



Building A Better Community

www.babcnc.org

General Meeting Agenda

Wednesday April 23, 2014 7:00-9:00 p.m.

American Jewish University

**15600 Mulholland Drive, Room 223,
Bel Air, CA 90077**

**Room 223, Main Campus, 2nd floor, accessible from west side of Casiano Rd.
Park at lower parking (Lot 1) below the security kiosk**

- (As a covered entity under TITLE 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 will be provided upon request. To ensure availability of services, please make your request at least 3 business days prior to the meeting you wish to attend by contacting Cathy Palmer at (310) 479-6247 or email council@babcnc.org.

- In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at our website by clicking on www.babcnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, contact Cathy Palmer 310-479-6247 or email council@babcnc.org.

The Public Is Welcome To Speak.

Meeting Is Being Audio Taped.

- We request that you fill out a Speaker Card to address the Council on any item on the Agenda. Comments from the public on other matters not appearing on the Agenda will be heard during the "Public Comment" period. Public Comment is limited to 3 minutes per speaker unless waived by presiding officer of the Council.

ADMINISTRATIVE MATTERS (15 minutes)

1. Call to Order
2. Roll Call
3. The Pledge of Allegiance
4. Approval of March 26, 2014 Minutes
5. Approval of April 23, 2014 Agenda
6. Public Comments – Non-agendized public comments.
7. (Agendas, brochures, & public service handouts available)
8. President's Report – *Gary Plotkin*

FAST TRACK – REPORTS: (Updates, Discussion and Possible Action)

- a. Vacant Seats: Public Schools K-5 Rep & Business Rep

b. Participate in Fire Station 99 May 10th Open House

MOTION: BABCNC moves to participate in the Fire Station 99 May 10th Open House which the firefighters are organizing.

c. Update on Pothole Repair Blitz, Part II: Continued to May meeting, where we will have a Special Guest Speaker, *Nazario Saucedo*, Director, Bureau of Street Services.

9. **Presentation by Special Guest Speaker, *Ron Galperin*, City Controller:**

“A View of the Financial Status of the City” (20 minutes)

10. **Secretary’s Report – *Robin Greenberg*** (3 minutes)

11. **Treasurer Report & Funding Expenditure Requests –** (Updates, Discussion and Possible Action)

Alan Fine & Jamie Hall (10 minutes)

a. Expenditure for LA Neighborhood Congress & Council Budget Advocates

MOTION: Resolved: BABCNC supports the LA Congress of Neighborhoods in the amount \$250 and the Neighborhood Council Budget Advocates in the amount of \$250, and BABCNC authorizes the Department of Neighborhood Empowerment to transfer funds in the aforementioned amount from our appropriation account into the Congress/Budget Advocacy Account No. 47J220.

b. Ad-Hoc Special Committee on Use of Financial Surplus Before End of Fiscal Year – *Chair, Jamie Hall with Treasurer, Alan Fine* (5 minutes)

MOTION Resolved: BABCNC approves the following expenditures:

No Smoking Signs/Red Flags:	\$ 1,500.
Emergency Placards:	\$ 1,000.
Google Apps:	\$ 1,800.
LCD Projector/Screen:	\$ 900.
Conference Phone:	\$ 800.
Web-conferencing Hardware:	\$ 2,000.
BABCNC Meeting Signs:	\$ 350.
Promotional Materials:	\$ 700.
Donations to Fire Stations:	\$ 1,500.
BABCNC Exhibit Sign:	\$ 400.
American Flag and Stand:	\$ 150.
TOTAL	\$11,100.

c. Approve Treasurer’s Report

MOTION: BABCNC approves Monthly Expenditure Report of March 2014.

12. **Planning & Land Use Committee Report** (Updates, Discussion and Possible Action)

a. Update on 04/16/14 PLU Meeting - *Michael Kemp* (4 minutes)

b. Update on 11767 Bellagio Road - *Michael Kemp* (20 minutes)

b1. Presentation by Special Guest Speaker, *Deborah Kahen*, L.A. Department of City Planning, Office of Zoning Administration: “Small Lot Subdivisions” (15 minutes)

b2. **MOTION:** BABCNC supports the developer's project at 11767 Bellagio Road, in accordance with Draft Plans and Design set forth in architect's email dated April 16, 2014, @ 6:11 pm addressed to Heather Bleemers, as per "Exhibit A" attached below. (Discussion & Vote) (10 minutes)

c. Medical Marijuana in Bel Air (Discussion) - *Michael Kemp / Noah Muhlstein* (Continued to May)
- Shop opens on Sepulveda & Moraga, across from Bel Air Bar & Grill & Chevron. Consider contacting City Attorney who is looking at criminal prosecution where shops have opened without proper approval.

13. Public Safety/Disaster Preparedness Committee (Update) – *Chuck Maginnis*

- Senior Lead Officer 8A29 - *Chris Ragsdale*, WLA Community Police Station (3 minutes)
- Senior Lead Officer - *Ralph Sanchez*, Hollywood Community Police Station (3 minutes)

- Report on March 20, 2014 EP Committee Meeting @ Skirball Center and

- Report on April 16, 2014 EP Committee Meeting – *Chuck Maginnis* (5 minutes)

14. Bylaws, Rules & Elections Committee Report (Updates, Discussion & Possible Action) *Larry Leisten*

a. Approval of Bylaws with Authorization to Submit to Empowerment for Ratification (20 minutes)

b. Update on Request by "Save Sunset Strip" for a seat on the BABCNC Board (1 minute)

15. Outreach Committee Report (Updates, Discussion & Possible Action) *Robin Greenberg* (5 minutes)

Update from AD-Hoc Outreach Committee – (See Treasurer's Report for Outreach Expenditures.)

16. West L.A. Regional Alliance of Councils (WRAC) – *Robin Greenberg* (10 minutes)

Update on April 16, 2014 WRAC Meeting (No motions)

17. Santa Monica Mountains Conservancy Report (Update) - *Travis Longcore* (5 minutes)

18. Ad-hoc "I-405 Sepulveda Widening Improvement Project" & Metro Update on Sidewalks @ Skirball Bridge to Mulholland -- *Irene Sandler* (5 minutes)

19. Ad-Hoc Committee for a Red Flag Alert System (established on 01/22/14) – *Chair, Hillary Slevin*, President of Benedict Canyon HOA (3 minutes)

20. Ad-Hoc Standing Committee on Los Angeles 2020 Report "Monitoring City's Solutions & Actions" (established on 01/22/14) – *Co-Chairs, Andre Stojka & Tony Tucci* (3 minutes)

21. Ad-Hoc Transit Committee (established on 01/22/14) – Select new Chair & Continue to May

22. Council District 5 Report Planning Deputy, *Noah Muhlstein* & Deputy, *Gurmet Khara* (5 minutes)

23. Council District 4 Report Field Deputy/Deputy of Housing & Transport *Sharon Shapiro* (5 minutes)

24. Traffic Committee Report & Police Advisory Board Report – *Robert A. Ringler* (3 minutes)
Next LAPD West Bureau Traffic Committee: **Wednesday May 14, 2013 at 8:30 a.m.** at the West Los Angeles Community Police Station, 1663 Butler Avenue.

25. Private and Public Schools News (2 minutes)

26. New Business / General Announcements: (Discussion & Possible Action)

L.A. City Central Collections System - *Don Loze* (Continued to May meeting)
Council File #: 14-0600 (FY2014-2015 City Budget Proposal)

27. Adjourn meeting

NEXT BABCNC MEETING: May 28, 2014 @ AJU

NEXT MONTH – We Will Have Two Special Guest Speakers:

Eli Lipmen, New Commissioner on the Board of Neighborhood Commissioners, from the West area, and Palms Neighborhood Council President.

[According to Grayce Liu, General Manager, Department of Neighborhood Empowerment, in the recent EmpowerLA newsletter, Commissioner Lipmen “brings a wealth of tech experience...perfect for tracking the impact of Neighborhood Councils.”

Nazario Saucedo, Director, Bureau of Street Services, (BSS) will speak on street repairs in the BABC area.

AGENDA POSTING LOCATIONS

These are the posting locations on file with the Dept. of Neighborhood Empowerment:

- Bel Air Foods (formerly “Bel Air Market”), 2323 Roscomare Rd · L.A., CA 90077
- Glen Center Postal Service 2934 1/2 N Beverly Glen Cir L.A., CA 90077
- Laurel Canyon Country Store 2108 Laurel Canyon Blvd, L.A., CA 90046
- Glen Market, 1603 N Beverly Glen Blvd., L.A, CA 90077
- Bel Air Bar & Grill, 662 North Sepulveda Blvd., L.A., CA 90049

EXHIBIT "A"

From: Farhad Ashofteh [mailto:farhad@att.net]

Sent: April 16, 2014 6:11 PM

To: Heather Bleemers

Cc: Gary A. Plotkin; Gary A. Plotkin; Michael Kemp; Daniel Saparzadeh; Michael Chasteen; Noah Muhlstein; steve@dhsengineering.com; Bruce Kuyper; 'Farhad Ashofteh'

Subject: 11767 Bellagio Road

Dear Heather

Attached please find our revised architectural drawings for the Bellagio site for your review and comments. The attached package will officially replace the previous set of drawings that we have submitted to you previously.

As you know we agreed to reduce the number of units as the result of negotiations with the Neighborhood Council representatives. This revised project proposes 5 units instead of six and it is less dense than what is allowed on this site by the current zoning laws. I wanted to make sure you and the Neighborhood Council receive this revised project at least a week before the Neighborhood Council meeting scheduled for next Wednesday so there is enough time to review it. We like to move forward with this project and I would appreciate to hear your comments and concerns. As requested previously we will await to hear the result of the Neighborhood Council meeting and then we would like to continue to go through the approval process. We are still working on some photo montages and realistic renderings of the project and as soon as they are ready I'll forward them to you.

Once again I appreciate all the time and effort that you and your colleagues have put on this project. I look forward to hear from you and provide you with any additional information that you may need.

Regards

Farhad Ashofteh

Architect

Farhad Ashofteh Inc.		Architecture . Planning
Farhad Ashofteh <i>Architect</i>	farhad@att.net farhadashofteh.com	833 Haverford Ave. Pacific Palisades CA 90272
Phone:(310) 454-9995 Fax: (310)454-2266 Cell:(310) 210-2126		

Attachments

- Bellagio Homes 04-10-2014.pdf
- Views.pdf
- TTM BELLAGIO.pdf

[Download All](#)

Attachments will be provided upon request. Please Contact Cathy Palmer 310-479-6247 or 323-304-7444

BELLAGIO HOMES

11767 BELLAGIO ROAD LOS ANGELES, CA, 90049

SHEET INDEX

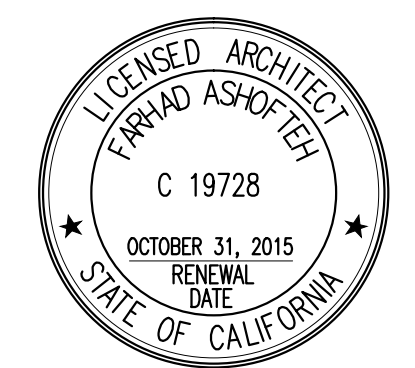
C1	COVER SHEET
C2	NOTES
C3	NOTES
	SURVEY
A2.0	SITE PLAN
A2.1	FIRST FLOOR PLAN
A2.2	SECOND FLOOR PLAN
A2.3	THIRD FLOOR PLAN
A2.4	ROOF PLAN
A3.1	ELEVATIONS
A3.2	ELEVATIONS
A3.3	ELEVATIONS

REVISION:

 DRAWN: HAMID DEGHAN

FARHAD ASHOFTEH INC.

