Preference will be given to applicants who live in the Harbor Area who express a vested interest in this community. Bi-literate in English and Spanish is preferred. Applicant must be proficient in basic computer skills and have a minimum of two years experience in transcription/note taking.”***
 - i. Motion to pay \$828.12 for outreach services provided by Moore Business Results.
 - j. Motion to authorize Linda Nutile (treasurer) to speak with the City Attorney to discuss the censorship of Maria Couch (president) for authorizing an on-going expense without board approval.
 - k. Discussion of the 2020-2021 Budget
10. **Motion to speak with City Attorney:** Motion to authorize Linda Nutile (Treasurer) & Carrie Scoville (Vice-President) to speak with the City Attorney to discuss the censure of Khixaan Obioma-Sakhu (Outreach Chair) for failing to produce items purchased in June 2019 from Mina's Printer in the amount of \$1,254.00.

11. **Land Use and Planning Committee Report** – Javier Gonzalez-Camarillo, Chair
 - a. Discuss community impact statement regarding new developments in San Pedro. (Possible action item)
 - b. Discussion on Pacific Avenue developments.
12. **Homelessness Committee** – Linda Nutile/Tamra King, Co-Chairs
 - a. Report from the chairs
 - b. Motion to approve the letter to Dr. Otto Lee of LA Harbor College regarding safe parking. (See Pg. 4)
 - c. Motion to approve the letter to Hahn & Skye Patrick, County Library Director regarding safe parking. (See Pg. 4)
 - d. Motion to approve the letter to Buscaino & John Szabo, City Librarian (See Pg. 4) Both regarding Safe Parking.
 - e. Motion to send the Safe Parking Letters to the Harbor Alliance of Neighborhood Councils (HANC).
 - f. Next Homelessness Committee meeting -Tuesday, Feb. 25 at 6pm at United Methodist Church
13. **Port Relations Committee** – Frank Anderson, Chair
 - a. Report from President’s Meeting.
14. **Bylaws Committee Report** - James Allen, Chair
 - a. Overview of proposed changes to Standing Rules and Bylaws.
 - b. Vote to approve changes to Standing Rules. (See pg. 5)
 - c. First Reading of Bylaws Changes by Lou Caravella (See pg.11)
15. **Website/Newsletter Committee Report** – Lou Caravella, Chair
16. **Public Safety and Transportation Committee Report**
 - a. Appointment of Frank Anderson as Interim Chair
 - b. Motion to approve letter requesting a four way stop sign at 11th and Cabrillo
 - c. Resolution for Cal Trans and other agencies to study traffic patterns in the Harbor Area.
17. **Police Commission Motion:** Motion to write a letter to the Police Commission requesting that Neighborhood Councils be given a standing agenda item on the Police Commission Meeting Agendas.
18. **Parks and Recs Committee Report** – Jeff McBurney, Chair
 - a. Discussion and possible motion to send letter to Council District 15 regarding funding possibilities of Lights Project at Anderson Memorial Park
 - b. Announcement of Classes at Anderson.
19. **Outreach and Communication Committee Report** – Pat Carroll, Interim Chair
 - a. Motion to change the Ad Hoc Website Committee to a subcommittee of Outreach called the Website Subcommittee.
 - b. Motion to approve two “Your Neighborhood Council Café” at Buono’s outreach events with a budget not to exceed \$500 total for both events.”
20. **Board Learning Session:** Program Review and approval of agenda.
21. **Reports from Board Liaisons**
22. **CIS Filers:** Appoint board members authorized to file Community Impact Statements on behalf of the CeSPNC after they have been approved.
23. **Adjournment**

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public can address the council on any agenda item before the council takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda will be heard during the General Public Comment period. Please note that under the Brown Act, the council is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the chair.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, listening devices, or other auxiliary aids and/or services may be provided upon request, Please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting us at (310) 918-8650.

In compliance with government code section 54957.5, non-exempt writings that are distributed to all or a majority of the Board members in advance of a meeting may be viewed at our website by clicking on the following link: www.centralsanpedronc.org, at a location given in the item number of the agenda or at the scheduled meeting. In addition if you would like a copy of any record related to an item on the Agenda, please contact the Central San Pedro Neighborhood Council at 310-918-8650.

PUBLIC POSTING OF AGENDAS– Central San Pedro Neighborhood Council agendas are posted for public review as follows: San Pedro Public Library, 931 S. Gaffey Street • Random Lengths News, 1300 S. Pacific Avenue • www.centralsanpedronc.org. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

RECONSIDERATION AND GRIEVANCE PROCESS: For information on the Central San Pedro Neighborhood Council's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the CeSPNC Bylaws. The Bylaws are available at our Board meetings and our website [http:// https://centralsanpedronc.org/bylaws-committee/](https://centralsanpedronc.org/bylaws-committee/)

SERVICIOS DE TRADUCCION Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a the CeSPNC Secretary, al 310-918-8650 o por correo electrónico info@centralsanpedro.org para avisar al Concejo Vecinal.

DRAFT LETTERS

Dr. Otto Lee, President
Los Angeles Harbor College

As you are aware, our community is experiencing a housing crisis.

Therefore, the Central San Pedro Neighborhood Council recommends that Los Angeles Harbor College:

- explore the possibility of a safe parking program on one or more of the publicly-funded, on-campus parking lots,
- to conduct a study of the homeless student population and make the results of any such previous study publicly available,
- Review the Safe Parking models used within Safe Parking LA and the Watts Labor Community Action Committee, and
- send a letter to CeSPNC expressing your position on this matter.

We look forward to hearing from you promptly.

Supervisor Janice Hahn & Skye Patric

Whereas the county of Los Angeles operates 84 libraries [city operates 72], many of which contain publically-funded parking lots, the Central San Pedro Neighborhood Council requests the county

- explore the possibility of a safe parking program on every publicly-funded, county-owned parking lot at a library,
- to conduct a study of the homeless population near the most vulnerable communities containing a county library and make the results of any such previous study publicly available,
- Review the Safe Parking models used within Safe Parking LA and the Watts Labor Community Action Committee, and
- send a letter to CeSPNC expressing your position on this matter.

