

PICFAIR VILLAGE NEIGHBORHOOD ASSOCIATION (PVNA) BYLAWS

ARTICLE I – NAME AND GEOGRAPHIC BOUNDARIES

SECTION 1. Name of Organization

The name of this organization shall be “Picfair Village Neighborhood Association,” defined herein as “PVNA.”

SECTION 2. Geographic Boundaries of PVNA

PVNA shall be the area bounded by the following streets, all within the City and County of Los Angeles, California, U.S.A.:

- South side of Pico Boulevard
- West side of Hauser Boulevard
- North side of Venice Boulevard
- East side of Fairfax Avenue

ARTICLE II – PURPOSE

The purpose of PVNA is to bring together the skills, talents, and vision of our diverse community in a unifying force to promote our social, cultural, economic, personal, and community well-being. We seek to provide a neighborhood that is safe, peaceful, harmonious, and respectful, and a home and business area to be proud of. We will work with other neighborhood groups, local businesses, non-profit organizations, governmental and/or private agencies in the City and County of Los Angeles, including but not limited to City Council District 10 office representatives and elected councilpersons, and any other organizations that affect our neighborhood, including the Congress of the United States of America. We strive to enhance the well-being of our community and to provide answers to community questions and insight into community concerns.

ARTICLE III – MEMBERSHIP

SECTION 1. General PVNA Membership

General PVNA membership shall be considered granted to any person (Stakeholder) who resides, works, rents, or owns property, including business or businesses, within the PVNA boundaries.

SECTION 2. Non-Discrimination

Participation in PVNA at any level shall not be denied due to race, color of skin, gender, gender identification, creed, national origin, country of origin, sexual orientation, political affiliation,

socioeconomic status, land ownership, physical handicap(s), or age (except in the case of a candidate for executive office who must be at least 18 years of age.)

SECTION 3. Membership Start Date

Once a person has satisfied the above membership requirements, membership, including voting privileges, starts immediately.

ARTICLE IV – VOTING

SECTION 1. Voting Protocols for all PVNA Stakeholder Meetings

- A. Only eligible members may vote. (See Article III – Membership.)
- B. No absentee voting is allowed.
- C. No proxy voting is allowed.
- D. Must be at least 18 years of age to vote.
- E. Voting for Executive Board candidates will be verbal, paper, and/or electronic ballot(s).
- F. A simple majority vote is required to be official for all voting except when voting on an unopposed candidate for office.

* In the event of an unopposed candidate, the election will require a majority vote of those present and eligible to vote. (For example, if 20 members are present and 4 vote for the unopposed candidate, this would not be a majority vote of those present.) If a majority vote is not reached, the position shall be considered vacant and follow Article IV, Section 4, Vacancies Among Officers.

SECTION 2. Voting Protocols for Executive Board Meetings

- A. All protocols from Article IV, Section 1 apply.
- B. Only elected officers (see Article V) of the Executive Board may vote at Executive Board meetings.
- C. Votes may be No, Yes, Abstention, or “Pass” (a non-response will be considered an Abstention).

ARTICLE V – EXECUTIVE BOARD

The Executive Board Officers of PVNA are elected for a term of one year and shall be comprised of the President, Vice-President, Secretary, Assistant Secretary (if position is filled), and Treasurer. All officers must fulfill the membership requirements in Article III.

Elections may be delayed for up to a maximum of one (1) year if it is deemed that Stakeholder participation is not sufficient to maintain PVNA or its operations.