ARCHITECTURE PLANNING
 833 HAVERFORD AVE. PACIFIC PALISADES CA 90272
 TEL: (310) 454-9995 FAX (310) 454-2266
 FARHAD@ATT.NET



OWNER:

11767 BELLAGIO ROAD
 LOS ANGELES, CA 90049

BELLAGIO HOMES

11767 BELLAGIO ROAD
 LOS ANGELES, CA 90049

DATE: 04-11-2014

PROJECT #:

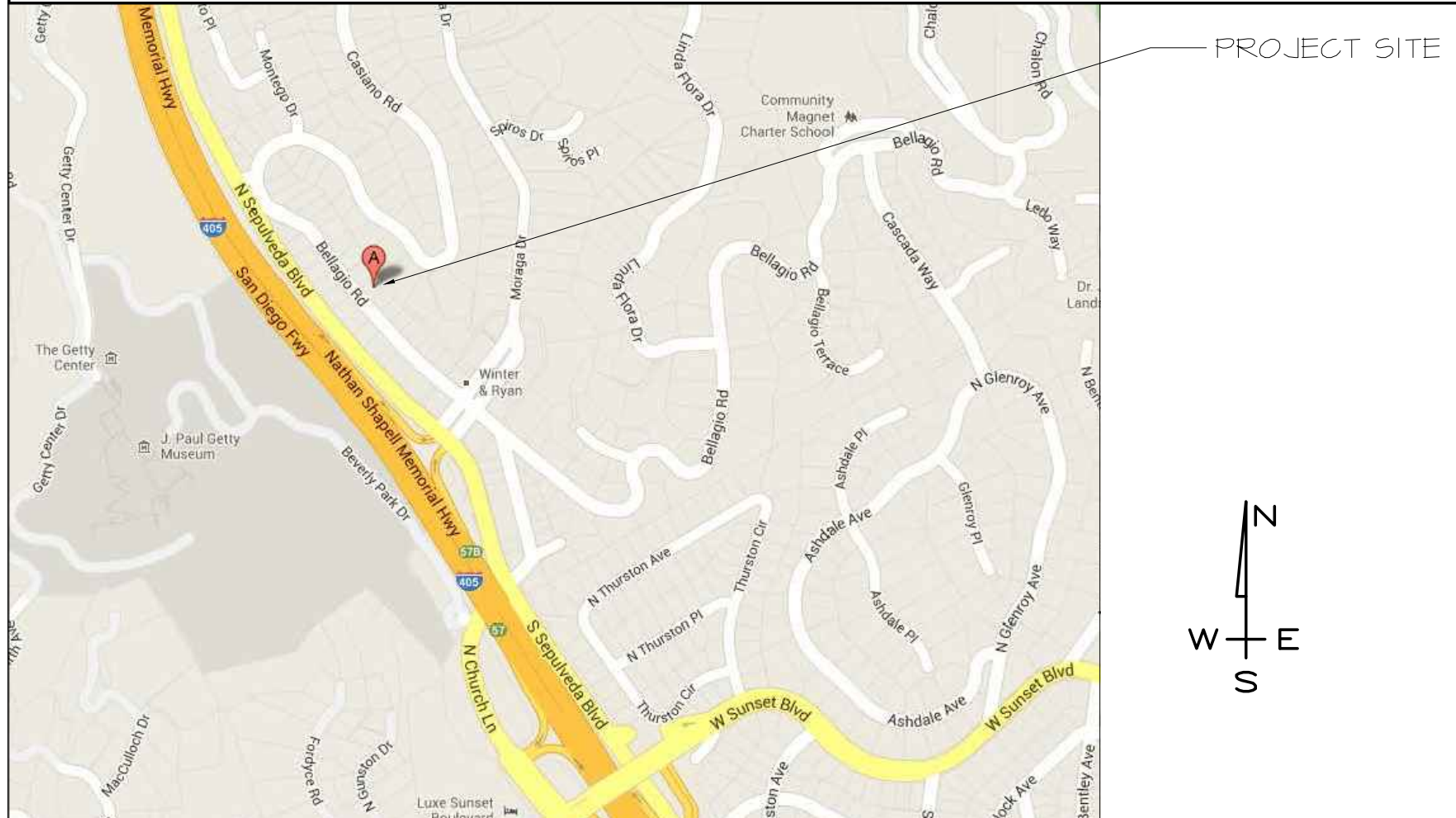
SCALE:

DRAWING TITLE:
 COVER SHEET

C1

	<p>FARHAD ASHOFTEH INC. ARCHITECTURE PLANNING 833 HAVERFORD AVE PACIFIC PALISADES CA 90272 LICENCE # C-19728</p>	<p>BUILDING DATA ZONE: [Q] RDI.5-IVL CODE: 2011 LABC</p>	<p>LEGAL DESCRIPTION PIN NUMBER: 141B145 405 APN: 4368014011 TRACT: TR 12156 MAP REFERENCE: M B 243-19/22 BLOCK: NONE LOT: II MAP SHEET: 141B145</p>
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VICINITY MAP



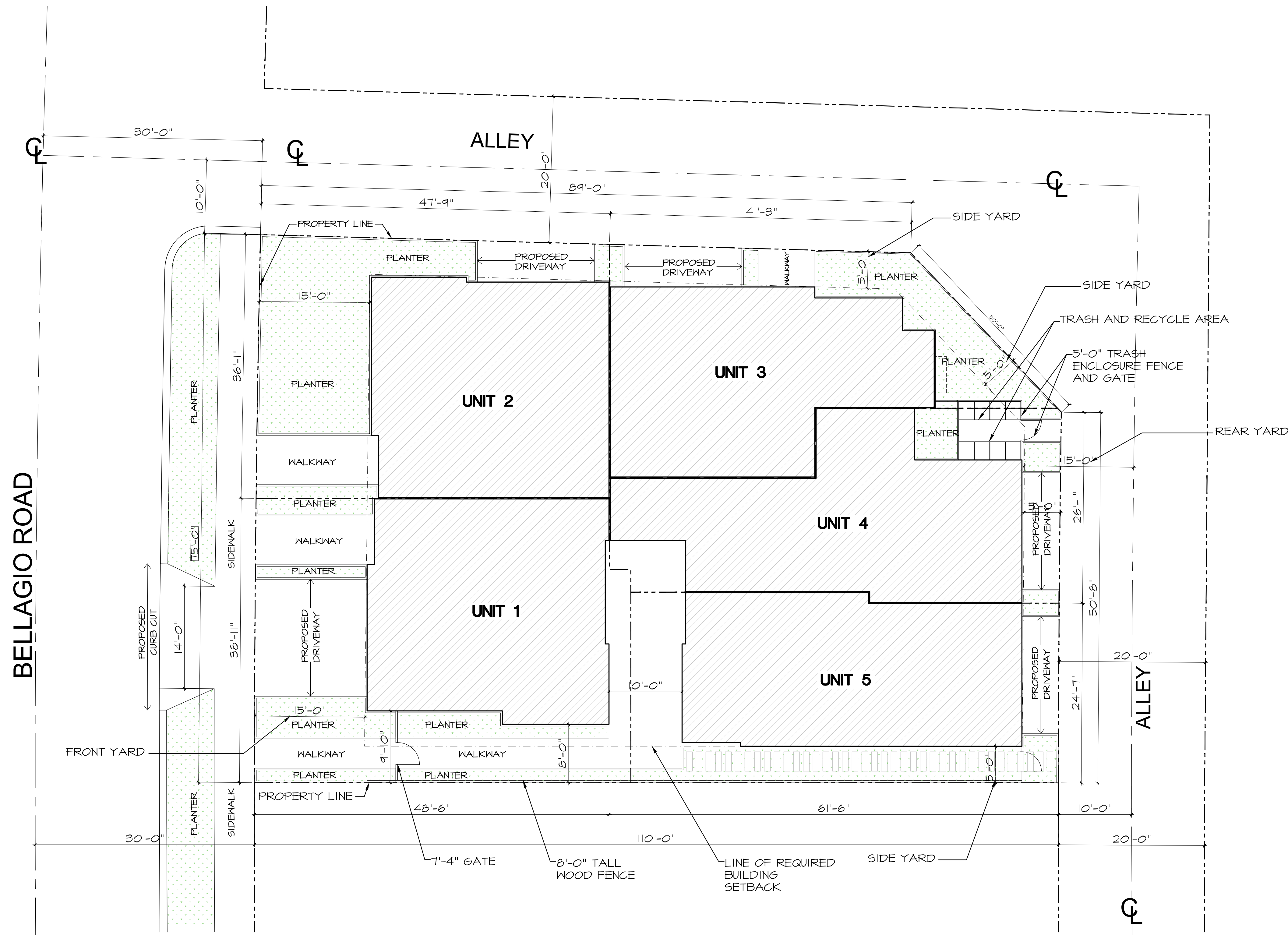
SYMBOLS

- SECTION REFERENCE SHEET NUMBER
- DETAIL REFERENCE SHEET NUMBER
- REVISION NUMBER
- DOOR NUMBER
- WINDOW NUMBER
- ROOM NUMBER CEILING HEIGHT
- ELEVATION DATUM LINE
- PROPOSED ELEVATION
- EXISTING ELEVATION
- INTERIOR ELEV. NUMBER SHEET NUMBER

AREA CALCULATION

LOT AREA: 7,857.36 sf.
 BUILDING FOOTPRINT: 4,853 sf.
 LOT COVERAGE: 61.76%

UNIT NUMBER	FIRST FLOOR	SECOND FLOOR	THIRD FLOOR	TOTAL RESIDENTIAL AREA	GARAGE	TOTAL AREA	ROOF DECK
UNIT 1	590 sf.	970 sf.	970 sf.	2,530 sf.	380 sf.	2,910 sf.	256 sf.
UNIT 2	579 sf.	959 sf.	959 sf.	2,497 sf.	380 sf.	2,877 sf.	223 sf.
UNIT 3	573 sf.	962 sf.	962 sf.	2,497 sf.	380 sf.	2,877 sf.	211 sf.
UNIT 4	617 sf.	997 sf.	997 sf.	2,611 sf.	380 sf.	2,991 sf.	305 sf.
UNIT 5	567 sf.	938 sf.	938 sf.	2,443 sf.	371 sf.	2,814 sf.	321 sf.
				12,578 sf.		14,469 sf.	
				TOTAL RESIDENTIAL AREA		TOTAL AREA	



LOT AREA: 7,857.36 sf.
 BUILDING FOOTPRINT: 4,853 sf.
 LOT COVERAGE: 61.76%

REQUIRED YARDS:
 - FRONT YARD 15'-0"
 - SIDE YARD 5'-0"
 - REAR YARD 15'-0"
 (INCLUDING HALF OF THE ALLEY)

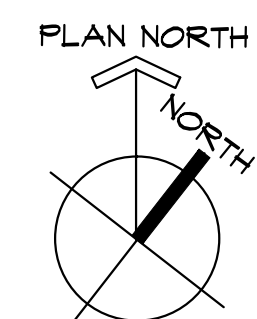
LOT AREA INCLUDING
 HALF OF THE ALLEYS: 10,135 sf.

MINIMUM LOT AREA
 PER DWELLING UNIT:
 (SECTION 12.09.1) 1,500 sf.

NUMBER OF UNITS
 (ALLOWABLE): $10,135 \text{ sf.} / 1,500 \text{ sf.} = 6.75$
 = 6 UNITS

NUMBER OF UNITS
 (PROPOSED): 5 UNITS

SITE PLAN



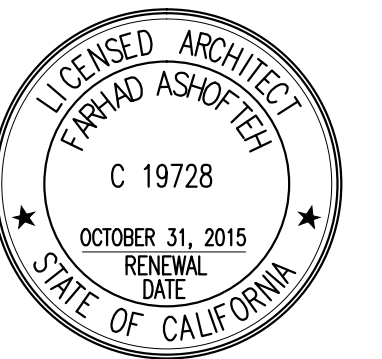
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 FARHAD@ATTI.NET



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**BELLAGIO
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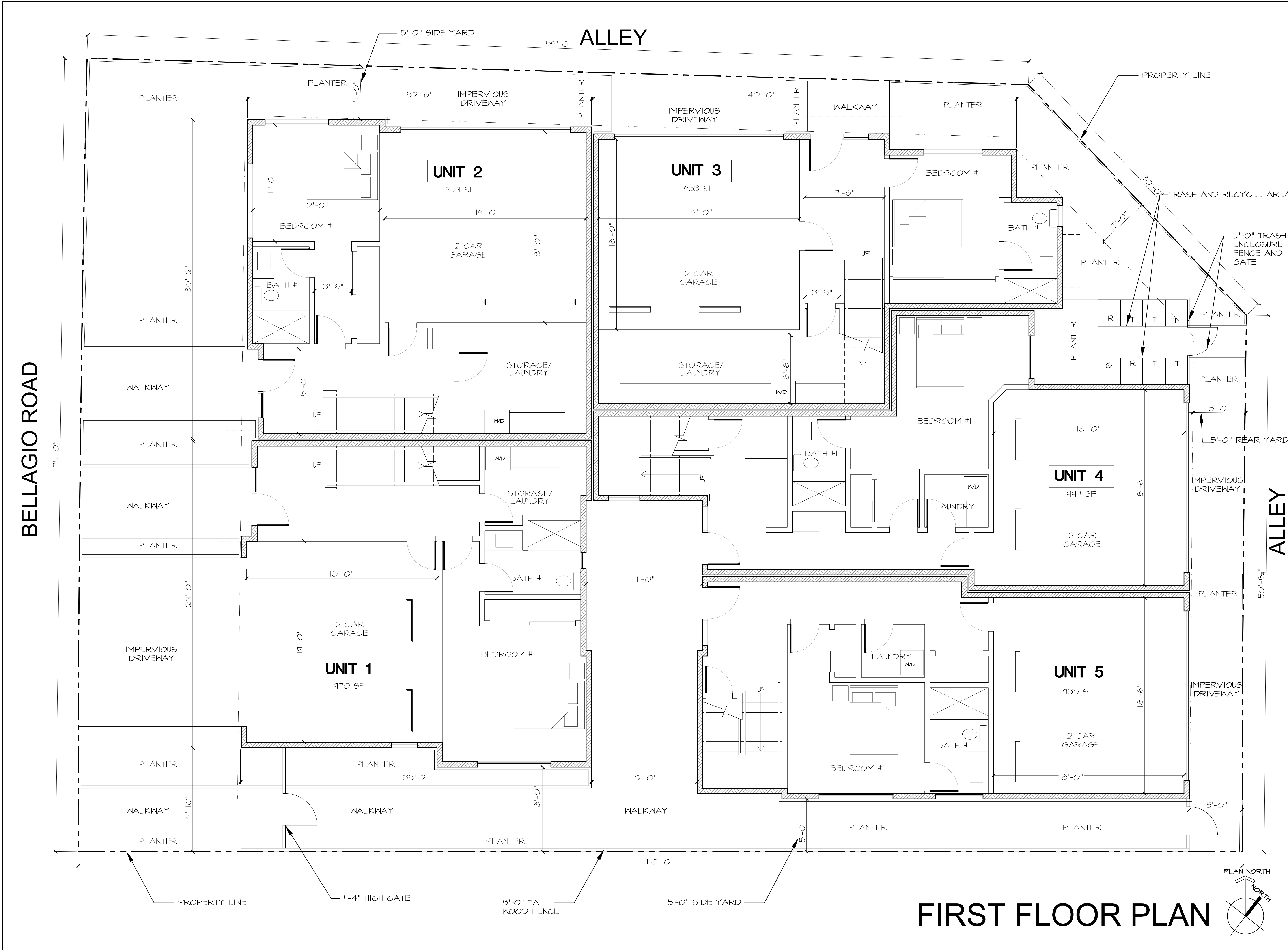
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PROJECT #:

