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October 23, 2007

Dear Winnetka Neighborhood Council,

The Department of Neighborhood Empowerment received a "Neighborhood Council Application to Change or Adjust Bylaws" dated October 10, 2007 to amend the Winnetka Neighborhood Council (NHWNC) bylaws as submitted and signed by John Popowich.

It appears that the requested changes are not inconsistent with applicable guidelines for Neighborhood Councils such as the Los Angeles City Charter, City Ordinances, and the Plan for a Citywide System of Neighborhood Councils at this time. The Department has further noted that the application contains all required documentation.

Therefore the "Neighborhood Council Application to Change or Adjust Bylaws" has been **approved**. The current WNC certified and amended bylaws shall include the following numbering and language:

Section 3: Definitions: Item (G):

"SECRETARY shall mean a member of the Board of Directors and chosen by the Board to draft in conjunction with the President, Vice President, and Treasurer, and post (in accordance with all applicable laws, By-Laws, and Board Rules) the Board of Directors Agenda and keep minutes of all meetings. The Board of Directors may choose by a vote of the majority to split the duties of the Secretary into Correspondence Secretary (a person who will serve on the Board of Directors and who will retain full voting rights and rights of the "Secretary" as described in all other areas of these By-Laws, except where noted) and Recording Secretary (a person responsible for recording and posting meeting minutes in accordance with all applicable Laws, By-Laws, and Board Rules, who may be a Board member or who may be a contracted vendor, and who shall not hold any voting rights)."

Article 7: Election of the Board of Directors: Section E:

Officers shall serve for the length of their election. Officer terms are for 1 year. Officer terms after subsequent elections will be 1 year. The Board of Directors may select or

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contract an Assistant Recording Secretary (as described in Section 3: Definitions (G) to serve as an alternate Secretary in the absence of the primary Secretary to take minutes at Board and/or committee meetings, as needed. The alternate Recording Secretary shall not be a member of the board, nor hold any voting rights on the board. The Board President may appoint a Sergeant-at-Arms, a Parliamentarian, and other administrative officers as may be required by decision of the Board. Directors who are elected as officers of the Board may be removed as Officers of the Board by a 2/3rds-majority vote of the entire Board.

Article 15, "Website & Email Management & Usage 2

1. Website: The WNC Board, if it deems necessary and by action of the Board, may create a website as an Outreach tool. Any website created by the Board shall be managed by the Outreach & Events Committee which shall approve the posting of all information, with the exception of Board Agendas, Board Minutes, Committee Agendas, Committee Minutes, and Calendar items which shall be submitted by the respective Board or Committee member responsible for such postings and posted without question in the appropriate place on the website.

2. The WNC Board, may at its discretion select and hire a vendor to maintain the website and may by Board action direct that vendor to generate news articles for the website based on the agenda and minutes with the advice of the Outreach & Events Committee. Any vendor selected shall not use the website for personal gain (with the exception of an approved tag line or logo located at the bottom of the page), nor shall they interject personal opinion into any news item generated. The governance of the relationship between vendor and Board shall fall to the Outreach & Events Committee for review and recommendation and shall require a full Board action before being implemented.

3. No Board member shall use the WNC website for their own personal gain, nor will they use the website to present a biased view of any issue before the Board or considered by the Board.

4. Email: The WNC shall by Board action, allow the establishment of email addresses and mailboxes for the use of the WNC Board members. If so approved by the Board emails shall:

- a. Be used for WNC official business only.
- b. Not contain any offensive language, images, or audio-visual items.
- c. Not be used by WNC Board members for campaign purposes.
- d. Not be used by WNC Board members to support any candidate for any public office.
- e. Not be used to provide for the appearance that any personal position taken by the email address holder represent the views, opinions, or decisions of the Board.

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f. Board members may use the WNC provided email address to argue in favor of, or support, the Board's approved position or Board's action.

Any dispute arising from this policy will be discussed in a public meeting by the Board and the Board's actions shall be deemed final.

Article 7, Section 1, Removal of Board member: A Board member may be removed by the submission of a written petition, which (1) identifies the Board member to be removed, (2) describes in detail the reason for removal, and (3) includes the signature of 100 Stakeholders. The Secretary shall then have the matter placed on the agenda for a vote of the Board at the next regular meeting of the Board. A vote "No Confidence" by 2/3rds of the entire Board of Directors shall be necessary to remove the identified Board member forthwith. The Board member who is the subject of the removal action shall not take part in the vote on this matter, but will be allowed to speak at the meeting to the Board prior to the vote. If the Board is unable to act, the matter shall be placed on the agenda for the next regular meeting, and every meeting thereafter, until such time as a vote is taken. If a Board member misses a total of 3 scheduled meetings in a calendar year, the President shall place an agenda item at the next meeting for consideration of removal of the Board member by a majority vote of the Board. If a Board member is not removed, and incurs a 4th absence in the same calendar year, then the President shall announce the position vacant".

Article 7, Section 2, 2

After the first election, elections shall be held in the same manner every year, within the final quarter of the year.

It is also noted that based on inclusion, revision, removal, or other such changes, renumbering may have occurred to provide consistency throughout the bylaws document.

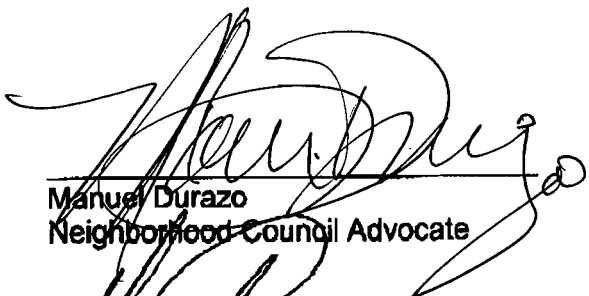
It is further noted that while the Department has reviewed the requested changes, there could be additional items within the bylaws that may need to be altered at a later time to be consistent with applicable policies.

The governing structure of the WNC will now be based on these current and amended bylaws and WNC is advised to begin use and distribution of these current certified and amended bylaws. In addition, the Department will keep a copy of said bylaws on file.

Should you have any questions, please contact your Neighborhood Council Advocate, Manuel Durazo who may be reached via email at Manuel.durazo@lacity.org, by phone at (213) 485-1360 or by calling toll free 3-1-1.

Thank you,

DEPT OF NEIGHBORHOOD SERVICES 16A-219 400 4000
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Manuel Durazo
Neighborhood Council Advocate



Amelia Herrera-Robles
Acting Senior Project Coordinator

AHR/MD/md
Att: Winnetka Neighborhood Council Bylaws
By e-mail