SECTION 1. Executive Board Officers

Executive Board Officers shall be in the following hierarchical order:

A. PRESIDENT

1. Shall function as the chief leader of PVNA.
2. Preside over all PVNA meetings.
3. Shall be the Chairperson of the Executive Board.
4. Control and manage the affairs of the PVNA.
5. Shall be responsible for setting the agenda as determined by the Executive Board. The resulting agenda will then be sent to the Secretary no later than three (3) days prior to the next scheduled General Membership meeting via the PVNA website.
6. Coordinate with CD 10 Representative(s), LAPD Senior Lead Officer(s), Pico Neighborhood Council Representative(s), in addition to any other invited guests or speakers on the agenda.
7. Assist Secretary and other members of the PVNA Board in posting all information to the full membership and the general public that may impact and/or be of interest to PVNA, including but not limited to land use in and around the PVNA neighborhood, events, and City Council issues. Information that is timely in nature shall be emailed to membership (if possible) and to members of the Executive Board. Postings will occur on the PVNA website, Nextdoor, Facebook, and any other online service(s) and communication platforms PVNA may utilize.
8. Ensure that C.D. 10 Representative(s), LAPD Senior Lead Officer(s), Picfair Village Council Representative(s), or any other city or governmental departments are presented with the PVNA's matters of interest and/or concern that PVNA decides should be presented to them by an Executive Board vote, and cause appropriate follow-up when, and if, appropriate, and report same to the Executive Board.
9. Present at each Annual Meeting of the PVNA an annual report on the work of the PVNA. The Annual Meeting will be held every January, as per the established schedule.
10. Shall be listed on the PVNA's bank account and shall be one of two principal authorized signatories on said account.

B. VICE-PRESIDENT

1. Shall act as an assistant to the President
2. Shall perform the duties as assigned to them by the President.
3. Shall, during the absence or inability of the President to exercise their office, become Acting President of PVNA with all the rights, privileges, powers, and responsibilities, as if they had been the duly elected President.

C. SECRETARY

1. Shall maintain all documentation used in conducting PVNA business, performing the duties below and keeping the PVNA records, including:
 - i. Most current Board-approved PVNA Bylaws
 - ii. Take all meeting minutes
 - iii. Record and disseminate agendas
 - iv. A copy of all treasury reports and bank statements (as provided by the Treasurer)
 - v. Gather copies of any committee reports
 - vi. Maintain official PVNA logo and letterhead
 - vii. Outreach proposals (as provided by the Outreach Committee, if it exists)
 - viii. Maintain list of all committees, chairpersons, and members.
2. Maintain the meeting minutes, a current PVNA contact database, and voting records.
3. Take minutes at all PVNA meetings he or she attends (Executive Board Meetings, Regular General Membership Meetings, Annual Meetings, and Special Meetings). If unable to be present at any meeting, the Secretary shall garner a volunteer for that meeting to be recorded.
4. Prepare the minutes to have them approved by the Executive Board within three weeks after said meeting and post approved minutes to the PVNA website within 21 days of said meeting.
5. Receive, validate, and keep current all petitions for PVNA activities, such as amendments to the PVNA Bylaws, petitions to the Executive Board, petitions to revoke a member of the Executive Board, secure Election Day ballots from the Nomination Committee Chair, etc.
6. Arrange with the Assistant Secretary (if the position is filled) or alternate Board member for at least one of them to be present at each PVNA meeting.

D. COMMUNICATIONS SECRETARY*

For Facebook, Nextdoor, Instagram, Mailchimp, Canva

1. Shall function as an assistant to the Secretary.
2. Collaborate closely with the Secretary and assist them in various duties as determined by the Secretary.
3. Keep an inventory of lawn signs and number of signs distributed to each member, assisted by the Outreach Committee Chairperson (if one exists). Notify all sign holders to put out signs. Signs should be visible to the area general public no less than five days prior to any General Membership Meeting.
4. Email and post the General Membership Meeting agenda on the PVNA website, and all social media outlets, including but not limited to the PVNA Facebook page and Nextdoor, within a minimum of three (3) days prior to the General Membership Meeting.
5. Flyer design and coordination of flyer distribution, as needed.

* If position is not filled, these tasks will be distributed among Executive Board Officers.

