

# SOUTHEAST LOS ANGELES CIVIC LEADERS NETWORK

## STEERING COMMITTEE BYLAWS

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*These Southeast Los Angeles Civic Leaders Network Steering Committee Bylaws include the following items :*

- **Article 1:** Purpose
- **Article 2:** Name, Mission, Vision, Values
- **Article 3:** Membership, Terms and Expectations, Voting, Selection of Members
- **Article 4:** Governance Structure; Purpose, Group/ Committee Authority and Functions

### ARTICLE ONE: Purpose of Bylaws

- I. The purpose of these bylaws is to define the articles that will guide and support the governance of the community group known as Civic Leaders Network Southeast Los Angeles:
  - A. Name, mission, vision, values and key documents
  - B. Membership and responsibilities
  - C. Governance structure

### ARTICLE TWO: Name, Mission, Vision, and Values

- I. **Section 1: Name**
  - A. The name of this group is the *Civic Leaders Network of Southeast Los Angeles.*
- II. **Section 2: Mission, Vision, Values and Focus Region**
  - A. Mission
    1. The Steering Committee is a subgroup of the Southeast Los Angeles Civic Leaders Network (SELA CLN) in order to guide the Network and provide recommendations or proposals.
    2. The mission of SELA CLN is to continue fostering a culture of civic participation in Southeast Los Angeles to continue developing

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community leaders with the knowledge, skills, capabilities and networks to actively participate in civic affairs and address the problems.

3. Provide knowledge and civic education across the Southeast Los Angeles communities.

### B. Focus Region

1. SELA CLN focuses on the Southeast Los Angeles region. Specifically the cities of Bell, Bell Gardens, Cudahy, Huntington Park, Lynwood Maywood, South Gate and unincorporated Walnut Park area.

### C. Vision

1. In five years (2019), the region of Southeast Los Angeles will increase in the number of community residents involved in civic affairs with skills, knowledge and abilities to influence decision-making at local and regional level in order to improve the quality of life of families living in Southeast Los Angeles.

### D. Values

1. SELA CLN states that its members and their work will be guided by values that reflect the mission, including:
  1. Inclusion
  2. Transparency
  3. Mutual Respect
  4. Responsibility to Commitment
  5. Community Outreach
  6. Health
  7. Communication
  8. Security
  9. Equality
  10. Family

## ARTICLE THREE:

### Membership, Terms and Expectations

#### I. Section 1: Steering Committee Membership

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### A. Representing the Network:

1. The SELA CLN Steering Committee has a total of seventeen (17) representatives whose responsibility is to represent their cities (community) in the region of Southeast Los Angeles. The target cities include: Bell, Bell Gardens, Cudahy, Huntington Park, Lynwood, Maywood, South Gate and Walnut Park (unincorporated).
2. There will be two (2) representatives for each of the eight (8) cities. One representative will be the primary member and one will be considered an alternate member.
  - a. One (1) position of the 17 will represent the perspectives and needs of residents outside the target area.
  - b. Requisites. All Steering Committee members must meet the following requirements:
    - i. Reside in one of the eight (8) target cities for a minimum of one (1) year.
    - ii. Representative 'At-Large' must reside in one of the cities outside the target cities for a minimum of one (1) year.
    - iii. Attend 50 percent +1 Steering Committee and SELA CLN meetings.

## II. Section 2: Terms, Nominations and Selection of the member of the Steering Committee

### A. Terms

1. Steering Committee members will serve a term of 2 years.
2. The 'At-Large' representative will serve a term of 2 years.

### B. Nominations

1. People interested in joining the Steering Committee may be nominated themselves or may be nominated by another person.

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2. Nominations will be accepted through commitment forms and/or in writing.

### C. Selection Process

1. Residents from each city will select their Steering Committee representatives through a voting process.

### D. Voting Rights

1. All members of the Steering Committee have the right to review and recommend ideas and projects.
2. When decisions need to be made in a Steering Committee meeting, each city will be allowed one (1) vote.
3. Steering Committee members from the same city will have to reach an agreement and make a joint decision before voting.