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DRAWING TITLE:
 SITE PLAN

A2.0



FIRST FLOOR PLAN

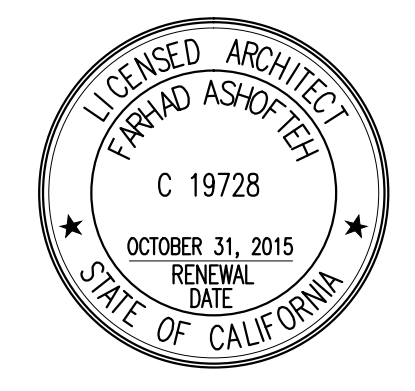
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BELLAGIO HOMES

11761 BELLAGIO ROAD
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DATE: 04-11-2014

PROJECT #:

SCALE: 1/4" = 1'-0"

DRAWING TITLE:
 FIRST FLOOR PLAN

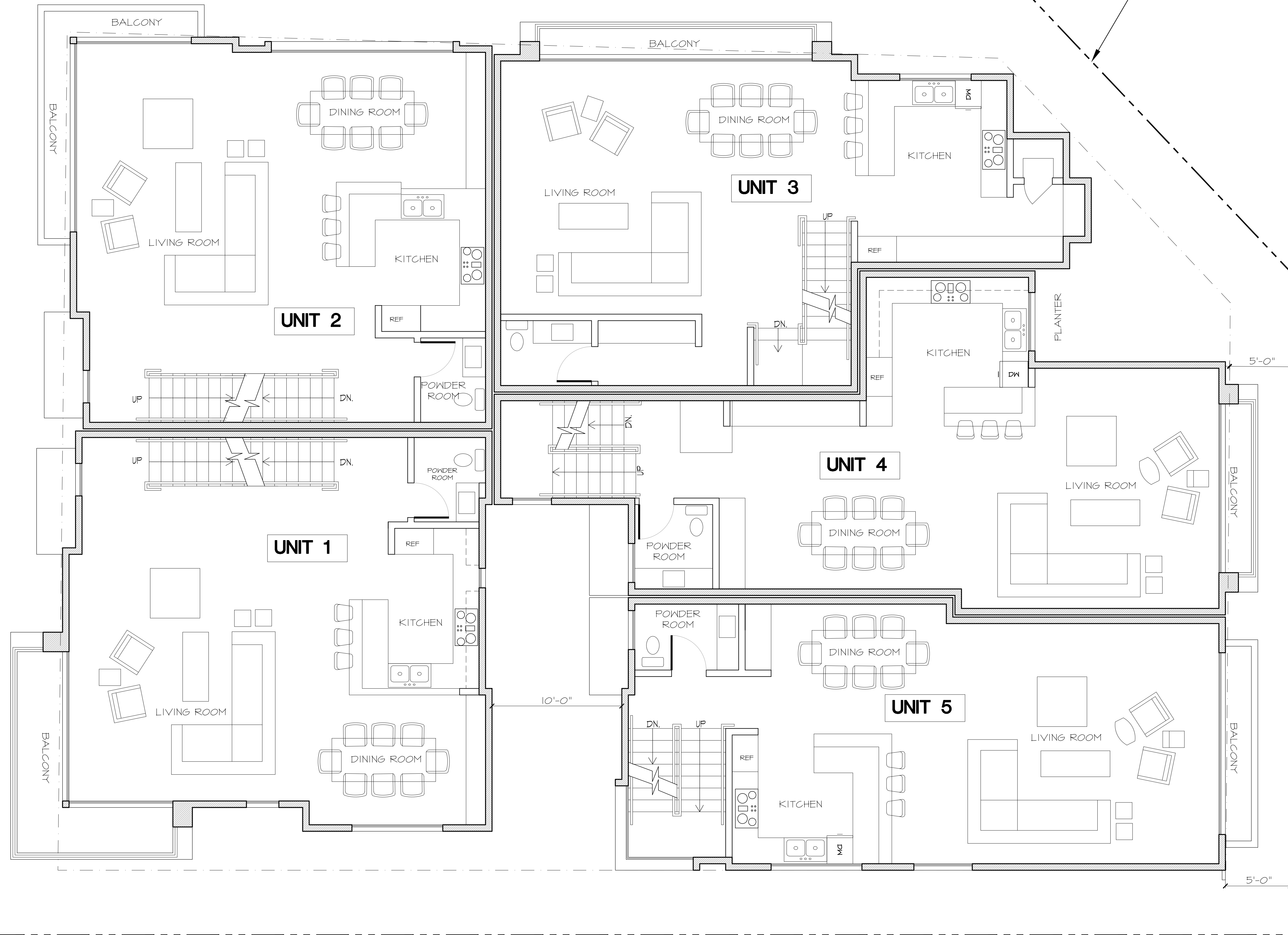
A2.1

ALLEY

PROPERTY LINE

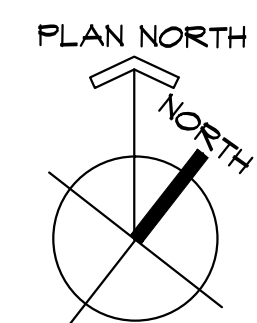
BELLAGIO ROAD

ALLEY



PROPERTY LINE

SECOND FLOOR PLAN



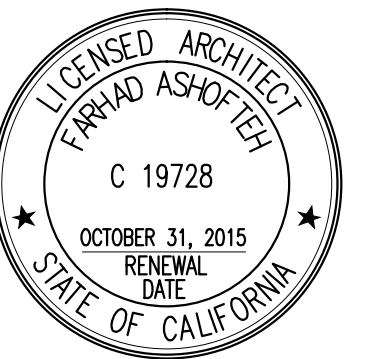
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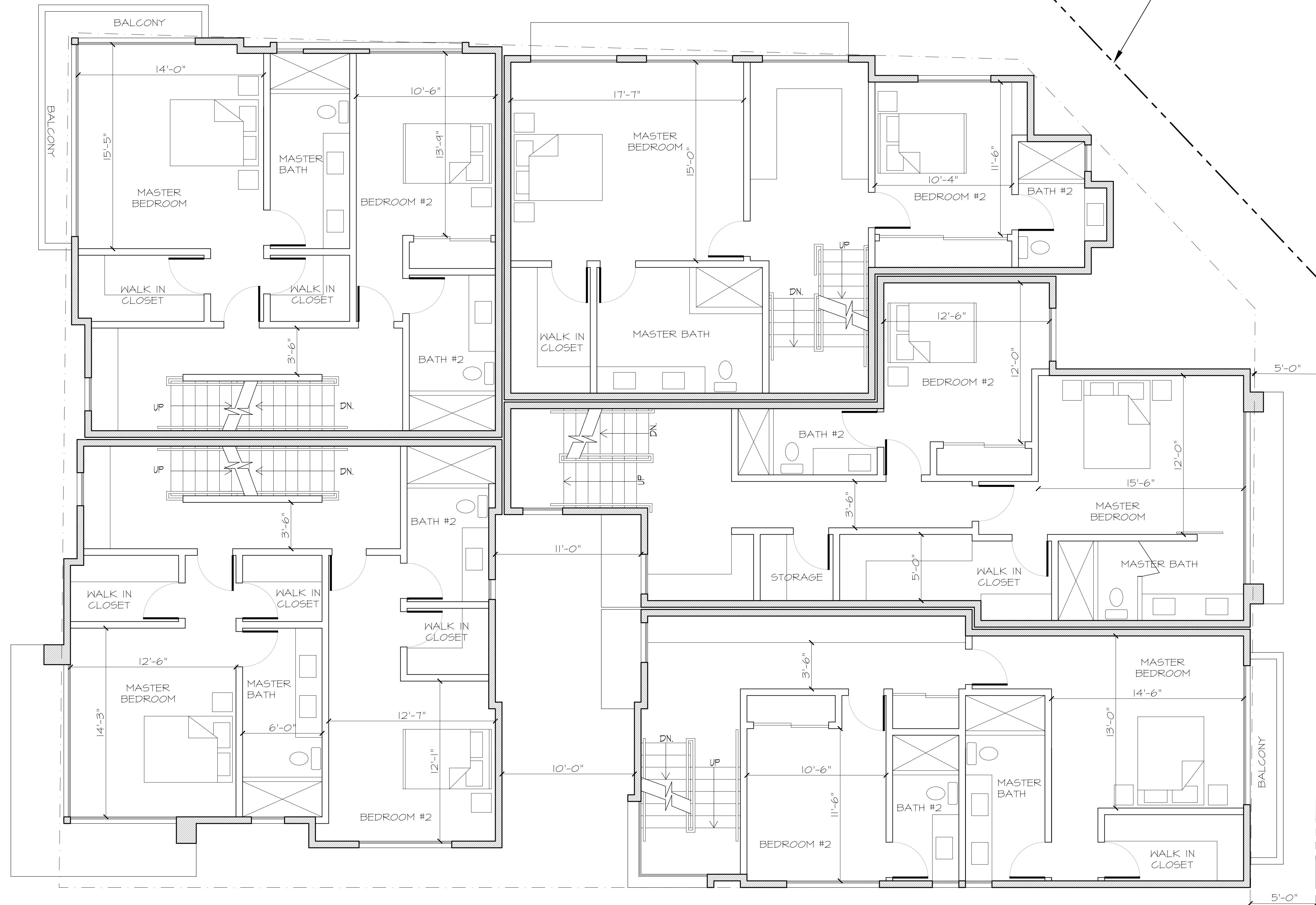
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SECOND FLOOR PLAN

A2.2

ALLEY

PROPERTY LINE

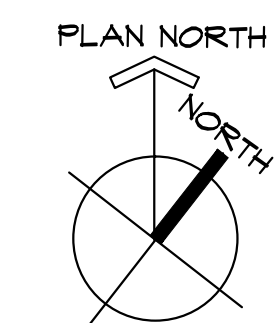


BELLAGIO ROAD

ALLEY

PROPERTY LINE

THIRD FLOOR PLAN



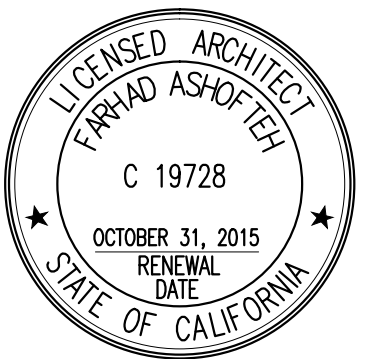
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SCALE: 1/4" = 1'-0"

DRAWING TITLE:
THIRD FLOOR PLAN

A2.3

ALLEY

PROPERTY LINE

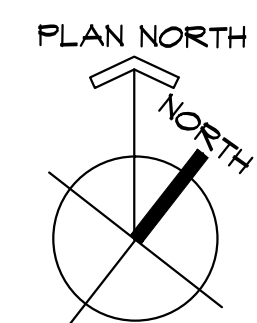
BELLAGIO ROAD

ALLEY



PROPERTY LINE

ROOF PLAN



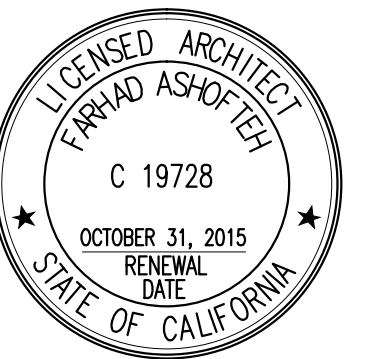
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DATE: 04-11-2014

PROJECT #:

SCALE: 1/4" = 1'-0"

DRAWING TITLE:
ROOF PLAN

A2.4

PROPERTY LINE

PROPERTY LINE



WEST ELEVATION
(BELLAGIO ROAD)

PROPERTY LINE

PROPERTY LINE



NORTH ELEVATION

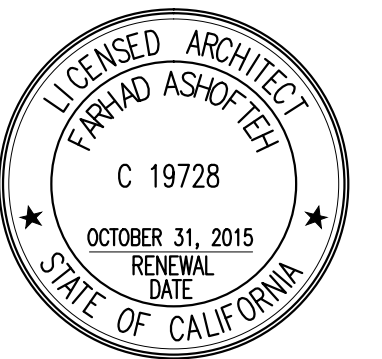
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PROJECT #:

SCALE: 1/4" = 1'-0"

DRAWING TITLE:
ELEVATIONS

A3.1

PROPERTY LINE

PROPERTY LINE



EAST ELEVATION

PROPERTY LINE

PROPERTY LINE



SOUTH ELEVATION

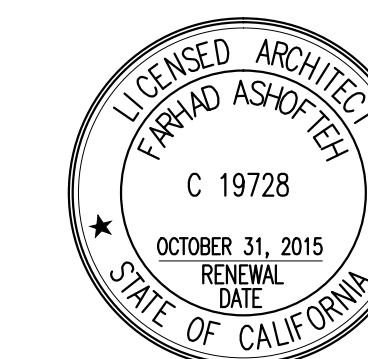
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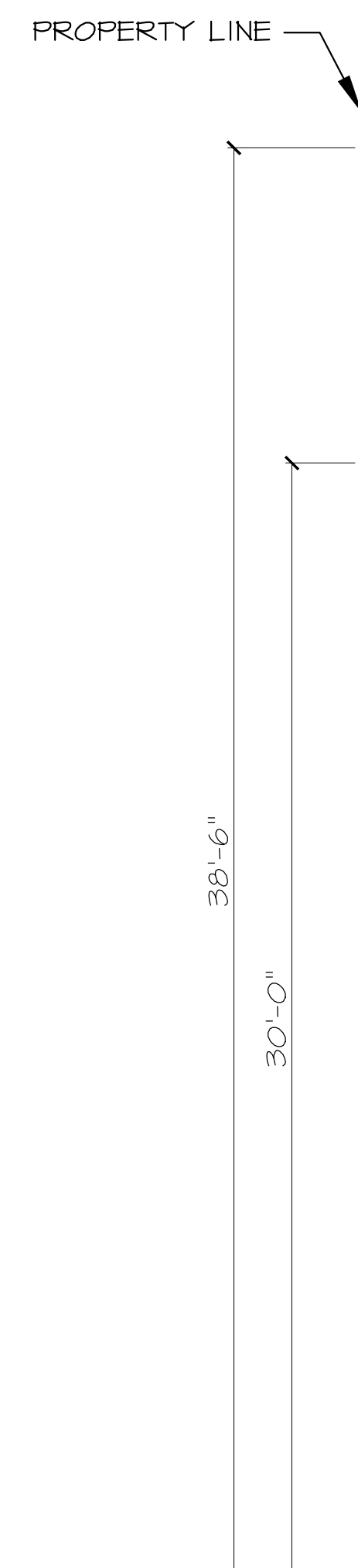
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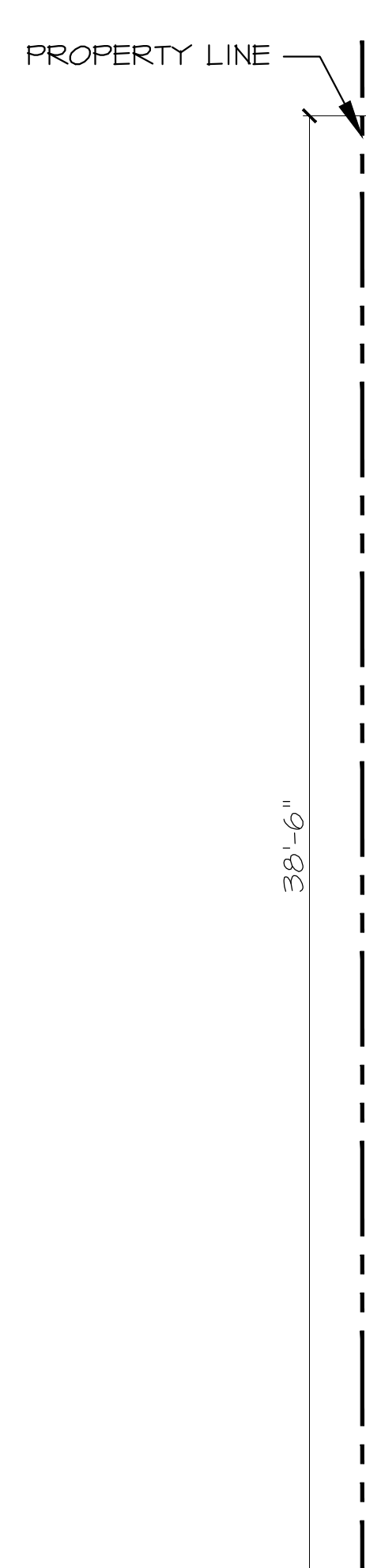
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DRAWING TITLE:
ELEVATIONS

A3.2



COURT YARD
LOOKING WEST



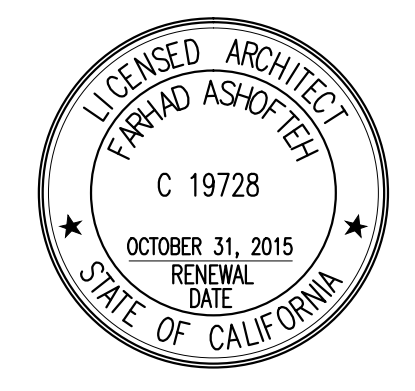
COURT YARD
LOOKING EAST

REVISION:

DRAWN: HAMID DEGHAN

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DATE: 04-11-2014

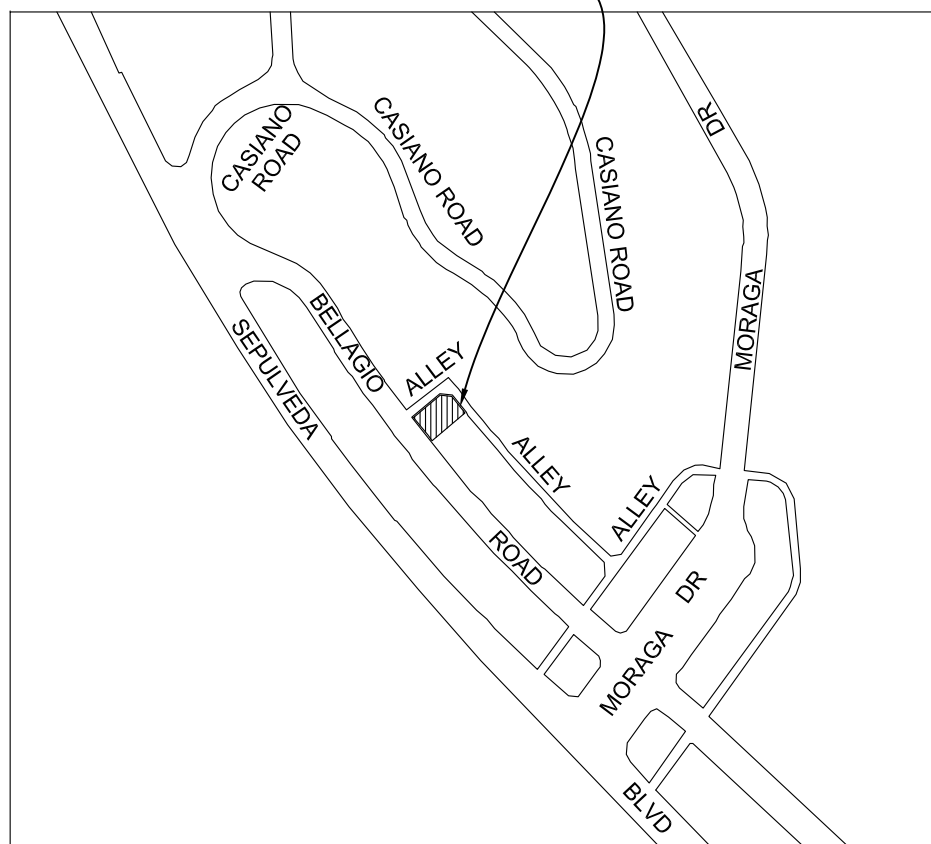
PROJECT #:

SCALE: 1/4" = 1'-0"

DRAWING TITLE:
ELEVATIONS

A3.3

PROJECT SITE



VICINITY MAP
NTS

VESTING TENTATIVE TRACT MAP NO. 72465

IN THE CITY OF LOS ANGELES,
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
FOR SMALL LOT SUBDIVISION PURPOSES PER ORD. NO. 176,354

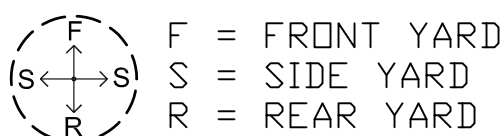
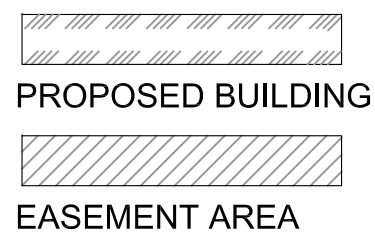
REVISED MAP