E. TREASURER

1. Maintain the financial records of PVNA. The financial records of PVNA must be available for inspection by any PVNA member, by mutual appointment, after all monthly General Membership meetings and all Executive Board meetings, or at any mutually agreeable time and place.
2. Be listed on the bank account (and function as the second signatory) and provide a copy of monthly bank statements for the Secretary.
3. Assist in fundraising.
4. Keep records of PVNA annual operations costs.
5. Be responsible for renewal of services found under operational costs.

SECTION 2. Requirements for the Executive Board

- A. All candidates for the Executive Board must be a PVNA member and at least 18 years old.
- B. Candidates are encouraged to attend at least one General Membership Meeting prior to elections.

SECTION 3. Term Limits

A. A candidate for President, Vice President, Secretary, Communications Secretary or Treasurer must not have held that office for more than 3 terms (total time) of the preceding 4 terms, unless:

1. There are no other PVNA members who are willing or qualified to serve in the office(s) in question.

2. The current officer agrees to continue to serve in their capacity, then the current officer may be a candidate for additional term(s) as necessary. (Current officer/candidate will be subject to the voting requirements as set out in Article IV – Voting.)

SECTION 4. Meetings

A. Executive Board will be responsible for scheduling, attending, and executing all meetings: General Membership Meeting, Special Membership Meeting, Executive Board Meeting and Annual Meeting.

B. All Executive Board Officers shall attend PVNA meetings unless they notify the Secretary or President with reasonable cause. Such notification, however, does not excuse the member from the provisions of Article VI, Section 5B of these Bylaws. Attendance shall be defined as the Executive Board Member being present for at least one half of a meeting.

SECTION 5. Vacancies Among the Executive Board Officers

A. If a vacancy occurs among the Executive Board Officers described in these Bylaws, the vacancy will be voted on at the next General or Special Membership Meeting that occurs once a candidate is identified. The proper three (3) day minimum advanced notice for such meeting is required.

1. An Executive Board Member vacancy can be filled by a potential candidate. A potential candidate must notify the Executive Board, with a written mission statement that can be posted on the website, prior to the scheduled General or Special Membership Meeting wherein voting will occur.
2. Voting will occur as provided for elsewhere in these Bylaws. (See Article IV: VOTING) If an Executive Board Meeting occurs before the General Membership Meeting, the Executive Board, convening with proper advance notice for meetings, may choose to elect an “Acting” officer, e.g., “Acting Treasurer,” who will serve until the above-mentioned General or Special Membership Meeting occurs.

B. If the Executive Board is composed of less than two duly elected members, it shall be considered nonfunctioning and will be unable to operate in an official capacity. No PVNA spending or communication should occur during this time, except for organizing elections to fill

vacant seats. PVNA may resume once two or more Executive Board Officers have been elected as provided for in these Bylaws.

SECTION 6. Revoking an Executive Board Officer

An Executive Board Officer may be revoked by either of the following methods:

A. By Motion and Vote at a General Membership Meeting with Prior Petition

1. A petition stating the name of the Executive Board Member in question, the office they hold, and the complaints against them (which may also include all or any of the causes for termination detailed in the “Code of Conduct” attached hereto) must be signed by a minimum of 25 PVNA members.
 - i. This petition must be turned in to an Executive Board Member, who will validate the signatures expeditiously and without bias.
 - ii. The petition must contain at least the required number of validated signatures, and thereby have the Secretary (or President) place a “Removal from Office” item on the agenda for the next scheduled General or Special Membership Meeting from the validation date. This is required without exception. The date of this next meeting will be designated as a “Removal from Office vote date,” and any such action will be first on the agenda.
2. Advance notice of this agenda item must be delivered either in person, by email, or by any other alternative physical or technological means to the Executive Board Officer in question, if possible. Announcement of this agenda item must also be listed on the agenda notice for the General or Special Membership Meeting.
3. All petitions for Removal from Office must be presented to the PVNA membership. Withholding a valid petition for Removal from Office from the Executive Board or Stakeholders shall be a violation of duty and will be cause for the immediate removal of the President (or Vice President if office of President is vacant).
4. At the General Membership or Special Membership Meeting on the Removal from Office vote date, the removal from office requires a motion, vote, and a 2/3 majority to decide the matter. At any such meeting, the Executive Board Officer in question cannot preside or attend, but may provide a written rebuttal to be read by the President (or Vice President if the President is the person facing removal) prior to any vote. If the member is removed, duties for that position will be taken up by the next Executive Board Officer position in line until a new Executive Board Officer for that position can be designated and voted in by the PVNA membership.

