

Los Angeles Neighborhood Council Sustainability Alliance
Bylaws
Approved December 19, 2023

Article One: Mission

The Los Angeles Neighborhood Council Sustainability Alliance (LANCSA) advances sustainability and resilience across Los Angeles through advocacy, sharing of best practices, and community action.

Article Two: Boundaries

The LANCSA's area of focus is the city of Los Angeles.

Article Three: Membership

- A. All City of Los Angeles neighborhood councils (meant in these bylaws to include community councils that are not certified by the City) can participate as members of the LANCSA.
- B. Neighborhood Councils may participate as members of the LANCSA by designating an LANCSA representative. Neighborhood councils without a representative will not be considered members.

Article Four: Representation of Member Neighborhood Councils

- A. Each neighborhood council can designate one voting representative to vote at LANCSA general meetings and up to two alternate representatives. Only one vote per member neighborhood council will be counted toward a decision. Abstentions will not be considered.
- B. Neighborhood Councils can take their own positions that may be in opposition to the positions of the LANCSA and LANCSA representatives.

Article Five: Policy-Making Process and Composition of the Voting Body

- A. The voting body is composed of the representatives of member neighborhood councils, LANCSA committee chairs, and the LANCSA board members.
- B. Grant-funding recipient decisions excluded, all public policy positions adopted by the NCSA will be decided through a democratic voting process by the voting body. Amendments will be considered at the discretion of the meeting chair.

Article Six: LANCSA Board

- A. Board members are selected by current board members via an application process. The board considers applicants already engaged with the LANCSA (as neighborhood council representatives, committee members, etc.), other neighborhood council leaders, and individuals from outside the neighborhood council system.
- B. The board sets the direction of the LANCSA, oversees finances, sets the meeting agendas, selects and prioritizes issues, is responsible for both internal and external communications, establishes committees, and makes committee appointments.

- C. Board members should offer expertise and energy. Factors to consider for board membership include: time commitment, expertise, skills to help the LANCSA build its capacity, representation of Board of Neighborhood Commissioners planning areas, participation in committees, ability to represent community viewpoints, and other dimensions of diversity, including race, and ethnicity, and age.
- D. When possible, board decisions are made through consensus. If necessary, democratic voting will be utilized.
- E. At any point a board member can be removed by a two-thirds vote of the board.
- F. Board members who are absent from board meetings for 30 days or more without board approval will no longer serve on the board.
- G. Bylaws can be changed by consensus or a two-thirds vote of the board.
- H. Board meetings shall be conducted in private unless the board chooses otherwise.

Article Seven: Executive Officer Roles

- A. Executive officer roles are as follows:
 - 1. The chair ensures the effective action of the board in governing and supporting the organization and also oversees board affairs. The chair acts as the representative of the board as a whole and can appoint others to do so.
 - 2. The executive director manages programming, handles external and internal communications, and supports fundraising.
 - 3. The treasurer is the LANCSA's chief fiduciary officer and oversees all matters related to budget and finance.
 - 4. The recording secretary maintains records including agendas, committee reports, and minutes.
 - 5. One board member might serve more than one role. The board has authority to create and eliminate roles as needed.
- B. Other executive officer roles are to be determined as needed.
- C. Executives are members of the board.

Article Eight: Committees

- A. The board has the power to create, suspend, and dissolve committees, and considers proposals for new committees from LANCSA stakeholders.
- B. The board appoints and removes committee chairs and approves committee mission statements.
- C. A board member is appointed to serve as liaison to each committee.
- D. Neighborhood council stakeholders or community interest stakeholders, as defined by the [Los Angeles Administrative Code Section 22.801.1](#), can join committees.
- E. Committees prepare recommendations to be brought to the board for a decision regarding submission to the voting body for a vote. Committee reports must include specific language for the voting body to consider, a background section, and a committee vote tally, including votes reached by unanimous consent. No particular decision-making process is required to arrive at the vote tally, but the process should be documented. The voting body shall be the sole decider on LANCSA positions (excluding grant-funding recommendations), and may approve, reject, or amend committee recommendations.