LOTS MATRIX

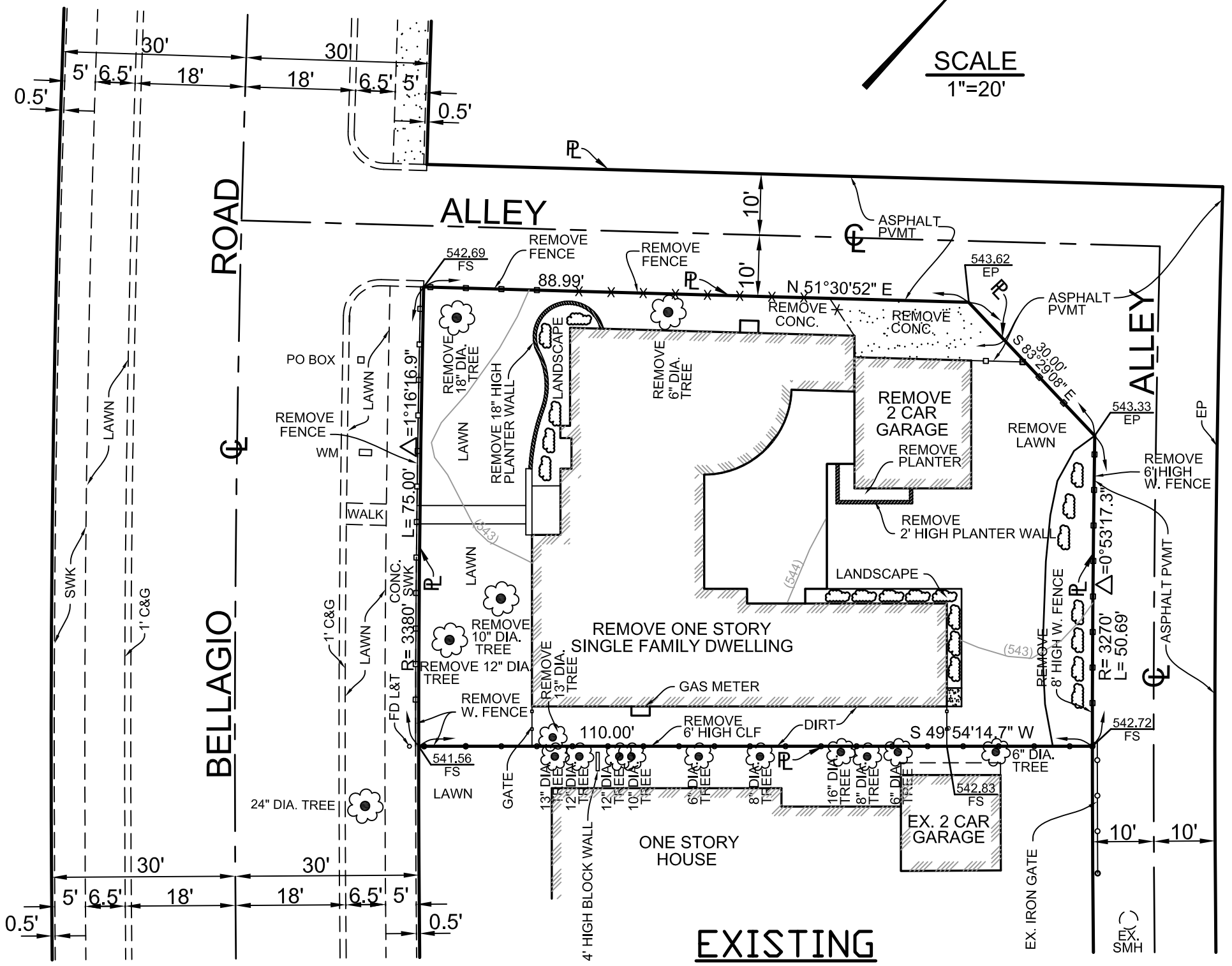
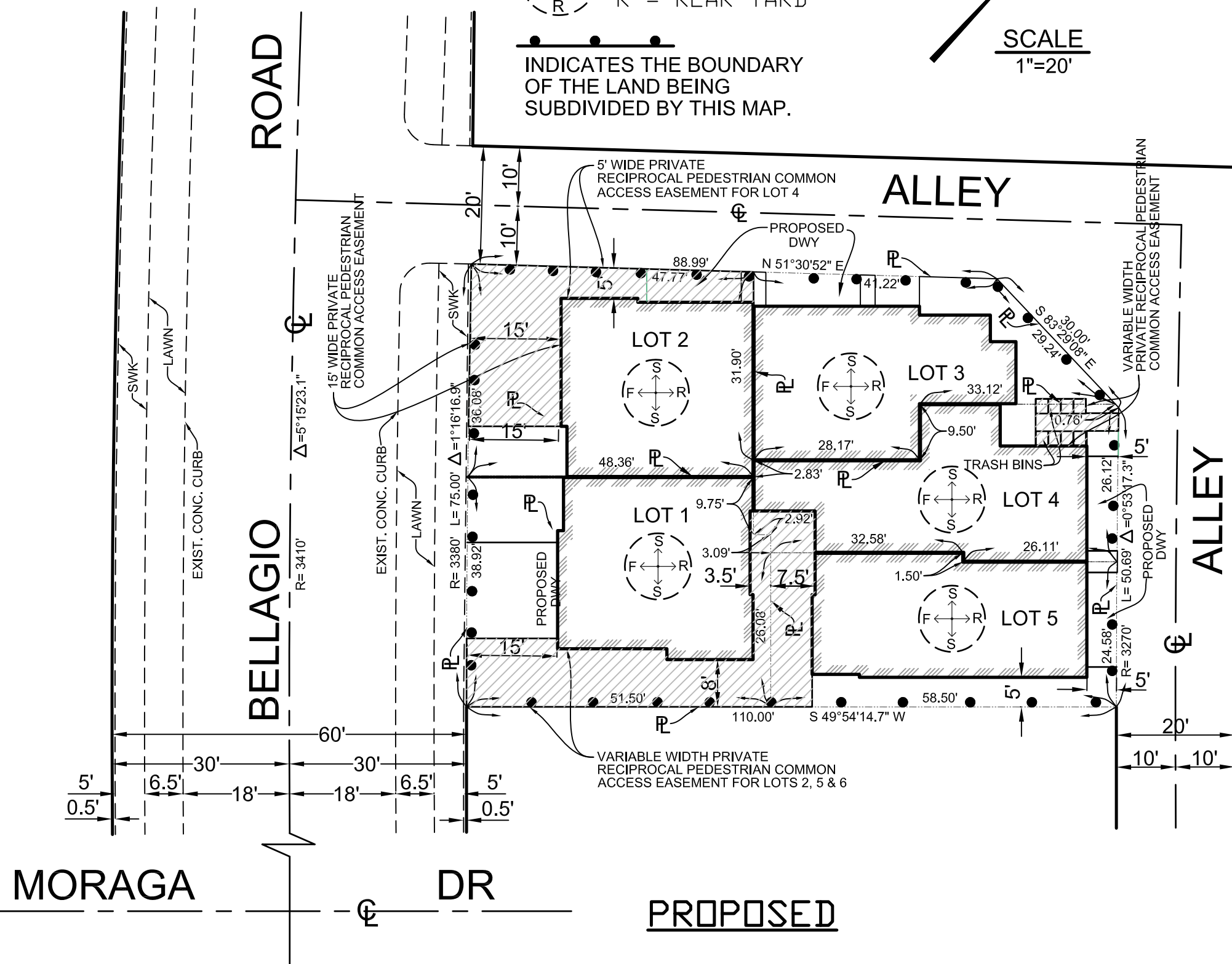
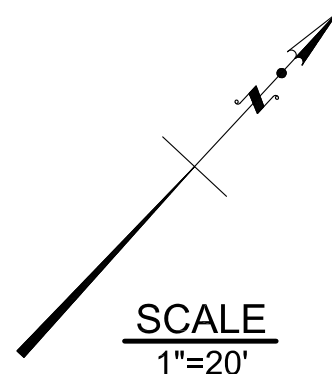
	LOT 1	LOT 2	LOT 3	LOT 4	LOT 5
FRONT YARD	BELLAGIO RD	BELLAGIO RD	BELLAGIO RD	BELLAGIO RD	BELLAGIO RD
FRONT YARD SETBACK	15'	15'	47.77'	48.36'	58.50'
SIDEYARD SETBACK	0'(N)	5'(N)	5'(N)	0'(N)	0'(N)
SIDEYARD SETBACK	8'(S)	0'(S)	0'(S)	0'(S)	5'(S)
REAR YARDS SETBACK	3'(E)	0'(E)	5'(E)	5'(E)	5'(E)
LOT AREA (SF)	1,972	1,702	1,380	1,293	1,506

LEGEND: (E)EAST, (N)NORTH, (S)SOUTH, (W)WEST

LEGENDS:



INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP.



OWNER:

FARHAD ASHOFTEH & DANIEL SAPARZADEH
833 HAVERFORD AVE
PACIFIC PALISADES, CA 90272
TEL: (310) 454-9995

ENGINEER:

DHS & ASSOCIATES INC.
275 CENTENNIAL WAY, SUITE 205
TUSTIN, CA 92780
TEL: (714) 665-6569

LEGAL DESCRIPTION:

LOT 11 OF TRACT NO. 12156
M.B. 243 PAGES 19/22,
RECORDS OF LOS ANGELES COUNTY.

NOTES:

- EXISTING LOT HAS ONE SINGLE FAMILY DWELLING, WHICH WILL BE DEMOLISHED.
- PROJECT ADDRESS: 11767 E. BELLAGIO ROAD
LOS ANGELES, CA 90049
- THERE ARE NO OAK, WESTERN SYCAMORE, CALIFORNIA BAY, OR SOUTHERN CALIFORNIA BLACK WALNUT TREES ON THE SITE.
- THE SITE IS RELATIVELY FLAT.
- THE SITE IS NOT IN THE FLOOD ZONE AREA.
- SEWER AND OTHER PUBLIC UTILITIES ARE AVAILABLE.
- AREA:
NET: 7,853 S.F. (0.180 ACRES)

8. THOMAS GUIDE: PAGE 591-G7 & H7
DISTRICT MAP NO. 141-B-145
CENSUS TRACT NO. 2622.00
COUNCIL DISTRICT NO. 5

9. PROPOSED DEVELOPMENT DATA:
FIVE (5) SINGLE LOT (SMALL LOT)

PARKING
2 COVERED PARKING SPACE PER LOT
TOTAL COVERED PARKING PROVIDED = 5 X 2 = 10

10. VEHICULAR ACCESS ARE FROM THE ALLEY AND BELLAGIO ROAD
11. TRASH BIN FOR ALL UNITS ARE IN COMMON AREA AS SHOWN HEREON
12. SMALL LOT SINGLE FAMILY SUBDIVISION IN THE [Q]RD1.5-1VL ZONE PURSUAN TO ORDINANCE NO. 176,354

13. THERE ARE 5 TREES ON THE LOT, WHICH WILL BE REMOVED.

14. THE SITE IS IN LIQUEFACTION AREA.

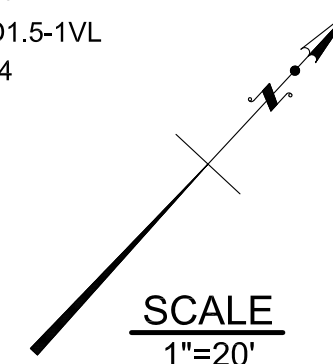
15. GRADING QUANTITIES:
CUT = 100 CY
FILL = 150 CY
NET IMPORTED = 50 CY

16. THE SITE IS NOT IN GEOLOGICALLY HAZARDOUS AREA AND IS NOT SUBJECT TO FLOOD HAZARD.

17. EXISTING ZONING: [Q]RD1.5-1VL

18. PROPOSED ZONING: [Q]RD1.5-1VL

19. MAP REVISED ON 4-16-2014









SPECIAL MEETING AGENDA

Wednesday April 23, 2014 8:30 p.m.

American Jewish University
15600 Mulholland Drive, Room 223,
Bel Air, CA 90077

**Room 223, Main Campus, 2nd floor, accessible from west side of Casiano Rd.
Park at lower parking (Lot 1) below the security kiosk**

- (As a covered entity under TITLE 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 will be provided upon request. To ensure availability of services, please make your request at least 3 business days prior to the meeting you wish to attend by contacting Cathy Palmer at (310) 479-6247 or email council@babcnc.org.

- In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at our website by clicking on www.babcnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, contact Cathy Palmer 310-479-6247 or email council@babcnc.org.

The Public Is Welcome To Speak. Meeting Is Being Audio Taped.

- We request that you fill out a Speaker Card to address the Council on any item on the Agenda. Comments from the public on other matters not appearing on the Agenda will be heard during the "Public Comment" period. Public Comment is limited to 3 minutes per speaker unless waived by presiding officer of the Council.

- 1. Opening Remarks by Mr. Gary Plotkin, President, BABCNC**
- 2. Call to order**
- 3. Introduction and review of procedures for meeting: Gary Plotkin, President BABCNC**
- 4. Approval of Agenda, as presented or amended**
- 5. Bylaws, Rules & Elections Committee Report**
(Updates, Discussion & Possible Action and Motion) *Larry Leisten*

Consider the motion to approve Amended Bylaws and to submit the Bylaws to Empowerment for Approval.

- For the "Redlined Bylaws" See Exhibit "1"
- For the "Proposed Amendment to BABCNC Bylaws" which includes substantial identified changes to the existing bylaws, see Exhibit "2" which is appended below.

1. Adjournment

Please See Exhibits 1 & 2 below:

EXHIBIT “1:

REDLINED BYLAWS: As noted at the top of page 1, paragraph 2, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website by clicking on www.babcnc.org or at the scheduled meeting. As such, the Redlined Bylaws may be viewed at our website by clicking on www.babcnc.org or at the scheduled meeting. If you require assistance, please e-mail Cathy Palmer at cpalmer@babenc.org or call at 310-479-6247 for an email of this document.

EXHIBIT “2”

PROPOSED AMENDMENT TO BABCNC BYLAWS

April 23, 2014

WHEREAS, the Department of Neighborhood Empowerment (“Empowerment”) last approved the Bylaws of the Bel Air-Beverly Crest Neighborhood Council (the “Bylaws”) on December 17, 2012;

WHEREAS, Empowerment’s approval was subject to a number of conditions, several of which may be expressed by the following that: (i) the quorum for the Council remain at eighteen (18) and not the proposed figure of twelve (12); (ii) the Council revise its governmental structure to reflect an accurate representation of its Stakeholder on its Board to ensure that all Stakeholders are represented; and (iii) that it accomplish the foregoing by fixing the number of seats on the Board so that an appropriate quorum figure may be determined and set under the Bylaws;

WHEREAS, the Board of the Council approved further revisions to the Bylaws at its meetings on April 26, 2013, and again on May 22, 2013, the latter of which included Board adoption of a revised format of its Bylaws in conformance with the Bylaws Resource Team Approved Template (“Citywide Template.”)

WHEREAS, the Board submitted a copy of the above-referenced Bylaws to Empowerment on May 31, 2013, in response to a request by Empowerment that it submit a revised set of Bylaws, in conformance with the Citywide Template, by June 1, 2013, and which reflect efforts to respond to Empowerment comments delivered to the Council in conjunction with prior approval of its Bylaws dated December 17, 2012;

WHEREAS, the Board has work diligently over the past year to revised the governmental structure of representation of the Board, ensuring open access to all Stakeholders within the Council territory, and in the process fix the number of Board members so that a workable quorum may be determined and set in the Bylaws;

WHEREAS, each Board Member has previously been provided a comprehensive redline version of all proposed revisions to the Bylaws (the “Redline”) for review, which in addition to the substantive changes set forth in detail below, include non-substantive changes that may be described as changes to improve proper word usage, correct grammatical and typographical errors; and general format adjustments;

NOW THEREFORE, the BOARD of the BABCNC hereby adopts any and all non-substantive changes to the Bylaws described in the Redline, and in addition the following amendments to the Bylaws:

1. Article IV STAKEHOLDER, second sentence should be amended to read as follows:

“Stakeholders” shall be defined as those who live, work or own property within the territorial boundaries of the Council, and who affirms a substantial and ongoing participation within the Neighborhood Council boundaries.

2. Article V GOVERNING BOARD, Section 1: Composition shall be amended to fix the number of Board Members at twenty-seven (27);

3. Article V GOVERNING BOARD, Section 1, paragraph (a) shall be renamed “Privately Selected Residential Stakeholder Groups – Minimum Size;”

4. Article V GOVERNING BOARD, Section 1, paragraph (b) shall added and read as follows:

“(b) Publicly Elected Residential District Area Representatives

Residential Stakeholders residing within geographical areas of the Council territory not otherwise represented by Privately Selected Residential Group Representatives may also be represented by Representatives elected at a public election conducted and administered by the City Clerk or an Independent Election Administrator designated by the City.”

5. Article V GOVERNING BOARD, Section 1, Composition paragraph (c) shall added and read as follows:

“(c) Member-at-Large

At least one seat on the Board of the BABCNC shall be reserved for a Member At-Large. The Member-at-Large shall represent all geographical areas of the BABCNC, as well as those individuals who affirm a substantial and ongoing participation within the Neighborhood Council boundaries.”

6. Article V GOVERNING BOARD, Section 2 Quorum shall read: “The presence at any Regular or Special Meeting of fourteen (14) or more Board Members shall constitute a quorum for the purpose of transacting of business of the Council.”