B. By Absence from the Executive Board Meetings

1. Any member of the Executive Board who fails to attend two (2) of the preceding four (4) consecutive regularly scheduled Executive Board meetings, without reason, shall be presumed to have resigned from the Executive Board.

SECTION 7. Effect of Removal

A person removed from the Executive Board by Section 5 of this Article is:

A. Automatically removed from:

1. Any PVNA office they may hold, and
2. Any PVNA committee.

B. Cannot be a candidate for an Executive Board Officer or serve on a committee in any capacity until two subsequent election terms have passed.

C. Non-elected PVNA members and/or visitors are never barred from attending or commenting at meetings. The Presiding Officer may, at their discretion, mute (through technical means) or ask any participant to leave a meeting if they do not adhere to the “Code of Conduct Standards” attached hereto.

ARTICLE VII – COMMUNICATION

Seek Executive Board approval on PVNA communications prior to posting/sharing.

ARTICLE VIII – P.I.C.O. NEIGHBORHOOD COUNCIL REPRESENTATIVE

SECTION 1. Definition of Representative

A. This is an elected individual position on the P.I.C.O. Neighborhood Council Board (the “P.I.C.O. NC,” an official City of Los Angeles organization, not the PVNA), who represents the PVNA territory (as defined herein) for that council. The person filling this position is elected during P.I.C.O. NC’s elections, not during the PVNA elections.

SECTION 2. Representative’s Duties

Outside of P.I.C.O. NC responsibilities, duties include but are not limited to:

A. Reporting to the PVNA General Membership a summary of P.I.C.O. NC agenda items, affecting issues, and P.I.C.O. NC outcome(s), including Representative’s vote(s) deemed relevant by the Executive Board.

B. Shall relay any reasonable PVNA General Membership and Executive Board concerns and/or interests to P.I.C.O. NC if requested to do so by the presiding officer of the PVNA.

- C. Represent PVNA as a voice for the PVNA on the P.I.C.O. NC.
- D. Representative will not be on the PVNA Executive Board nor have a vote on Board matters, although their input is encouraged.

ARTICLE IX – COMMITTEES

SECTION 1. All Committees Will Have

- A. A Committee Chair who will be voted on by the General Membership with a simple majority and is responsible for overseeing the committee and reporting at the Executive Board Meeting and/or the General Membership Meeting.
- B. A committee consisting of a minimum of two members, one of whom is the Chair.
- C. Meetings require a quorum of a minimum of two members to conduct business and do not need a member of the Executive Board.
- D. Committees are subject to the “Code of Conduct” stipulations.
- E. A specific goal/purpose and once reached will be dissolved.

SECTION 2. Nomination Committee

- A. A Nomination Committee will be formed each year at the Annual Meeting in January and dissolved once Executive Board elections take place.
- B. Purpose is to encourage members to run for office.
- C. Chair will oversee the planning, scheduling, and day-of-election voting.*
- D. No member of this committee may be a candidate for office.
- E. Committee will vet candidates for eligibility. (Vetting is verifying proof of PVNA membership eligibility by any one of these means: driver’s license, pay stub, utility bill with name and address, or other such documentation, confirming membership as defined in Article III.) All Executive Board candidates must be vetted in order to run for office.
- F. Have candidates prepare a mission statement that can be posted on the website and Facebook.
- G. Coordinate with Executive Board to be on any meeting agendas prior to elections to give progress reports.
- H. Organize, schedule, and facilitate an in-person or Zoom “Meet the Candidates” forum where candidates share their vision and answer questions from membership. This forum date will be coordinated with the Executive Board and fall under the purview of a PVNA Special Membership Meeting. Must take place no less than 7 days before elections.
- I. Committee may request funds from the PVNA for appropriate outreach. If requested, Executive Board will bring request to General Membership for a simple majority vote.
- J. Prepare written or electronic ballots for day of voting.