Councilmember Joe Buscaino & John Szabo

Whereas the city of Los Angeles operates 72 libraries, many of which contain publically-funded parking lots, the Central San Pedro Neighborhood Council requests the city

- explore the possibility of a safe parking program on every publicly-funded, city-owned parking lot at a library,
- to conduct a study of the homeless population near the most vulnerable communities containing a city library and make the results of any such previous study publicly available,
- Review the Safe Parking models used within Safe Parking LA and the Watts Labor Community Action Committee, and
- send a letter to CeSPNC expressing your position on this matter.

STANDING RULES of the Central San Pedro Neighborhood Council
REVISED AND ADOPTED 2-11-20

Standing rules shall supplement the official bylaws and may be revised at any time by a majority vote of the Board. When in conflict, the council bylaws shall take precedence.

- ~~1) Procedure for board/committee discussions on proposed motions~~
~~The following procedure shall be administered by the chair or whomever is running the meeting to the best of their ability:~~
- ~~a) On any proposed motion, the motion shall be made and seconded.~~
 - ~~b) The maker of the original motion shall explain the nature and purpose of the motion within two minutes. Public comment shall follow in accordance with Section 4 below.~~
 - ~~c) Chair shall declare public comment closed and call on the board/committee members, starting from their far left and if requested by a raised hand, to provide any relevant comments for one minute per member. Board/committee members may ask questions; stakeholders may answer or ask questions if permitted by the chair, but must address the chair at all times. At the conclusion of this, the chair shall ask if there are any follow up questions or comments and begin again at their far left, allowing 1 minute each.~~
 - ~~d) At the discretion of the chair, one minute public comment rebuttals can be solicited, as well as one minute counter rebuttals by board members mentioned or referred to.~~
 - ~~e) Chair shall then close comments, state the body's readiness to vote and shall take the vote.~~

1) Civility at Meetings

Chair shall warn anyone, stakeholder, guest or board member, who is out of line ~~2~~ two times; ~~A~~ a preliminary warning, and a second advising they could be asked to leave. A final warning shall ask them to leave. Should they refuse to leave, the chair ~~shall declare a recess and~~ may call for removal.

Per CA Government Code Section 54957.9, the Brown Act does permit some leeway in dealing with disruptions during council meetings:

“In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.” (Government Code Section 54957.9)

The important point to bear in mind is that mere disruption, including heckling, booing, and applauding, is not enough to clear the room. The meeting must be disrupted by such conduct, ~~and~~ the disruption must be so pervasive that removal of those creating the disruption is insufficient to regain order.

- ~~2) Pledge of Allegiance at Board Meetings~~
~~Because all stakeholders have something that brings us together in the midst of everything else that divides us, and as political and cultural issues may separate us, the United States Flag and the Pledge of Allegiance binds us together. Therefore, each regular and special board meeting shall begin with the reciting of the Pledge of Allegiance, and proper respects given. While all stakeholders have the right to not join in the recital, non-participating meeting attendees shall remain silent during the recital or be subject to a warning as prescribed under Standing Rules Section 2, Code of Civility.~~

2) Public Comment

Board Meeting or Committee Meeting attendees wishing to speak to the Governing Board shall be requested to fill out a Speaker Card and provide his/her name, business or organization affiliation (if any), whether they are a paid speaker (and who paid him/her to speak), and the agenda item number they wish to address for proper recording in the meeting minutes. Public Comment on agenda items should take place prior to board discussion vote on ~~of~~ that item, but may also be granted to select individuals by the chair to specific non-board members to answer specific questions.

~~3) Moments of Silence~~

~~The CeSPNC will allow meetings to be dedicated to the memory of community members, as signified by a moment of silence before adjourning. Board members should notify the presiding chair prior to the meeting's call to order if they wish to offer such a memorial.~~

3) Responsibilities of Board liaisons

Board-appointed Liaisons (aka Public Representatives) to other public bodies are expected to regularly and proactively report to the CeSPNC Board on activities and issues pertaining to those organizations; help keep communication between the two organizations open and transparent; actively identify issues of mutual concern and develop proposals for Board action; and advocate in good faith for official Board positions and recommendations. The Liaison may not vote to endorse or otherwise publicly represent a position on an issue without prior Board authorization.

4) Required Training for non-Board committee members

All voting members of NC committees are required to sign and abide by the Department of Neighborhood Empowerment's (DONE) Code of Conduct. All Committee Chairs and Vice Chairs must take all training required of the Board as mandated by ~~DONE~~.

5) Board Member Use of Title/Position

No officer or member of the Neighborhood Council Governing Board or any of its committees shall represent him/herself as speaking on behalf of the Council or committee, or committing the Council or Committee to an action, unless s/he has been authorized to do so by the Neighborhood Council Governing Board, or by the Executive Committee when approval by the full Governing Board would not be timely. Members are permitted to do research and make exploratory calls in their official capacity without express approval of the Governing Board, so long as they do not commit the Council to action. Such authorization may be limited or revoked at any time by the Governing Board.

6) Committee Chairs' Authority to Reserve Meeting Spaces

Committee Chairs and Vice-chairs are authorized to arrange for meeting spaces so long as no cost is incurred.

7) Limited Number of Board Members on Each Committee

In order to comply with the City Attorney's interpretation of the Brown Act, no more than four members of the Governing Board may vote or participate in any committee, although more may observe. If more than four board members attend a committee meeting, then each board member in attendance at the meeting must declare themselves as participant(s) or observer(s), and the distinction shall be noted in the minutes. The CeSPNC Board recommends to the Committee Chairs that Board Members be recognized in the order of

arrival, unless the Committee Chair, acting on the will of the committee membership, has a good reason to include a particular Board Member. To be an observer means one ~~can only listen, and cannot be recognized by the Chair to speak, cannot participate in any discussion, and~~ cannot vote. If the Committee Chair desires to have more than four Board Members participate in discussions and voting, then the Committee Chair should contact the CeSPNC Co-chairs and work to set up a joint meeting of the committee and CeSPNC Governing Board.