7. Article V GOVERNING BOARD, Section 6 Vacancies shall be amended to read as follows:

“Vacancies on the Board shall be filled using the following procedure:

Privately Selected Stakeholder Group Member. The Stakeholder Group by which such Member was elected or privately selected shall identify and elect or select an immediate replacement.

Publicly Elected Member, Including At-Large Member. In event of resignation, or the creation of a vacant seat following the public election where no candidates run for such seats , the President shall nominate, and the Board shall elect, such new Member or Member-at-Large at the next scheduled publicly noticed meeting of the Board.

8. Article X ELECTIONS, Section 2, Governing Board Structure and Voting shall be amended to read as follows:

“The Board is comprised of twenty-seven (27) seats. Each Member is assigned at least one (1) seat, with each seat having one (1) vote.

1. Privately Selected Stakeholder Group Representation. The number of additional seats representing Stakeholder Groups on the Council is dependent upon the number of Stakeholder Groups, identified as having a stake in the BABCNC territory, willing to actively participate on the Council by regular attendance at Board and committee Meetings.

a. Residential Stakeholder Group Apportionment

The number of additional seats apportioned a residential Stakeholder Group will be dependent upon the relative size of the number of residential units within the territory represented by such residential Stakeholder Group.

Each residential Stakeholder Group comprising of no less than 500 dwelling units will be apportioned one (1) additional seat for a total of two (2) seats.

Those residential Stakeholder Groups comprising of no less than 1,000 dwelling units will be apportioned a second additional seat for a total of three (3) seats.

Those residential Stakeholder Groups comprising of no less than 2,000 dwelling units will be apportioned a third additional seats for a total of (4) seats.

Proposed BABCNC Revisions Dated 04/23/2014

**BY-LAWS
OF THE
BEL AIR-BEVERLY CREST
NEIGHBORHOOD COUNCIL**

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ARTICLE I

NAME

The name of this neighborhood council of the City of Los Angeles (the “City”) shall be the Bel Air–Beverly Crest Neighborhood Council, which hereinafter may also be referred to as the “BABCNC” or “Council.”

ARTICLE II

PURPOSE

The Mission of the Council shall be:

(i) To provide an inclusive open forum for public discussion of issues concerning City governance, the needs of this neighborhood council, the delivery of City services to the stakeholders of this neighborhood council, and matters of a City-wide nature; and

(ii) To advise the City concerning City governance, the needs of this neighborhood council, the delivery of City services to the Stakeholders of this neighborhood council, and matters of a City wide nature.

The Policy of this Council shall be upon the following tenets:

(i) Non-Discrimination. It shall be the policy of this Council to prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income or political affiliation.

(ii) Dignity. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Council.

(iii) Inclusiveness and Non-Partisanship. To remain non-partisan and inclusive in our operations including, but not limited to, the election process for governing body and committee members.

(iv) Early Notification System. To utilize the Early Notifications System to inform our stakeholders of matters involving the city of Los Angeles (and our community) in a way that is tailored to provide opportunities for involvement in the decision-making process.

(v) Participation. To encourage all Stakeholders to participate in all activities of this Council

(vi) Transparency. To have fair, open and transparent procedures for the conduct of Council business.

ARTICLE III

BOUNDARIES

Section 1: Boundary Description. The area included in the BABCNC is defined by the following: (a) on the west by I-405 between Mulholland Drive and Sunset Boulevard, (b) on the north by Mulholland Drive between I-405 and Laurel Canyon Boulevard, (c) on the south by Sunset Boulevard between I-405 and Laurel Canyon Boulevard, and (d) on the east by Laurel Canyon Boulevard between Mulholland Drive and Sunset Boulevard. The area so defined excludes the incorporated limits of the City of Beverly Hills.

Section 2: Internal Boundaries. Not Applicable.

ARTICLE IV

STAKEHOLDER

Neighborhood Council membership shall be open to all Stakeholders who have attained at least 18 years of age. “Stakeholders” shall be defined as those who live, work or own property within the territorial boundaries of the Council, and who affirms a substantial and ongoing participation within the Neighborhood Council boundaries~~also those declares a stake in the territory of the Council and affirm the factual basis for it.~~

A Stakeholder Group shall mean individually or severally each of the homeowner associations or groups, business enterprises, community based organizations, educational or faith-based institutions.

ARTICLE V

GOVERNING BOARD

The Board of Directors (“the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (the “Plan”).

Section 1: Composition. The Board shall consist of twenty-~~five-seven~~ (2527) Members elected, selected or appointed by the composition of Stakeholder Groups comprising the Board and/or directly elected by Stakeholders at a public election.

Stakeholder Groups shall be categorized into the following subcategories for purposes of achieving diversity, reflective of the characteristics of the BABCNC, and inclusiveness of groups less inclined to seek representation on the Council.

(a) Privately Selected Residential Stakeholder Groups – Minimum Size

Residential Stakeholder Groups may be represented on the BABCNC by individual homeowner associations or individual residential groups comprising of no less than one hundred (100) residential units. Those individual homeowner associations or individual residential groups comprising of less than 100 units may seek representation through representation with either:

- (i) a neighboring homeowner association or residential group, also with less 100 units, so the combined units represented comprise of more than 100 units; or
- (ii) a neighboring homeowner association or residential group with more than 100 units with existing representation on the BABCNC.

No Overlapping Boundaries. To ensure the integrity of representation of each Residential Stakeholder Group, the territorial boundaries of each Residential Stakeholder Group shall be defined, and the territory of each Residential Stakeholder Group shall not overlap another.

(b) Publicly Elected Residential District Area Representatives

Residential Stakeholders residing within geographical areas of the Council territory not otherwise represented by Privately Selected Residential Group Representatives may also be represented by Representatives elected at a public election conducted and administered by the City Clerk or an Independent Election Administrator designated by the City.

For a current listing of homeowner associations ~~and~~ residential groups, and geographical residential areas having representation on the BABCNC as a Stakeholder Group please see www.babcnc.org, which shall reflect the official Membership of the BABCNC on file with the Secretary.

(bc) Non-Residential Stakeholder Groups

Non-residential Stakeholder Groups shall consist of any group or institution having a stake in the BABCNC and shall include, but not be limited to the following categories:

- (i) Custodians of Open Space
- (ii) Educational Institutions
- (iii) Faith-Based Institutions
- (iv) Commercial or Office Enterprise District Areas
- (v) Representatives of Employee Groups

For a current listing of non-residential Stakeholder Groups having representation on the BABCNC please see www.babcnc.org, which shall reflect the official Membership of the BABCNC on file with the Secretary.

(c) Members-at-Large

~~At least one seat on the Board of the BABCNC shall be reserved for a~~ Members At-Large. ~~The Member-at-Large shall represent those all geographic areas of the BABCNC not otherwise represented on the Council, as well as or~~ those individuals who affirm a substantial and ongoing participation within the Neighborhood Council boundaries. ~~declare a stake in the Council area and affirm the factual basis for it.~~ Members At-Large shall be elected at a public election conducted and administered by the City Clerk or an Independent Election Administrator designated by the City.

(d) No Majority Stakeholder Group

No single Stakeholder Group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (the “Department”).

(e) Biennial Update of Membership

The BABCNC shall conduct a survey of its Member Stakeholder Groups representation at the beginning of the fourth quarter every other year, and complete such survey no later than November 30th, for purposes of validating representation of Stakeholders on the BABCNC.

Any Stakeholder Group not responding to the survey, indicating renewed interest in continued participation on the BABCNC by February 28th of the year following the survey shall be removed from the list of Members on file with the Secretary.

(f) Alternate Board Member Representation

Each Stakeholder Group shall have the right to elect or select alternate representatives for each of their Board Member seats (“Alternative Board Members”) so that the Stakeholder Group may be adequately represented at a Board Meeting in the event one or more of its elected or selected Representatives cannot attend a Board Meeting. Each Stakeholder Group desirous of electing or selecting Alternate Board Members shall do so in accordance with their own procedures electing or selecting regular Board Members, and may do so at anytime and notify the Secretary, in writing, of the names of the Alternate Board Members. Each Alternate Board Member shall comply with the same Ethics Requirement as provided under Article XIV, Compliance, Section 2: Training.

Section 2: Quorum

The presence at any Regular or Special Meeting of ~~thirteen-fourteen~~ (13~~14~~) or more Board Members shall constitute a quorum for the purpose of transacting of business of the Council.

Section 3: Official Actions

Board Action. Notwithstanding a quorum obtained at a Meeting, no less than seven (7) Members must vote in the affirmative for the Board to take official action.

Majority Vote. All matters subject to a vote of the Board shall be determined by a majority vote of those Members present, unless otherwise provided in these Bylaws. Voting may be by show of hands except that any Member may request a vote by any other manner adopted pursuant to these Bylaws and consistent with the Brown Act.

Open Meetings. All meetings of the Board are open to the public. All meeting procedures shall be in accordance with the State of California open meeting procedures that apply to neighborhood councils under the Brown Act, including the posting of notices and any other public communication in public places or through electronic media.

Special Meetings. A Special Meeting of the Board for a specific reason may be called at any time by either (a) any two officers of the Board, or (b) petition of a twenty-five percent (25%) of the Board Members, and in accordance with the Brown Act.

Section 4: Terms and Term Limits

Stakeholder Group Representatives. Board Members representing Stakeholder Groups are elected to terms and governed by term limits established in accordance with the bylaws, rules and practices of their respective Stakeholder Group, but such terms shall be subject to the provisions of Section 1 (e) above.

Members-at-Large. Each Member-at-Large is elected to two-year term in accordance with the election schedule set forth by the City Clerk or the Department.

Section 5: Duties and Powers

Board Duties and Powers. The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual ~~member~~-Member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before it. Such authority may be revoked at any time.

Member Duties and Responsibilities.

- (a) Duty to Attend Meetings. Each Member of the BABCNC has a duty to attend Meetings on a regular basis, but it is also understood that a Member cannot make every Meeting due to uncontrollable circumstances.
- (b) Duty to Represent Constituency. Each Member of the BABCNC shall be responsible for maintaining periodic contact with representatives of the respective Member's constituent Stakeholder Group or its individual Stakeholders. Such communications shall involve reporting back to the constituent Stakeholder representative or individual Stakeholders the work of the BABCNC; and to as well as solicit issues such representatives or individual Stakeholders issues would like to see addressed by the BABCNC.

Section 6: Vacancies

Vacancies on the Board shall be filled using the following procedure:

Privately Selected Stakeholder Group Member. The Stakeholder Group by which such Member was elected or appointed privately selected shall identify and elect or select an immediate replacement.

Publicly Elected Member, Including At-Large Member. In event of resignation, or the creation of a vacant seat following the public election where no candidates run for such seats, of a Member-at-Large, the President shall nominate, and the Board shall elect, such a new Member or Member-at-Large at the next scheduled publicly noticed meeting of the Board.

Section 7: Absences

In light of the duty of a Member described under Section 5(a), minimum attendance for each Board Member shall be no less than one (1) Meeting per quarter of a calendar year. Attendance by an Alternate Board Member of the Member's Stakeholder Group shall not constitute an absence. Failure to meet this minimal attendance requirement will result in removal of the Member as provided under Section 9 below.

Section 8: Censure

Violation of Bylaws. It shall be within the power of the BABCNC to censure a Member for material violation of these Bylaws. Any Member may introduce a motion to censure a Member for violation of the Bylaws, and censure shall only occur upon the motion receiving a majority vote of Members present.

Violation of Code Civility. It shall be within the power of the BABCNC to censure a Member for violation of the Code of Civility. Any Member may introduce a motion to

censure a Member for violation of the Code of Civility, and censure shall only occur upon the motion receiving a majority vote of Members present.

Due Process. Any Member who is the subject to motion for censure shall have the right to a hearing before the BABCNC at the next Regular Meeting or Special Meeting of the BABCNC. At such meeting, the Member shall have the specific right to defend against such censure action. No vote shall be taken on such motion until the hearing has been concluded.

Section 9: Removal

- (a) Absences. As provided in Section 7 above, a Member, or an Alternate Board Member in the instance of a Member representing a Stakeholder Group, shall attend at least one Meeting per quarter of each calendar year. Upon absence from three (3) consecutive Regular Board Meetings, the Secretary shall notify the Member in writing that individual Membership on the BABCNC will be revoked if the Member does not attend the next Meeting of the BABCNC, or Meeting immediately thereafter.
- (b) Contingent Removal - Failure to Maintain Ethics Period over a Protracted Period. Any Board Member who has failed to complete the Ethics Requirement within a reasonable time as set forth in the Standing Rules shall be immediately removed from the Board. At the option of the Board, such removed Board Member may be reinstated as a Board Member upon timely presentment of evidence of meeting the Ethics Requirement.
- (c) Petition by Board. A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Standing Rules or Code of Civility following a Board Member's submission to the Board of a petition which includes: (i) the identity of the 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 three (3) Board members.
 - 1) The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.
 - 2) Removal of the identified Board member requires a two-thirds (2/3) majority of Board Members present.
 - 3) The Board Member who is the subject of the removal action shall have the right to deliver to 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 Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

Section 10: Resignation

A Member may resign at any time by giving written notice to the Secretary with an effective date. The Stakeholder Group will notify the BABCNC Board of the election or selection of a replacement in a writing delivered to the Secretary, pursuant to Section 6 of this Article.