*Calendar: Nomination Committee formed in January; and Elections held in March.

SECTION 3. Other Committees

- A. The Executive Board may establish committees as needed.
- B. A committee is established once the General Membership approves by simple majority vote.
- C. If a Finance Committee is established, it will be chaired by the Treasurer.
- D. Committee chairs will report to the Executive Board either in writing (email) or at an Executive Board Meeting. Committee updates will then be included in the next General Membership Meeting.

ARTICLE X – PVNA MEETINGS

Notifications of all meetings and agendas must be posted for Stakeholders and the General Public a minimum of three (3) days in advance on the PVNA website and social media.

SECTION 1. Executive Board Meetings

- A. Must have at least two members of the Executive Board, one of whom should be the President or Vice President of the PVNA Board, for a quorum to conduct business.
- B. Executive Board Meetings shall be held monthly.
- C. The Executive Board will set the agenda for the next PVNA General Membership and Special Membership Meeting and include any new or recent issues that may have arisen or add items made known by Stakeholders or others.

SECTION 2. General Membership Meetings

- A. General Membership Meetings will be held once a month barring extenuating circumstances (i.e., holidays). Within these requirements, the General Membership may vote on changing the frequency or dates of General Membership Meetings as long as such a vote is agendized as per the normal procedure.
- B. The agenda for General Membership Meetings shall include, as a minimum:
 - 1. Reports by the President, Treasurer, and Committee Chairpersons (if any).
 - 2. A motion and vote on posted minutes from the previous meeting to be accepted or denied and then edited or verified.
 - 3. Opportunity for comments from the Executive Board Officers, Stakeholders, and the general public on all agenda items and non-agenda items including public announcements.

4. Notice of the next General Membership Meeting.

SECTION 3. Annual PVNA Meeting

A. The Annual Meeting shall be held in January of each year. The agenda for this meeting shall include, as a minimum:

1. Year-end reports by the President and Treasurer.
2. Year-end reports from each PVNA Committee that has been active during the past fiscal year.
3. Election of the Nomination Committee.
4. Notice of the next General Membership Meeting.
5. Opportunity for comments by all in attendance.

SECTION 4. Committee Meetings

A. Refer to Article IX.

SECTION 5. Special Membership Meetings

Special Membership Meetings are held to solely satisfy the reason for the requested meeting and shall not be combined with another Membership meeting.

A. A Special Membership Meeting for the General Membership or the Executive Board may be held at any time and shall be called upon by:

1. A majority present at a General Membership Meeting; or
2. Executive Board
3. A validated petition submitted to the Executive Board.
 - i. A valid petition, in this case, will contain the reason for the requested Special Membership Meeting and must be signed by a minimum of three (3) Executive Board Members of the PVNA if it is a Special Executive Board Meeting, or by fifteen (15) Stakeholders if it is a General Membership Meeting.

SECTION 6. Visitors

A. Visitors are welcome and encouraged to attend all PVNA Meetings of any kind.

B. From time to time, presentations may take place at General Membership Meetings as requested by Stakeholders (or invited by the Executive Board) by outside groups or

organizations who seek input or contact from/to the PVNA stakeholders. Such participation requests will be reviewed and scheduled in advance by the Executive Board and placed on the agenda, if deemed appropriate.