8) Committees and Their Duties

Section 1: Standing Committees

- A. **The Agenda Setting Committee:** The Agenda Setting Committee meeting will be held at least five (5) days prior to all monthly Council meetings. Three (3) Executive Officers or any five (5) Board members constitute a quorum for the agenda-setting meeting. All Governing Board members present at the meeting may vote to determine the agenda. Any member of the Governing Board or any stakeholder may submit a written request for the inclusion of an item on the agenda.
- B. **The Outreach and Communication Committee:** The Outreach and Communication Committee's purpose is to assure that every effort is made to maximize outreach, awareness and involvement in the Neighborhood Council. The committee will maintain a list with contact information of all stakeholders who have provided such information to the Council. The Outreach and Communication Officer shall be the chairperson of this committee and perform his/her duties as prescribed in these Bylaws.
- C. **The Finance Committee:** The Governing Board shall appoint the Chairperson of this committee. His/her duties will include 1) calling and presiding over Finance Committee meetings; 2) work with the Treasurer to assure deadlines are met; 3) the Finance Chair shall, with the Finance Committee, review and consider changes or modifications to the Council's financial policies and then submit them to the Board for approval.
- D. **The Election Committee:** The Election Committee shall conduct oversight of any s/election process used to s/elect members to the Governing Board.
- E. **The Land Use Planning & Public Works Committee:** The Land Use Planning Committee shall monitor issues related to its areas of responsibility that affect the Council area and its stakeholders, report such issues to the Governing Board, and propose appropriate responses for Governing Board's consideration. The committee shall monitor the Early Notification system of the City of Los Angeles Planning Department and provide for the Council's timely response as necessary.
- F. **The Port Relations Committee:** The Port Relations Committee shall monitor activities and developments related to the Port of Los Angeles, receive reports and presentations on such matters, and prepare as appropriate, reports to the Governing Board and recommended actions that support the best interests of the community in relation to the Port.
- G. **The Bylaws & Standing Rules Committee**
- H. **The Recreation and Parks Committee**
- I. **The Public Safety & Transportation Committee**
- J. **The Sustainability Committee**
- K. **The Homelessness Committee**

Section 2: Ad Hoc

The Governing Board may establish ad hoc committees as deemed necessary for the proper conduct of business. An ad hoc committee shall cease to exist as the purpose for which it was created has been accomplished, and it is dissolved by the Governing Board.

Section 3: Committee Creation and Authorization

Committee chairs shall be selected by the committee unless otherwise prescribed in these Bylaws.

9) Committees Requested to Meet at Least Once per Quarter

All committees are required to meet at least once per quarter. The Chair of a committee not meeting this requirement will be asked to explain why the committee has not met. A committee that does not meet once in a quarter and does not have a meeting scheduled for the fourth consecutive month will be reviewed for removal at the next Governing Board meeting.

10) Excused Absences Defined

~~Absences shall be deemed "excused" with prior notice to the Secretary and Co-Chairs via email or, if not possible, a phone message left on the Board Secretary's voice mail in the event of (a) Board member's or family member's illness; (b) a death in the Board member's family; (c) attendance at an alternate function as an official CoSPNC representative; or (d) work/school/civic conflict. The Board President and the Secretary have the authority to send a notice to any Board member who has two (2) consecutive unexcused absences to make them aware of the potential attendance violation for missing a third consecutive meeting.~~

The Board does not recognize absences as excused. If a Board member misses three monthly Council meetings consecutively or six in a calendar year, the Board shall vote on that Board member's removal.

11) Community Impact Statements

The President, the Secretary, and one board chair from each of the Outreach and Land Use and Planning committees will be granted password access to the Early Notification System to submit Community Impact Statements (CIS).

12) Policy on Communication of Official Positions to Government Agencies

a) Definition of "Official Position"

Any advisory opinion, guidance, or recommendation adopted by a majority vote of the Central San Pedro Neighborhood Council Governing Board shall be considered an "Official Position" of the council. No opinion, guidance, or recommendation offered to any governmental agency, body or official by a Governing Board member shall indicate that it is the Council's Official Position unless it has been adopted by a majority vote of the Board.

b) Signing Policy

Governing Board members and Committees seeking adoption of an Official Position by the Governing Board are encouraged to submit the motion in the form of a completed letter, detailing the position and supporting arguments and any recommendation(s) for action, to the appropriate government agency(-ies) or individual(s). Letters shall include the signature(s) and title(s) of the author(s) followed by the phrase, "On Behalf of the Central San Pedro Neighborhood Council Governing Board." If adopted, this letter, in full, shall be considered the Official Position of the Central San Pedro Neighborhood Council and signed by the Secretary of Board certifying that it represents the Board's position.

c) Responsibility for Delivery of Positions to City Agencies

Official Positions offered to the City shall be delivered by the Committee or individuals working on its behalf. The Secretary of the Governing Board shall be deemed authorized to post any letter approved by the Board.

d) Permission to Draft Summary Statements

All committees are authorized to draft and deliver documents detailing Official Positions of the Governing Board to the appropriate city agency(-ies) or individual(s) as necessary. Such documents may include Community Impact Statements, summary letters, position papers or other documents. The Committee shall not deliver a summary of any position unless it has been previously adopted by the Board. Such documents shall be submitted on the Central San Pedro Neighborhood Council letterhead (except when submitted through an electronic webform).

e) Statements Reported to Governing Board

All summary statements/documents/papers drafted, adopted, and delivered to the City by the Committee should be included in the Committee's subsequent report to the Governing Board. Should the Board alter or amend the statement(s) or document(s) as submitted, a revised statement/document shall be submitted in a timely manner.

f) Communication of Official Positions in Public Comment

A sitting Governing Board member or Committee Chair is encouraged to communicate Official Positions of the Central San Pedro Neighborhood Council in public comment before the relevant City agency. Any individual who represents the Official Position of the Central San Pedro Neighborhood Council before any governmental body is requested to notify the Chair of the Governmental Affairs Committee so that the appearance can be noted in the Committee's monthly report to the Board. [Note: All stakeholders, including Board members, are encouraged to provide their personal views in public comment before city agencies, and to note whether the CESPNC supports their position on the issue(s).]