Section 11: Community Outreach

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.

ARTICLE VI

OFFICERS

Section 1: Officers of the Board

The Officers of the Board shall consist of a President, a Vice-President, a Secretary, and a Treasurer. In addition, the Council shall recognize the following offices in order to allow the experience and knowledge of past presidents to advise Officers of the Board

Immediate Past President. The BABCNC shall have an ex-officio position of Immediate Past President that entitles the current outgoing President, if he so chooses, to hold a seat on the Executive Committee, which is advisory in nature only. The term of Immediate Past President shall extend until the next outgoing President chooses to assume the position of Immediate Past President.

Past President. The outgoing Immediate Past President shall have the option to continue to serve the Board and the Executive Committee, as long as so desired, as a "Past President," in the same advisory capacity as the Immediate Past President.

Section 2: Duties and Powers

1. President

The President shall have general supervision, direction, and control of all business and activities of the Board subject to Board approval. The President shall preside over all meetings of the Board and shall be an ex-officio member of all Committees.

2. Vice-President

The Vice-President shall perform the duties of the President at any time the President is unwilling or unable to perform those duties and such other duties as deemed necessary or appropriate by the President. The Vice President shall be specifically charged with the management of Committees, ensuring that the duties and responsibilities of each Committee are carried out on a regular basis and that issues of the Committees are adequately represented on the agenda of Regular Meetings.

3. President and Vice President Survey Duty

The President and Vice President shall be responsible for carrying out a survey of the BABCNC community as more fully described under Article V, Section 1 (e): Biennial Update of Membership.

4. Secretary

The duties of Secretary shall include the duties typically that of a corresponding secretary and recording secretary.

a. Recording Secretary

Duties as recording secretary shall include, but not be limited to: (i) the recording and maintaining of all minutes of Board Meetings; (ii) preservation all BABCNC records and documents; and (iii) maintain current Membership records.

b. Corresponding Secretary

Duties as corresponding secretary shall include but not be limited to: (i) performing all general correspondence of the Board such as the posting of electronic notice of all Board meetings and Committee Meetings; (ii) ensuring that communication and information is disseminated evenly and in a timely manner to all Members and Stakeholders; (iii) providing notice to all Members and Stakeholders of the time and location of all meetings of the Board at least 72 hours in advance.

5. Treasurer

The Treasurer:

(a) Shall maintain the BABCNC book of accounts and establish a system of financial accountability including the accounting of such funds as may become the responsibility of the BABCNC and that all accounting comply with applicable local, state, and federal laws in accordance with the requirements set forth by the City of Los Angeles Department of Neighborhood Empowerment (DONE), shall and report on the finances of the Council at Regular Meetings.

(b) Ensure that the Council's accounting books are open and available to all Stakeholders.

(c) Submit an account statement to DONE at least once a year or when requested otherwise.

(d) Prepare an annual budget for expenditures to be approved by the Board and submitted to DONE for approval each year.

6. Compensation

No Officer shall receive any compensation for any service rendered on behalf of the Council.

Section 3: Selection of Officers

Each Officer shall be elected by a majority vote of the Board present by written ballot at a Board meeting held during the first quarter of each calendar year. Newly elected Officers shall assume office immediately following the Meeting at which the election of Officers is held.

Termination

Any Officer may be removed from office for cause and replaced by another Representative by a majority vote of the Board present at duly noticed Meeting that affords the removed Officer due process. "For Cause" includes, but is not limited to, missing three consecutive Board Meetings and three Executive Committee meetings, the improper handling of Council money, or the improper application of accounting procedures.

Section 4: Officer Terms

Each officer shall serve a term of one (1) year or until election of a successor. No individual may hold a particular office of the BABCNC for more than the later of:

- a. five (5) consecutive years in any; or
- b. A successor to replace such individual is willing assume such office.

Vacancy

Following a declaration by the Board that an office has been vacated, such vacancy may be filled by a majority vote of the Members present at a Board Meeting in accordance with the manner set forth herein and consistent with the Brown Act. Each Officer so elected shall hold office for the remainder of the original term or until election of a successor.

ARTICLE VII

COMMITTEES AND THEIR DUTIES

Section 1: Standing

The BABCNC shall have the following Standing Committees whose responsibilities are described hereunder whose description follows later under Section 4 of this Article: (i) Executive Committee; (ii) Planning and Land Use Committee; (iii) Bylaws and Rules Committee; (iv) Public Safety and Disaster Preparedness Committee; (iv) Public Works and Telecommunications Committee; (v) Outreach and Education Committee; and (vi) Traffic Committee.

Section 2: Ad Hoc

Each Ad Hoc Committee shall be established as a temporary committee to review and make recommendations on specific issues as directed by the Board. Ad Hoc Committee meetings shall be run by the Chair of the Committee appointed by the President. Minutes, reports and recommendations by such committees shall be delivered to the Secretary as they are issued. Ad hoc committees will be comprised of less than a quorum of the governing body as a whole.

Section 3: Committee Creation and Authorization

1. Establishment of Committees

A new Standing Committee or Ad Hoc Committee may be established at any Board Meeting by a motion supported by a majority of Board Members present.

2. Membership on Committees

(1) Standing Committees

- a. Election. Upon establishment of a Standing Committee, and each year thereafter, the Board shall move to elect members to each Standing

Committee, and membership shall only be conferred upon receiving a majority vote of Board Members present.

- b. Term. The term of membership on each Standing Committee shall be for period of at least one year, but no more than two years.
- c. Re-Election. During the second quarter of each calendar year, those members on Standing Committees whose term of such Standing Committee is more than one year, but less than two years, must be reelected by a majority vote of Board Members present to continue membership on such Standing Committee.
- d. Candidacy. Candidacy for membership shall be open to all Stakeholders. Committee membership shall only be conferred upon receiving a majority vote of Board Members present.
- e. Chair Position. Chair of the Committee nominated by the President and elected by a majority of Board Members present at a Meeting at which such committee is established.

(2) Ad Hoc Committees

- a. Election. Upon establishment of an Ad Hoc Committee the Board shall move to elect members to an Ad Hoc Committee. Membership shall only be conferred upon receiving a majority vote of Board Members present.
- b. Term. The term of membership on an Ad Hoc Committee shall be for period of no more than one year.
- c. Re-establishment. At the end of one year's term, existence of an Ad Hoc Committee shall be terminated unless a re-vote to continue the work of an Ad Hoc Committee is held and a majority vote of Board Members present vote to continue the Ad Hoc Committee for a period of no more than one year.
- d. Re-Election. Upon receiving a majority vote to continue the work of an Ad Hoc Committee, the Board shall move to elect or re-elect members to an Ad Hoc Committee. Membership shall only be conferred upon receiving a majority vote of Board Members present.
- e. Chair Position. Chair of the Committee nominated by the President and elected by a majority of Board Members present at a Meeting at which such committee is established.

3. Committee Meetings

Committee meetings shall be run by the Chair of the Committee. All committee meetings shall be open to the public. Notice of all committee meetings shall be posted 72 hours in advance of a regularly scheduled meeting and 24 hours in advance of a special meeting.

4. Authorization and Purpose

a. Executive Committee

The Executive Committee shall consider those issues pertaining to all Board financial matters and the distribution and allocation of Board funds. In addition, the Executive Committee shall advise on the administration, operations and management of the Council.

b. Planning and Land Use Committee

The Planning and Land Use Committee shall consider those issues pertaining to land development.

c. Bylaws and Rules Committee

The Bylaws and Rules Committee shall consider those issues pertaining to the continual study, interpretation, guidance and presentation of proposed changes to the Bylaws of the Board. All proposed changes are to be presented to the full Board for its review and approval by a majority vote.

d. Public Safety and Disaster Preparedness Committee

The Public Safety and Disaster Preparedness Committee shall consider those issues pertaining to police, fire, and emergency medical services.

e. Public Works and Telecommunications Committee

The Public Works and Telecommunications Committee shall consider those issues pertaining to water, gas, electric and sewage lines; telecommunication infrastructure; and public rights-of-way and easements.

f. Outreach and Education Committee

The Outreach and Education Committee shall consider those issues pertaining to outreach to our communities, educational institutions and faith based organizations.

g. Traffic Committee

The Traffic Committee shall consider those issues pertaining to traffic including the flow of traffic, safety, enforcement, congestion, parking, traffic lights and related street signs within the territorial boundaries of Council.

ARTICLE VIII

MEETINGS

The requirements imposed by The Ralph M. Brown Act (California Government Code § 54950 et seq.), “The Brown Act,” upon public governmental bodies such as this Council shall be adhered to in all respects as to its Meetings, its Officers and its Board Members. No provisions of these Bylaws shall be interpreted as inconsistent with the Brown Act.

Section 1: Meeting Time and Place

1. Regular Meetings

The Board shall meet at regular intervals, but not less than once per calendar quarter. All meetings shall be held at a location, date and time set by the Board.

2. Special Meetings

A Special Meeting of the Board may be call should exigent circumstances arise requiring the Board to meet at a date and time prior to its next Regular Meeting.

Section 2: Agenda Setting

The President shall have lead responsibility for setting the Board agenda, which shall be published in accordance with the Brown Act, and subject to Board input in accordance with the following procedure:

- (a) No less than seven (7) days prior to a Regular Meeting the President shall email each Board Member soliciting input for items to be included on the agenda;
- (b) Each Board Member shall have forty-eight (48) hours from the time the President distributes the email to respond to the request for agenda items;

- (c) The President shall consult with the Vice President of the Board and one Committee Chair, which Committee Chair shall be identified in the Standing Rules, prior to finalizing the agenda for publication in accordance with the Brown Act;
- (d) At the outset of each Regular Meeting, the President shall seek additional comment to the agenda from the Board, prior to amendment and final approval by the Board;
- (e) The Board may only table items, and may not add items not previously listed on the published agenda;
- (f) The procedure described in the subsection shall not apply to Special Meetings of the Board. Agendas for Special Meetings shall be established at time they are called by the two Officers calling for the Special Meeting or set forth in the petition signed by twenty-five percent (25%) of the Board Members as described under Section 3.

Section 3: Notifications/Postings

1. Regular Meetings

Notice of all Regular Meetings of the Board and of its Committees shall be posted at no less than five (5) public places, which specific locations shall be specified (i) on the Department's Public Notice Location Log on file with the City and (ii) listed at the website of the Council located at www.babenc.org. Such notices shall also be distributed by email to the addresses of all Representative Members of the Board, Stakeholder Groups, and any individual Stakeholder of the Council providing such email address to the Secretary. The Secretary shall give notice of the time and location of all meetings of the Board at least 72 hours in advance.

2. Special Meetings

The Secretary shall provide notice of any Special Meeting not later than 24 hours in advance of a Special Meeting in the same manner as set forth under Paragraph 1 above.

Section 4: Reconsideration

The Board may reconsider and amend its action on items listed on the agenda if the reconsideration takes place immediately following the original action or at the next Regular Meeting. The Board, on either of these two occasions shall:

- (i) Make a Motion for Reconsideration; and if approved
- (ii) Hear the matter and take an action.

If the Motion for Reconsideration of an action is to be scheduled at the next meeting following the original action, then the following two items shall be placed on the agenda for that meeting:

- (i) A Motion for Reconsideration on the described matter; and
- (ii) A Proposed Action should the Motion for Reconsideration be Approved

A Motion for Reconsideration may only be made by a Board Member who has previously voted on the prevailing side of the original action. If a Motion for Reconsideration is not made on the date the action was taken, then a Board Member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next Regular Meeting.

ARTICLE IX

FINANCES

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

ARTICLE X

ELECTIONS

Section 1: Administration of Election

Stakeholder Groups. Election or selection of Members representing each Stakeholder Group of the Council is left to the election or selection process of each Stakeholder Group.

At-Large Members. Election of At-Large Members shall be at a public election held biennially under administration by the City Clerk or an Independent Election Administrator, as determined each election year by the City or the Department.

Section 2: Governing Board Structure and Voting

The Board is comprised of twenty-~~five~~-~~seven~~ (~~25~~~~27~~) seats. Each Member is assigned at least one (1) seat, with each seat having one (1) vote.

1. Privately Selected Stakeholder Group Representation. The number of additional seats representing Stakeholder Groups on the Council is dependent upon the number of Stakeholder Groups, identified as having a stake in the BABCNC territory, willing to actively participate on the Council by regular attendance at Board and committee Meetings.

a. Residential Stakeholder Group Apportionment.

The number of additional seats apportioned a residential Stakeholder Group will be dependent upon the relative size of the number of residential units within the territory represented by such residential Stakeholder Group.

Each residential Stakeholder Group comprising of no less than 500 dwelling units will be apportioned one (1) additional seat for a total of two (2) seats.

Those residential Stakeholder Groups comprising of no less than 1,000 dwelling units will be apportioned a second additional seat for a total of three (3) seats.

Those residential Stakeholder Groups comprising of no less than 2,000 dwelling units will be apportioned a third additional seats for a total of (4) seats.