ARTICLE XI – ELECTION PROCEDURES

SECTION 1. Operating Procedures

The PVNA elections for the Executive Board Officers shall occur in March each calendar year. The following is the operating procedure for the election agenda:

- A. Nomination Committee Chair will preside over the elections with assistance of the Nomination Committee Members. If Nomination Committee Members are not present, the Chair will ask for up to two (2) volunteers.
- B. Nomination Committee Chair will introduce each Executive Board Candidate by last-name alphabetical order (in this order: President, Vice-President, Treasurer, Secretary, and Assistant Secretary). Each candidate shall be permitted to make a five-minute statement that may include taking questions.
- C. On completion of introductions, there will be a vote conducted by secret paper or electronic ballot and collected and reviewed by the Nomination Committee Chair plus two others.
- D. Nomination Committee Chair will announce the results of the vote. A simple majority vote is required unless the candidate is unopposed. See Article IV, Section 1(F).
- E. In the case of a tie, the involved candidates may take up to five minutes for Q&A and new ballot voting will proceed solely to break the tie.
- F. All ballots will be submitted to the Secretary for the records.
- G. Duties for new Executive Board Officers commence after the meeting is adjourned.

ARTICLE XII – ADMINISTRATIVE PROCEDURES

SECTION 1. Parliamentary Authority

The rules contained in the current edition of [Robert's Rules of Order, Newly Revised Edition](#), shall govern PVNA in all cases to which they are applicable, provided that they are not inconsistent with these Bylaws or any special rules of order the PVNA may adopt or any statutes applicable to this organization.

SECTION 2. PVNA Expenditures

- A. Any expenditure up to \$200 can be approved by the Executive Board.
- B. All expenditures over \$200 must be pre-approved by the General Membership.
- C. All checks must be signed by two (2) designated PVNA Executive Board Members. This is

ideally the President and Treasurer but is contingent on bank-established protocol.

D. No expenditure will be made or reimbursed without prior approval of the outlay by the General Membership and/or the Executive Board of the PVNA.

SECTION 3. Proper Advance Notice for Meeting

A. Notification of any meeting shall include location, electronic link, date, time, and agenda and shall go to all PVNA members via email and social media at least three (3) days prior to said meeting.

ARTICLE XIII – AMENDMENTS TO THE BYLAWS

SECTION 1. Amended or Repeal

These Bylaws may be amended or repealed at any PVNA General Membership Meeting.

A. A proposed amendment to the bylaws shall be placed on the General Membership Meeting agenda by either of the following two actions:

1. By a simple majority vote at an Executive Board meeting held at least seven (7) days prior to the next General Membership Meeting.
2. By petition of at least five (5) PVNA Stakeholders presented to the Executive Board at an Executive Board Meeting held at least twenty-one (21) days before a Special or General Membership Meeting for placement on the next General Membership Meeting agenda. At the closure of the Executive Board Meeting, the submitters must provide the Executive Board with the final text of the proposed amendment within 48 hours, a verbatim copy which the Secretary shall reprint in its entirety and then place the item on the next General Membership Meeting agenda.

B. The proposed amendment shall be included in the notification for the General Membership Meeting, which shall be emailed to members and also posted on the PVNA website with proper advance notice of at least three (3) days before the said meeting.

SECTION 2. Requirements for Adoption

A. If the text of the proposed amendment is unmodified (verbatim) from the agenda text, the amendment(s) shall be adopted if it receives a simple majority vote.

B. If the text of the proposed amendment(s) is modified in any way from the agenda text (by a motion and simple majority vote to amend it) at the General Membership Meeting, the amendment to the amendment shall be adopted if passed by a simple majority.

C. Adopted amendments shall become effective immediately after the adjournment of the meeting at which they were adopted.

PICFAIR VILLAGE NEIGHBORHOOD ASSOCIATION (PVNA) BYLAWS

First Adopted 2009

Amended December 10, 2016

Amended June 25, 2017

Amended January 8, 2018

Amended XXXXXXX, 2026