13) Motions forwarded by Committees

Motions forwarded from committees shall include the voting record of all committee members present, and be properly submitted to the Board Secretary at least 3 hours prior to the Agenda setting meeting in the following format: "The (XXX) Committee recommends to the Central San Pedro Neighborhood Council Governing Board the following motion(s):"

Committee approved motions properly forwarded in accordance with this section shall be automatically added to the Board and Stakeholder Agenda under the appropriate committee item listed in section 16 below without the need for an approval vote at the Agenda Setting Meeting.

14) Standard Agenda Items for Board and Stakeholder Meetings

The following topics shall automatically be considered part of every monthly Board and Stakeholder Meeting, and shall not need to be approved for inclusion at the Agenda Setting Meeting. The numbering of all items after Public Comment (#4) may be adjusted at the Agenda Setting meeting.

1. 6:30 pm. Call to Order, ~~Pledge of Allegiance~~ and Roll Call
2. Opening Remarks, Recognition of Dignitaries and Special Recognitions
3. Approval of any unapproved Meeting Minutes (Action Item)
4. Public Comment on Non-Agenda Items
5. Public Safety Reports
6. Reports from Public Officials/Representatives

7. Reports from Board Liaisons
8. Finance Committee Report
 - a. Consideration of the following forwarded committee motions:
 - i. Motion to approve MER and Monthly Bank Statement (Action Item)
 - ii. (Forwarded motions)
9. Outreach and Communication Committee Report
10. Land Use and Planning Committee Report
11. Port Relations Committee Report
12. Election Committee Report
13. Sustainability Committee Report
14. Homelessness Committee Report
15. Parks Committee Report
16. Business Committee Report
17. Ad hoc Committee Reports
18. President's Report – Proposed Committee Appointments, President Activity, etc.
19. Adjournment

15) Standing Rule added 6-13-17: Resolved, the Central San Pedro Neighborhood Council adopts the following standing rule: The maker of a motion to dismiss an officer or board member shall consult with the City Attorney as to form and content.

16) Standing Rule added 10-10-19: Finance Policy

1. The card holder(s) is/are accountable 1st to the Treasurer and then to the board and shall respond within 72 hours to concerns raised by the Treasurer.
2. The Treasurer is responsible for all check payments, the 1st Card Holder is responsible for Office and Elections payments, and the 2nd Card Holder is responsible for Outreach payments as approved by the board.
3. Should one of the Card Holders not be available to process a payment, he/she may ask the other Card Holder to process it on their behalf.
4. The credit card can never be used to buy self or other's individual meals. Not including providing broadly available light refreshments and snacks for public Board meetings.
5. Any expense not stipulated in the annual budget must be presented to the board with a detailed budget for approval. Includes: any meeting (Special, training, retreat etc.) any and all expenses/purchases for outreach programs.
6. No credit card expenditure shall be made without prior notice to the Treasurer.
7. Card Holders who do not abide by DONE or NC rules shall have their Card Holder status removed by a majority vote at a board meeting.

17) Standing Rule added 10-10-19: Neither the Board nor Committees shall hold meetings at 617 S. Centre Street in San Pedro.

Central San Pedro Neighborhood Council

BYLAWS

Approved October 12, 2018

(Note: Once changes have been approved, this Table will be updated where needed)

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Article I NAME

The official name shall be the Central San Pedro Neighborhood Council, herein referred to as “the Council.”

Article II PURPOSE

Purpose

To promote a strong sense of neighborhood by bringing stakeholders together to work on activities that enhance the livelihood of the community and to function in an advisory capacity to various Los Angeles City departments and elected officials through meetings and various forms of communications; **and to empower the stakeholders.**

We will achieve this purpose by implementing the following procedures:

1. Provide all stakeholders with a vehicle and opportunities to effect positive change within the community.
2. Protect the rights of individuals, minority, and absent members.
3. Reach out to the diversity of stakeholders to reduce unwarranted tensions.
4. Increase community awareness on key issues.
5. Provide a forum for stakeholders to actively participate in discussion, review, and advocacy and to engage all stakeholders in the decision-making process.
6. Provide means for stakeholders to express their collective will, especially in their advisory role to the Los Angeles City government.
7. Provide means for stakeholders to have a role in a variety of community issues related but not limited to planning, policies, programs, budgeting, municipal oversight, community events, and community resources.
8. Practice civility, justice, impartiality, and equality.
9. Recognize the rule of the majority.

Goals and Objectives

- To promote public participation in City governance and decision-making processes so that government is more responsive to local needs.
- To provide opportunities to build partnerships with government.
- To promote and facilitate communication, interaction, and opportunities for collaboration among all certified Neighborhood Councils regarding their common and varied concerns.

- To facilitate the delivery of City services and City government responses in order to identify and prioritize needs and to effectively communicate those needs.
- To ensure equal opportunity to participate in governmental decision making and problem solving processes.
- To create an environment in which all stakeholders, including the grassroots of the community, will become involved.
- To foster a sense of community for all people to express ideas and opinions about their neighborhoods and their government.

Mission

We, the members of San Pedro neighborhoods, together in unity and understanding and, at the gate of self government, are gathering to welcome everyone: residents, homeowners, businesses, churches, renters, organizations, and others to make life a satisfying experience in our community of San Pedro.

Non-discrimination

The Council will not discriminate in any of its 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, political affiliation, or on any basis in violation of any local, state, or federal laws.

Article III BOUNDARIES

Language to include 19th Street only:

The Council is bounded on the west commencing at the intersection of ~~18th~~ 19th Street and Leland Street, then northerly along the center line of Leland Street to 7th Street, then easterly on 7th Street to Meyler Street, then northerly on Meyler Street to 1st Street, then west on 1st Street to Bandini Street, then northerly along the center line of Bandini Street to Upland Avenue, then easterly on Upland Avenue to Meyler Street, then northerly on Meyler Street to Miraflores Avenue, then easterly on Miraflores Avenue to Pacific Avenue, then northerly on Pacific Avenue to a point where it intersects with the centerline of the Southwest Channel of Los Angeles Harbor, then easterly along the center line of the Southwest Channel to a point where it intersects with the Main Channel in the Turning Basin of the Port of Los Angeles, then southerly along the center line of the Main Channel to a point where it intersects with the center line of the San Pedro Slip of the Port of Los Angeles, then northerly along the center line of the San Pedro Slip of the Port of Los Angeles to a point where it intersects with the center line of 14th Street. then westerly along the center line of 14th Street to a point 100 feet west of Pacific Avenue, then southerly along a line one hundred (100) feet west of Pacific Avenue to ~~18th~~ 19th Street, then westerly along the center line of ~~18th~~ 19th Street to Leland Street.

