EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT
334-B East Second Street, Los Angeles, CA 90012 • (213) 485-1360 or Toll-Free 3-1-1
Fax (213) 485-4608 E-mail: done@lacity.org *www.EmpowerLA.org*

Bylaw Amendment Application

The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. The Neighborhood Council bylaws shall include, at a minimum, the information required by the City Charter, Ordinance and the Plan for a Citywide System of Neighborhood Councils. The bylaws should also include the information described in the original Certification Application Guidelines and Instructions as well as applicable City policies, procedures, laws and ethical standards.

Completed applications will be accepted by the Department of Neighborhood Empowerment (Department) from July 1, 2010 to September 30, 2010 at the above address or via email at NCSupport@lacity.org and must include the following documents:

☐ Completed Bylaw Amendment Application

☐ Neighborhood Council's current and Department approved bylaws clearly showing the proposed amended language by striking-out the original language and italicizing and underlining proposed language, preferably through the Track Changes tool in a Microsoft Word document, e.g. Article V. Section 2. Absences. ~~If a Board Member is absent from four consecutive, regularly scheduled Board meetings, his or her seat shall be vacant.~~ *Any Board Member who misses four regularly scheduled consecutive Neighborhood Council Governing Board Meetings or, optionally, six total Governing Board Meetings during any 12-month period will be automatically removed from the Board.*

- Please include the electronic version of these bylaws with your application, which should be compatible with Microsoft Word.

☐ Board meeting agenda(s) at which the requested changes were discussed and voted upon.

☐ Board minutes or resolution(s) approving the bylaw amendments pending Department approval. If a resolution is submitted, it should contain the requested changes, the Board members present and the outcome of the vote.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE NEIGHBORHOOD COUNCIL.

Neighborhood Council Name:_____

- Do the proposed amendments to the bylaws comply with the Los Angeles City Charter - Article IX, applicable Ordinances and the Plan for a Citywide System of Neighborhood Councils? ☐ Yes ☐ No
- What is the reason for the proposed bylaw amendments?_____

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_____

Please provide the name, title and signature of the person(s) authorized by the Neighborhood Council to request a bylaw amendment.

_____

Name/Title Signature Date

_____

Name/Title Signature Date

Please contact the Neighborhood Council Support Help Line with any questions:
(213) 485-1360 or NCSupport@lacity.org

For Office Use Only:
Date Received: _____
Received By: _____
Form Updated: 7/10