The largest of Stakeholder Groups may be apportioned more than one (1) seat, to complete a Board of twenty five (25) members

b. Non-Residential Apportionment. Each non-residential Stakeholder Group will be apportioned one (1) seat.

2. Publicly Elected Representation. Each publicly elected Residential District Area and each publicly elected non-residential Stakeholder Group will be apportioned one (1) seat.

3. At-Large Representation. The number of seats reserved for At-Large Members ~~is no less~~shall be at least than ~~two-one~~ (21) seats. The number of seats apportioned to At-Large Members is dependent upon the number of Stakeholder Groups responding affirmatively to the biennial survey described under Section 1(e) of Article V.

It is the intent of the Council to add At-large publicly elected seats positions on the Council to represent non-represented geographic areas of Council territory as the result of decisions by organized residential Stakeholder Groups (i.e. HOAs) to not participate on the Council, as well as other geographic areas not previously represented, including commercial areas situated within Council territory. Once elected, At-Large publicly elected Members cannot be removed should a previously represented Stakeholder Group subsequently decide to participate on the Council.

Section 3: Minimum Voting Age

The election of Members-at-Large shall be open to all Stakeholders who are at least eighteen (18)18 years of age.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status by providing acceptable documentation. Stakeholder status may also be established by means of declaring a stake (or interest) in the Council and providing documentation supporting that declaration.

Section 5: Restrictions on Candidates Running for Multiple Seats

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

Section 6: Other Election Related Language

Not Applicable.

ARTICLE XI
GRIEVANCE PROCESS

All grievances shall be submitted in writing to the Secretary before the next scheduled Agenda Setting Committee meeting for consideration and placement on the official agenda for the next scheduled Board Meeting. The process of grievance resolution shall be encompassed in the Standing Rules to be adopted by the Board.

Potential remedies for grievances against Board Members are censure as well as removal from the Board as provided, under Article V, Section 8 and Section 9, respectively.

ARTICLE XII
PARLIAMENTARY AUTHORITY

1. Rules

Except for rules adopted in the By-Laws, Robert's Rules of Order, Revised Version, shall apply in the conduct of all Meetings of the Board.

2. Parliamentarian

A Parliamentarian shall be appointed by the President and shall, as requested by the President or any Board officer, ensure that Robert's Rules of Order Revised Version are followed during the course of all meetings.

ARTICLE XIII
AMENDMENTS

1. Board Adoption

These By-Laws shall be amended by a two-thirds (2/3) majority vote of the Board Members present a Meeting on a proposed amendment distributed to Board Members for their consideration no less than 72 hours before said Meeting.

2. Not Effective Until Approved by the Department

Upon adoption, such amendment to these By-Laws shall be submitted to the Department for approval and shall not be effective and be valid until receiving such written approval from the Department.

ARTICLE XIV
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COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “the Plan”), the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility

Incorporated under this section is the Code of Civility adopted by the Council at its Regular Meeting held on September 26, 2012

The Bel Air Beverly Crest Neighborhood Council adopts the DONE Code of Civility collectively and individually, the members of the Governing Board of the Bel Air Beverly Crest Neighborhood Council agree to abide by this Code of Civility to ensure that the Council’s business is conducted in a respectful, courteous, and effective manner, and in a way that will generate respect and credibility for our Neighborhood Council.

A. Meetings

All sign in sheets shall state that furnishing of any information is voluntary.

Speaker cards shall have an ‘in lieu of speaking’ option and shall become part of the permanent record. Choice of the ‘in lieu of speaking’ option means that opposition or support will be tallied and the tally shall be announced to the board prior to any action by the board; comments may or may not be read out loud.

The Bel-Air Beverly Crest meeting agendas shall contain the following statement:

“In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at:”

1. Code of Civility

- a. Collectively and individually, the members of the Board of Officers of the BABCNC agree to abide by the following Code of Civility to ensure that our BABCNC’s business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for our Bel-Air Beverly Crest Neighborhood Council.

- b. The freedom to express one's views about public matters is a cornerstone of the democratic process. The BABCNC welcomes the diverse views and opinions of our board members and stakeholders as they relate to the issues before us without fear of litigation. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.
- c. We collectively and individually agree to abide by the following Code of Civility to the best of our abilities.
 - 1. I will conduct myself in a professional and civil manner at all times as a representative of the Bel-Air Beverly Crest Neighborhood Council.
 - 2. I will treat each member of the board, staff and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, gender, age, disability, or religion.
 - 3. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public.
 - 4. Under no circumstances during Neighborhood Council meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.
 - 5. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption.
 - 6. I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.
 - 7. Derogatory language about an individual's ethnicity, race, sexuality, gender, age, disability, or religion is not acceptable.
 - 8. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws.
 - 9. I will commit to learn the applicable laws that govern Neighborhood Councils, including bylaws, standing rules, the Brown Act, ethics rules, city ordinances, and the City Charter, and will not knowingly violate any of the above. I will commit to uphold the bylaws.
 - 10. I will abide by the Neighborhood Council's meeting procedures or rules in order to create a safe and effective environment for conducting business.
 - 11. I will promote and enforce a safe meeting environment at all times. At moments when members of the public, and or Board members become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow board members in demanding that the persons conduct themselves in a

respectful and orderly manner even if I agree with the point of view that is being expressed.

12. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.

13. I pledge to truly listen to and hear other points of view.

14. I will practice the art of being able to disagree without being disagreeable.

15. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters and leave the room.

16. I will commit to good faith efforts to resolve any grievances that come before the board as or when specified in the bylaws and standing rules.

17. I owe it to my fellow board members, the public, stakeholders, and the decision-makers who we are trying to influence to make the best possible effort to understand the issues before me. I will "do my homework".

2. Code of Ethics

Any member of the Board of Officers of the BABCNC who has a financial or material pecuniary interest (insert definition of term) in an item, as defined by State, Federal or local laws, shall recuse themselves from voting on any item in question.*

Any Board member who has not received a certificate of completion for the mandated ethics training within 55 days of taking office, whether by appointment or election, will be prohibited from voting on any Board or Committee issues land use issues or financial expenditures of any city funds effective.

3. Rules of Decorum

- a. Rules of Decorum. During a meeting of the Bel-Air Beverly Crest Neighborhood Council or any of its Standing or Ad Hoc Committees, there is the need for civility and expedition in the carrying out of public business in order to ensure that the public has a full opportunity to be heard and that the Council or Committee has an opportunity for its deliberative process. While any meeting of the BABCNC or any of its Standing or Ad Hoc Committees is in session, the following rules of decorum shall be observed. All remarks shall be addressed to the Council or Committee as a whole and not to any single member, unless in response to a question from a member. Persons addressing the Council or Committee shall not make personal, impertinent, unduly repetitive, slanderous or profane remarks to the Council or Committee, any member of the Council or Committee, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct

that disrupts, disturbs or otherwise impedes the orderly conduct of any Council or Committee meeting. No person in the audience at a Council or Committee meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Council or Committee meeting. Signs, placards, banners, or similar items shall not be permitted at any time in the Council or Committee meeting room. Unless addressing the Council or Committee or entering or leaving the Council or Committee meeting room, all persons in the audience shall remain sitting in the seats provided. No person shall stand or sit in the center aisle, nor shall the doorways be blocked. The Chair of the Council or Committee, with the assistance of a Police Officer of the Los Angeles Police Department, shall be responsible for maintaining the order and decorum of meetings, as set forth more fully below.

- b. Enforcement of Decorum of Speakers and Audience. The Chair may request that a member of the audience or a person speaking during a public comment period who is violating the rules of decorum, comply immediately. If, after receiving a warning from the Chair, a person persists in violating the rules of decorum, the Chair shall order him or her to leave the Council or Committee meeting. Any person so ordered removed shall be excluded from further attendance at the meeting from which he or she has been removed, unless permission to attend is granted upon motion adopted by a majority vote of the Council or Committee. If that person does not remove himself or herself, the Chair may request a Police Officer of the Los Angeles Police Department to remove that person from the Council or Committee meeting room pursuant to his or her lawful authority as a peace officer.
- c. Penalties. Any person who has been ordered removed from a meeting may be charged with a violation of Penal Code Section 403, or other appropriate Penal Code or Los Angeles Municipal Code sections. The Council or Committee by majority vote may prohibit a person removed on the basis of disruptive conduct from addressing the Council and its Committees for up to 30 days. The length of time of the prohibition shall be based on the number and severity of prior incidents of disruptive conduct.

B. Principles of Representation

- I. The Board trusts and expects Board Officers and Committee Members to adhere to the following principles of representation:
 - a. No Board Officer or Committee Member, unless authorized in writing by the board of the BABCNC to do so, may in any way:
 - (i) Use the BABCNC logo or letterhead or stationery for any purpose; or
 - (ii) Claim to represent the BABCNC in any forum except:

- to present, verbatim, motions that have been considered and acted upon by the Board and which have not been subsequently repealed by the Board or superseded by a subsequent motion of the Board; and
 - to correct misunderstandings or to respond to questions related thereto.
- b. Any Board Officer or Committee Member may identify themselves as such in any forum. If doing so in support of or in opposition to a matter being considered in a non-BABCNC forum, s/he shall make clear that s/he is representing her/himself personally and is not representing the BABCNC or a BABCNC Committee. If the Board has considered and acted upon a motion dealing with a matter under consideration in a non-BABCNC forum, the nature and disposition of the motion considered by the Board shall be disclosed.

Section 2: Training

Ethics Requirement

The BABCNC shall be subject to all sections of the City of Los Angeles Governmental Ethics Ordinance that apply to the BABCNC (L.A. Municipal Code Section 49.5.1 et seq. and Federal and State of California ethics standards) (the “Ethics Requirement”).

The Standing Rules of the BABCNC, hereby incorporated by reference, shall set forth the obligations of Members to comply with the Ethics Requirement as well as the procedure for due process to enforce such requirement.

Alternative Board Members.

Alternate Board Members shall be under the same obligation as regular Board Members to comply with the City’s Ethics Training requirements.

- (1) Each Alternative Board Member shall complete the City’s Ethic Training within three (3) months of election or selection and every two (2) years thereafter.
- (2) An Alternative Board Member shall have the power to cast a vote on behalf of the Stakeholder Group provided:
 - a. the Alternative Board Member is in compliance with paragraph (1) above; and
 - b. the regular Board Member has provided written notice to the Secretary that the designated Alternative Board Member will be attending the next scheduled Board (or Committee) Meeting no less than 24 hours before commencement of said Board (or Committee) Meeting.

- (3) Alternative Board Members who are not in compliance with paragraph (2) above may nevertheless participate in a Board (or Committee) discussion in place of the absent regular Board Member, but shall not be permitted to cast a vote on any matter that comes before the Board (or Committee). An Alternative Board Member ineligible to vote shall not be counted towards meeting a quorum necessary to conduct business of the Board (or the Committee).

Conflicts of Interest

Board Members will recuse themselves from matters in which they have an actual, potential conflict of interest. It will be the responsibility of each Board Member to identify such conflicts, and to discuss the issue with the City Attorney to identify all potential conflicts before taking any action on such matter.

Section 3: Self-Assessment

The President and Vice President shall conduct a self assessment of the BABCNC community pursuant to Article IV, Section of the Plan.

ATTACHMENT A – MAP OF NEIGHBORHOOD COUNCIL

[Provided on Next Page]

ATTACHMENT B – GOVERNING BOARD AND VOTING

For a more detailed description of Governing Board Structure and Voting, see Article X, Section 2 of these Bylaws, which explain the present indeterminate governance of the Council with respect to apportionment of votes among Stakeholder Groups and At-Large positions. In the interest of full disclosure, below is a best estimate of the present apportionment of seats on the Council, which it hopes to restructure. As described under Section 2 of Article X, as the number of Stakeholder Groups who wish to participate on the Council is known, the number of seats apportioned to large Stakeholder Groups and At-Large Positions will be revised in order to fill all twenty-five (25) seats on the Board of the Council.

<u>Privately Selected Residential Stakeholder Groups</u>	<u>Number of Seats (Votes)</u>
• Bel-Air Crest HOA	1
• Bel-Air Ridge HOA	1
• Benedict Canyon HOA	34
• Casiano Estates and Casiano Bel-Air HOAs	1
• Laurel Canyon Association	3
• Residents of Beverly Glen	2
• Roscomare Valley Association	2
<u>Publicly Elected Residential District Areas</u>	
• <u>Bel-Air Area</u>	<u>1</u>
• <u>Bel-Air Glen Area</u>	<u>1</u>
• <u>Beverly Park Estates Area</u>	<u>1</u>
• <u>Franklin Canyon/Coldwater/Mulholland/Crest Area</u>	<u>1</u>
• <u>Holmby Hills Area</u>	<u>1</u>
• <u>North of Sunset Area</u>	<u>1</u>
<u>Privately Selected Non-Residential Stakeholder Groups</u>	
• Faith-Based Institutions	1
• Private K-6 Schools	1
• Private 7-12 Schools	1
• Open Space (Santa Monica Mountains Conservancy)	1
<u>Publicly Elected Non-Residential Groups</u>	
• <u>Public K-12 Schools</u>	<u>1</u>
• <u>Commercial Areas</u>	<u>1</u>
<u>At-Large Members</u>	<u>21</u>