Language to include 19th Street and Terminal Island:

- North – Commencing at the centerline of Meyler Street and Miraflores Avenue easterly on Miraflores Avenue to Pacific Avenue, then northerly on Pacific Avenue to a point where it intersects with the centerline of the Southwest Channel of Los Angeles Harbor, then easterly along the center line of the Southwest Channel to a point where it intersects with the Main Channel in the Turning Basin of the Port of Los Angeles, northerly to the SR47/Vincent Thomas Bridge, then easterly encompassing the SR/47 and Ocean Boulevard through Terminal Island to the border of the Port of Los Angeles and the Port of Long Beach.
- East – Commencing at point where the SR/47 Ocean Boulevard meets the border of the Port of Long Beach on Terminal Island, then southerly along the border to the point where the Port of Los Angeles/Port of Long Beach border meets the Middle Breakwater.
- South – Commencing at the point where Port of Los Angeles/Port of Long Beach border meets the Middle Breakwater, easterly along the breakwater to the Angel’s Gate Lighthouse, then northerly extending through the centerline of the Cabrillo Marina, easterly following the shoreline encompassing the waterside around Kaiser Point

and City Dock One to the centerline of the San Pedro Slip, then westerly to a point where it intersects with the center line of 14th Street, westerly along the center line of 14th Street to a point 100 feet west of Pacific Avenue, then southerly along a line one hundred (100) feet west of Pacific Avenue to ~~18th~~ 19th Street, then westerly along the center line of ~~18th~~ 19th Street to Leland Street.

- D. West – Commencing at the centerline of 19th Street and Leland Street northerly along the center line of Leland Street to 7th Street, then easterly on 7th Street to Meyler Street, then northerly on Meyler Street to 1st Street, then west on 1st Street to Bandini Street, then northerly along the center line of Bandini Street to Upland Avenue, then easterly on Upland Avenue to Meyler Street, then northerly on Meyler Street to Miraflores Avenue.

Article IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

Article V GOVERNING BOARD

Section 1. Composition

The governing body of the Council shall be referred to as “the Governing Board.” The Governing Board shall be composed of seventeen (17) “At Large” members and shall be elected from and by all the constituency of stakeholders as defined in Article IV of these Bylaws. The Governing Board members shall reflect the diversity of stakeholders.

Section 2. Quorum

Nine (9) members of the Governing Board shall constitute a quorum, even when vacancies of the board exist. No floating quorums are allowed.

Section 3. Official Actions

When the Governing Board has attained at least a quorum, motions shall be carried by a majority of those Governing Board members present and voting except when these Bylaws specify a larger percentage or Roberts Rules specify a larger percentage. A tie vote constitutes failure of the motion. In accordance with Roberts Rules of Order, Article VIII, Section 46, the Presiding Officer may vote only to make or break a tie vote. Abstentions shall not be called for, although any abstaining Governing Board members may direct to have the abstention noted in the minutes. Abstentions are null votes. At the Presiding Officer’s discretion, stakeholders may be polled on issues placed before the Governing Board. The vote is advisory.

Section 4. Terms and Term Limits

All seventeen (17) Governing Board members shall be s/elected to two (2) year terms. Terms shall begin on the first day of the month following the s/election.

Section 5. Duties and Powers

- A. ~~The Governing Board may require an Officer or a person empowered to handle financial assets of the Council to be bonded with good and sufficient surety in an amount determined by the Governing Board.~~ The Governing Board shall develop procedures for the management of funds.
- B. The Council shall promote collaboration with other San Pedro Neighborhood Councils as well as with other Councils in the City of Los Angeles.
- C. The Governing Board members shall receive no monetary (or other) compensation for their services.
- D. The Governing Board shall be subject to any or all applicable sections of the City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1). All applicable laws of local, state, and federal government shall be the minimum ethical standard for the Council, its Governing Body, and stakeholders. In order to inspire public confidence and trust in the Council, the Governing Body is required to demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all Council activities. Actions or inactions which conflict with, injure, or destroy this foundation of trust among the people and their elected representatives must be avoided at all cost. To this end,
- Governing Board members who may personally benefit from a Council decision shall provide full disclosure to the Council.
 - Governing Board membership is voluntary with no remuneration except for recovery of approved 'out of pocket' expenses.
- E. Outside organizations may invite the Council to appoint a representative to attend meetings and vote on matters of interest to Council stakeholders. The Council may appoint representatives as needed at a Stakeholder meeting. The representative is obligated to vote in accordance with any position the Council may have previously taken. Whenever possible, votes cast on behalf of the Council shall first be referred to the full Council for approval at a Stakeholder meeting. In the case of an emergency item the representatives shall be allowed to cast votes as needed, but they must report back to the Council on how they voted at the next Stakeholder meeting. A report on each meeting shall be given at the next Stakeholder meeting.
- F. Board members are required to serve and participate on at least one (1) committee of their choice. ~~Failure to participate as a committee member may result in removal from the Board by a simple majority vote of the Governing Board.~~

Section 6. Vacancies

A vacancy on the Governing Board shall be announced at a regular stakeholder meeting and shall be filled at a subsequent meeting by a stakeholder who satisfies the eligibility requirements for holding the vacated Governing Board seat.

The procedure for filling the Governing Board vacancy shall be:

- a. Any Stakeholder interested in filling a vacancy on the Governing Board shall submit/transmit an application to the Governing Board at least one (1) week prior to the next scheduled board meeting.
- b. The Governing Board shall cause the matter to be placed on the agenda for the next regular meeting of the Governing Board.
- c. The Governing Board shall vote on the application at the next regularly scheduled meeting. If multiple applications for one seat have been submitted, the candidate with a majority of votes cast wins. If no majority is achieved on the first vote, the lowest vote-getter shall be removed from contention and a subsequent vote will be taken. This process will continue until a candidate receives a majority of votes cast.
- d. The candidate who wins shall fill the remaining term of the Governing Board seat unless an election or selection occurs sooner.
- e. In no event shall a vacant seat be filled where a general election is scheduled to occur within 60 days of the date of the date of the s/election.

Section 7. Absences

~~Board members who are absent from three (3) consecutive regular or special meetings of the Governing Board without having provided advance written notice to the President or Secretary or any member who is absent from more than half the meetings in any twelve (12) month period may be removed from office by a two-thirds (2/3) vote of the Board.~~

The Board does not recognize absences as excused. If a Board member misses three monthly Council meetings consecutively or six in a calendar year, the Board shall vote on that Board member's removal.

Section 8. Censure

~~The Council can take action to publically reprimand a Governing Board member for actions conducted in the course of Council business by censuring the Governing Board member at a Governing Board meeting. Censures shall be placed on the agenda for discussion and action only after consultation with the Office of the City Attorney.~~

The Board can take action to publically reprimand a Board member for actions conducted in the course of the Council's business by censuring the Board member at a Board meeting. Censures shall be placed on the agenda for discussion and action."

Section 9. Removal

The Council shall consult with the Office of the City Attorney throughout any Governing Board member removal process. Governing Board members may be removed in the following ways:

- A. **Petition by Stakeholders** – A Governing Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Governing Board

member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of one-hundred fifty (150) Stakeholders.

1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Governing Board at the next regular Council meeting.
2. Removal of the identified Governing Board member requires a two-thirds (2/3) majority of the attending Governing Board members.
3. The Governing Board member who is the subject of the removal action shall have the right to deliver to Governing Board members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
4. The Governing Board member being removed must first have been censured by the Governing Board once for the same action before a Petition by the Governing Board for removal shall be considered by the Council.

B. Petition by Governing Board – A Governing Board member may be removed from the Governing Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Governing Board member’s submission to the Governing Board of a petition which includes: i) the identity of the Governing Board member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least five (5) Governing Board members.

1. The petition shall be delivered simultaneously to all Governing Board members and the matter placed on the agenda and scheduled for a vote at the next regular Governing Board meeting.
2. Removal of the identified Governing Board member requires a two-thirds (2/3) majority of the attending Governing Board members.
3. The Governing Board member who is the subject of the removal action shall have the right to deliver to Governing Board members a written statement about the matter and/or to speak at the Governing Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
4. The Governing Board member being removed must first have been censured by the Board once for the same action before a Petition by the Governing Board for removal shall be considered by the Council.
5. If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council’s vacancy clause.

Section 10. Resignation

~~Written notice by any Governing Board member in advance of the next regularly scheduled Governing Board meeting will be considered adequate notice for a resignation.~~

A verbal public announcement at a monthly board meeting OR written notice sent to any Council member in advance of the next regularly scheduled Council meeting, will be considered adequate notice for a resignation

Section 11. Community Outreach

The Governing Board members shall actively reach out to stakeholder groups and individuals. The Governing Board members shall promote the formation of neighborhood networks to facilitate communication and citizen involvement.

Article VI OFFICERS

Section 1: Officers of the Board

There shall be five (5) Executive Officers: **In descending order of rank, the Executive Officers are** President, Vice President, Secretary, Treasurer, and Communications and Outreach Officer.

Section 2: Duties and Powers

- A. **The President:** ~~The President shall preside at all meetings of the Governing Board of the Council and shall perform other duties prescribed to him/her by the Governing Board. In the event that the President cannot attend such meetings, he/she shall appoint an alternate officer of the Governing Board to Chair such meeting in his/her absence. In order to facilitate communication the President of the Council may be invited to attend President's meetings with elected officials or City departments. The President may attend these meetings or send an alternate as needed. It is recommended that at least two (2) Board members attend such meetings. Any commitments to be made on behalf of the Council must be referred to the full~~

~~Council for approval at a Stakeholder meeting. A report on each meeting shall be given at the next Stakeholder meeting.~~

The President shall preside at all meetings of the Governing Board of the Council and shall perform other duties prescribed to him/her by the Governing Board. In the event that the President cannot attend such meetings, the meeting shall be chaired by the highest ranking available officer. The President may not appoint Board representatives or liaisons. All representatives of the Board must be authorized by consent of the Board. All other powers not explicitly granted to the President are reserved by the Board.

- B. **The Vice President:** The Vice President shall assist the President, perform the duties of President in the absence of the President and manage other responsibilities as may be assigned by the President or Governing Board.

C. **The Secretary:** ~~The Secretary shall record the minutes of meetings of the Governing Board, distribute draft minutes to the Governing Board not later than five (5) days before the next scheduled meeting of the Governing Board, and distribute to the Governing Board and post for the public approved minutes not later than five (5) days after their approval. The minutes shall state the time and place of holding all meetings; whether regular or special, and if special, how called or authorized; the notice given; the names of Governing Board members present at Governing Board meetings; and an account of the proceedings. The Secretary will maintain all amendments to the Bylaws.~~

The Secretary shall call the role and oversee the recording of minutes and votes of the board.

- D. **The Treasurer:** The Treasurer shall in coordination with the Finance Committee manage budget and finance responsibilities and shall maintain financial statements including a complete record of all assets, liabilities, and expenditures, maintain custody of all funds and assets of the Council, and report at each Governing Board meeting. See also Article IX.
- E. **The Outreach and Communications Officer:** The Outreach and Communications Officer shall chair the Council's Outreach and Communication Committee to maximize stakeholder awareness and involvement.
- F. **Ministerial and Administrative Personnel:** With the approval of the Governing Board, the ministerial and administrative functions of any Officer may be delegated to Council staff or contractors.

Section 3: Selection of Officers

The five (5) Executive Officers shall be elected through majority vote of the Governing Board at the first meeting following the Governing Board s/election. Officers shall be selected from among the ~~seventeen (17)~~ seated Board members.

Section 4: Recall or Removal

A recall election may be called for any Officer position when placed on the Agenda by a petition of no fewer than five (5) Board members. The recall election(s) shall be held at the next Council meeting.

Section 5: Officer Terms

Officers shall serve terms coinciding with the s/election of the Governing Board members.

Article VII COMMITTEES AND THEIR DUTIES

~~Section 1: Standing~~

~~I. **The Agenda Setting Committee:** The Agenda Setting Committee meeting will be held at least five (5) days prior to all monthly Council meetings. Three (3) Executive Officers or any five (5) Board members constitute a quorum for the agenda setting meeting. All Governing Board members present at the meeting~~

~~may vote to determine the agenda. Any member of the Governing Board or any stakeholder may submit a written request for the inclusion of an item on the agenda.~~

~~**M. The Outreach and Communication Committee:**~~ The Outreach and Communication

~~Committee's purpose is to assure that every effort is made to maximize outreach, awareness and involvement in the Neighborhood Council. The committee will maintain a list with contact information of all stakeholders who have provided such information to the Council. The Outreach and Communication Officer shall be the chairperson of this committee and perform his/her duties as prescribed in these Bylaws.~~

~~**N. The Finance Committee:**~~ The Governing Board shall appoint the Chairperson of this committee.

~~His/her duties will include 1) calling and presiding over Finance Committee meetings; 2) work with the Treasurer to assure deadlines are met; 3) the Finance Chair shall, with the Finance Committee, review and consider changes or modifications to the Council's financial policies and then submit them to the Board for approval.~~

~~**O. The Election Committee:**~~ The Election Committee shall conduct oversight of any s/election process used to s/elect members to the Governing Board.

~~**P. The Land Use Planning Committee:**~~ The Land Use Planning Committee shall monitor issues related

~~to its areas of responsibility that affect the Council area and its stakeholders, report such issues to the Governing Board, and propose appropriate responses for Governing Board's consideration. The committee shall monitor the Early Notification system of the City of Los Angeles Planning Department and provide for the Council's timely response as necessary.~~

~~**Q. The Port Relations Committee:**~~ The Port Relations Committee shall monitor activities and

~~developments related to the Port of Los Angeles, receive reports and presentations on such matters, and prepare as appropriate, reports to the Governing Board and recommended actions that support the best interests of the community in relation to the Port.~~

~~**Section 2: Ad Hoc**~~

~~The Governing Board may establish ad hoc committees as deemed necessary for the proper conduct of business. An ad hoc committee shall cease to exist as the purpose for which it was created has been accomplished, and it is dissolved by the Governing Board.~~

~~**Section 3: Committee Creation and Authorization**~~

~~Committee chairs shall be selected by the committee unless otherwise prescribed in these Bylaws.~~

Section 1. Standing.

The Council shall have the authority to establish standing committees as deemed necessary.

Section 2. Ad Hoc.

The Council shall have the authority to establish ad hoc committees as deemed necessary.

Section 3. Committee Creation and Authorization.

Committees shall be established by standing rules adopted by the Council. The rules shall state the committee names, purpose, jurisdiction, composition, and method for selecting members and chairpersons.

Article VIII MEETINGS

All meetings shall be open to the public with proper notice as described by the Ralph M. Brown Act. Meetings will be held at American with Disabilities Act accessible locations and will be conducted fairly with open public input encouraged. Council meetings shall provide a forum for stakeholder input. While acknowledging the will of the majority, the Council shall provide a forum, which considers the rights of the minority and those who are not in attendance.

Section 1: Meeting Time and Place

The regular Council meetings shall be set by the Governing Board and shall convene at least once every sixty (60) days at a location within the Council area. The Council shall fix the time and place of special Council meetings.

Section 2: Agenda Setting

The agenda shall be determined by the Agenda Setting Committee. The Governing Board shall establish written rules to provide fair and proper community input on all agenda items including participation in the development of agendas for future meetings.

Section 3: Notifications/Postings

All Governing Board members must receive notice of special Council meetings at least forty-eight (48) hours prior to the meeting with public notice appropriately provided. Agendas shall be posted at locations specified by the Governing Board at least seventy-two (72) hours before a meeting. Pursuant to the Brown Act time requirements, all Board and Committee meeting agendas shall be posted on the Council’s website and shall be submitted to the Department of Neighborhood Empowerment (“Department”) to be posted through the Early Notification System (ENS). Notification of regular Council meetings shall include, but not be limited to, media notices, distribution of flyers, emails, and other avenues at least seventy-two (72) hours prior to the meetings.

Section 4: Reconsideration

This section intentionally left blank.

Article IX FINANCES

The Treasurer in conjunction with the Governing Board shall develop a written method for keeping the accounting records that complies with applicable local, state and federal laws, which includes generally accepted

accounting principles and complies with the Department guidelines. The Governing Board shall provide stakeholders access to all financial records. All records kept by the Treasurer will be available for review by all Stakeholders and the Department. Funding requests and audits will require two (2) signatures including the Treasurer and one (1) other member who has completed the Department Treasurers' training. The Treasurer shall attend and participate in all finance meetings called by the Finance Chair. Failure to perform these duties may result in removal by the President of the Governing Board with ratification by a simple majority vote of the Board members.

Article X ELECTIONS

Section 1: Administration of Election

The Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting

The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age

All Community Stakeholders aged sixteen (16) and above shall be entitled to vote in the Council elections. All Stakeholders fourteen (14) years of age and older are eligible to serve on committees.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status through self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

Section 6: Installation of elected Board Members

Installation of elected Board Members will take place at the meeting following the election or pursuant to City policies and procedures.

Article XI GRIEVANCE PROCESS

The Governing Board shall follow the City's Neighborhood Council grievance policy. A written grievance procedure promulgated by the Governing Board to deal with stakeholders' grievances shall govern the Council's rules and regulations, policies and procedures, and the decision-making process and results. A referral to the Department will be available to the grieving party if the issue is not resolved to their satisfaction by the Governing Board.

Article XII PARLIAMENTARY AUTHORITY

Roberts Rules of Order Currently Revised shall serve as the governing parliamentary authority. The Governing Board may approve standing rules governing the operation and function of the Governing Board . The Council

will comply with all applicable requirements of the Ralph M. Brown Act and all other rules and regulations for the conduct of Neighborhood Councils as promulgated by the Department. Procedures shall be in place to assure that Stakeholder concerns may be expressed openly and that grievances regarding the Governing Board's decisions and actions shall be properly reviewed. The Board may appoint a Parliamentarian to provide advice on parliamentary issues that may arise in the conduct of the Governing Board's work.

Article XIII AMENDMENTS

Proposed amendments to these Bylaws will be submitted in writing to the Secretary or the Executive Officers responsible for preparing the agenda for the next regular meeting. The proposed amendment will be placed on the agenda for public discussion at the next regular or special meeting of the Council and shall be voted upon at the next meeting following such discussion. A recommendation for amendment of these Bylaws must be made by a two-thirds (2/3) vote of the Governing Board. Within thirty (30) days after a vote recommending amendment to the Bylaws, a copy of the existing and revised Bylaws shall be submitted to the Department for review and approval. No amendment shall be final and/or implemented until approved by the Department.

Article XIV COMPLIANCE

This organization is Neighborhood Council certified in accordance with the City Charter by the Board of Neighborhood Commissioners pursuant to the Plan for a Citywide System of Neighborhood Councils. The rules and regulations of the Council will comply with all applicable federal, state and local laws.

Section 1: Code of Civility

It is agreed that there are many opinions held by members of the Council and therefore any discussion of such points are to be presented openly, fairly, and without recourse to personal attack.

Section 2: Training

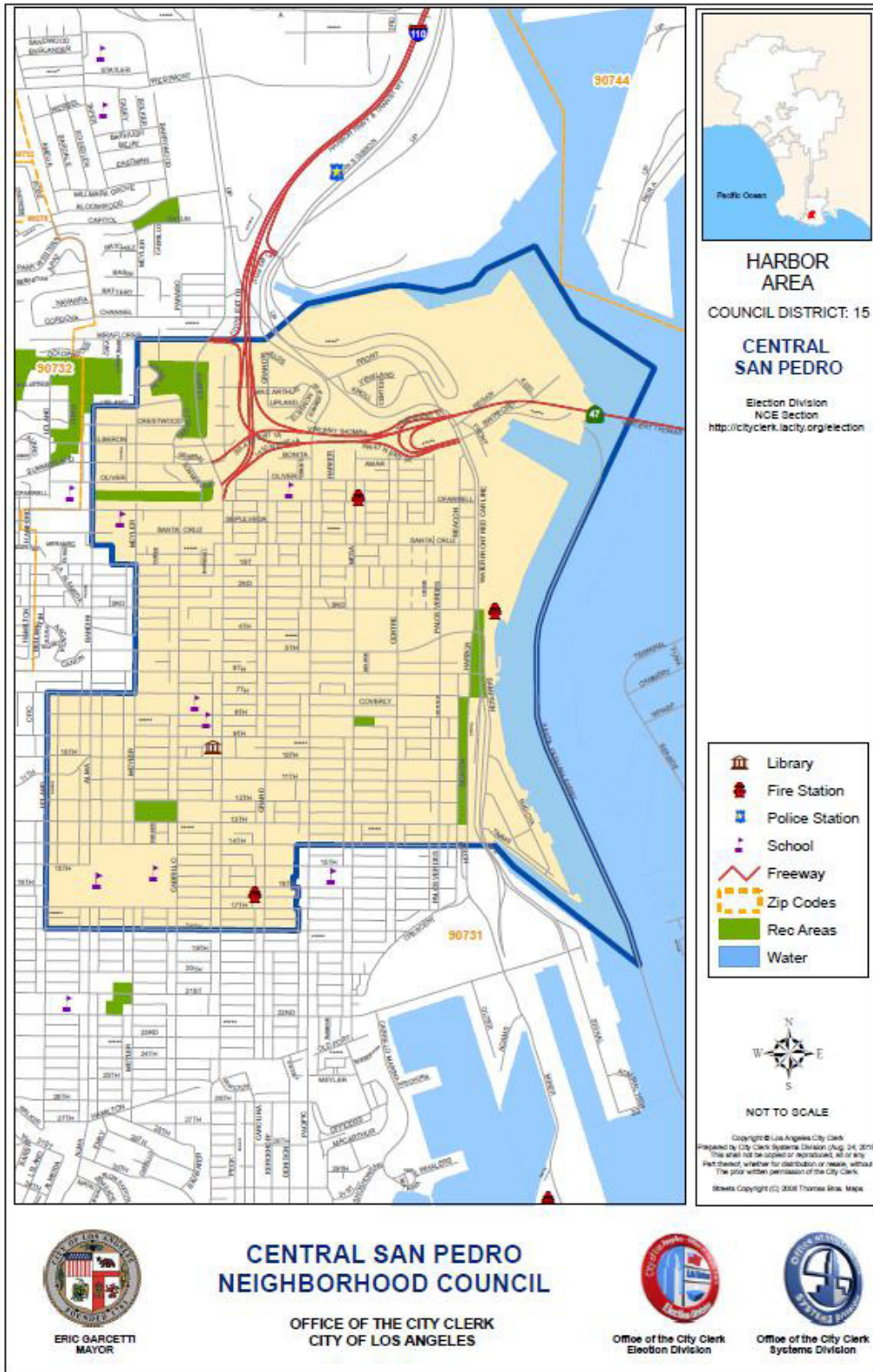
Members of the Governing Board shall, within the first twelve (12) months following their s/election or appointment or at the lapse of prior ethics training certification, complete and provide evidence of their completion of ethics training as required by the City of Los Angeles for Neighborhood Council Board members. Board members who do not complete such training as required shall be suspended from the Board until such time as they come into compliance with the ethics training requirement.

Section 3: Self Assessment

The Governing Board shall conduct a yearly self-assessment per the City rules and regulations.

NEW MAP TO BE PROVIDED BY CARRIE

Attachment A – Map of the Central San Pedro Neighborhood Council



Attachment B – Governing Board Structure and Voting
Central San Pedro Neighborhood Council – 17 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIBILITY TO RUN FOR THE SEAT	ELIBILITY TO VOTE FOR THE SEAT
At Large Board Member Term: 2 Years	17	Elected	Stakeholders who are 18 years or older.	Stakeholders who are 16 years or older.