## III. Section 3: Expectations

- A. Steering Committee members are committed and actively participate in planning SELA CLN activities and projects.
- B. Steering Committee members have a responsibility to outreach and involve community residents in SELA CLN meetings.
- C. Steering Committee members adhere to the principles and values of the Steering Committee.
- D. Steering Committee members are responsible for staying informed about the needs and problems of their communities.
- E. Steering Committee members represent the residents of their community and communicate the needs, problems, and interests in meetings of the Committee.

## IV. Section 5: Eligibility for the Steering Committee

- A. Steering Committee members must be affiliated or be members of at least one (1) formal or informal community organization.

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B. Steering Committee members must reside in the city representing a minimum of one (1) year.

1. Provision: This time frame includes any member who transfers their residence to another city within the region (8 cities).

C. The Steering Committee members have successfully completed and/or are committed to completing the Civic Leadership Academy.

### V. Section 6: Suspension of Membership and Voting

A. Steering Committee

1. Steering Committee members who fail to attend 75% of meetings per year (12 months) lose the right to vote and membership in the Steering Committee.

B. Civic Leadership Network

1. SELA CLN participants who do not attend 50% of meetings per year (12 months) lose the right to vote.

## ARTICLE 4: Governance Structure

### I. Section 1: Purpose, Authority, Functions

A. The Steering Committee is a subgroup of Civic Leaders Network with the purpose of guiding the SELA CLN and providing recommendations or proposals.

B. The purpose of the Steering Committee includes, but is not limited to

1. Supporting, developing and implementing ideas and plans for workshops, forums, and regular sessions for SELA CLN.
2. Identifying and evaluating the most important needs in the Southeast Los Angeles region.
3. Approving changes to the SELA CLN Steering Committee Bylaws.

### II. Section 2: Steering Committee Agenda

A. The Steering Committee is responsible for creating and developing the agenda for the Steering Committee meetings and SELA CLN meetings.

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- B. The Center for Community Engagement will support the development of the agenda according to the information provided by the Steering Committee.
- C. The following criteria will be used to identify and select key issues, projects, and/or related proposals for the purpose of the SELA CLN. Elements such as the purpose, goal, objective, timeline, and resources will be considered in the development of the agenda.
1. Purpose
    - a. Each project and/or proposal must be related to the purpose of the Civic Leaders Network.
  2. Objective
    - a. Each project and/or proposal must have a major impact to the community and/or region.
  3. Timeline
    - a. Each project and/or proposal must be done in an average of two (2) to three (3) months.
  4. Resources
    - a. Each project and/or proposal needs to be workable with the resources provided by CCE, SELA CLN, and/or other organizations, including but not limited to the provision of:
      - i. Childcare
      - ii. Venue
      - iii. Catering
      - iv. Interpretation
    - b. Many of these resources have legal restrictions that are part of California State University Long Beach (CSULB).
- D. Process
1. The development of the agenda will be completed one (1) week before the official date of the meeting.
  2. To include a topic, issue, project, and/or proposal for discussion and decision-making in the agenda, Steering Committee members need to communicate and submit the information to CCE **one (1) week** before the Steering Committee meeting.
  3. To communicate and submit information to CCE, please communicate with Adam M. through telephone (562) 985-7247 or email at [Adam.Lara@csulb.edu](mailto:Adam.Lara@csulb.edu).
- E. Open Comments

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1. The Steering Committee meeting agenda will have a space of five (5) to ten (10) minutes marked as Open Comments with the purpose of listening to any topic, issue, or point that was not included in the official agenda.
  - a. This time will be categorized as 'Open Comments' in the agenda.
  - b. During this time, the Steering Committee will not participate, discuss, or make a decision of the issue. Any topic or point introduced during the 'Open Comments' will be added to the agenda for the following Steering Committee meeting.

### F. Emergencies Issues

1. Projects and/or proposals that need an immediate decision from the Steering Committee will be considered as emergencies and will be evaluated and provided in accordance to the Steering Committee criteria in Section 2.
2. Emergency issues will be presented during the 'Open Comments' and will be referred and noted adequately.

### G. Civic Leaders Network

1. Large body (group) of the SELA CLN that includes all the participants in the broader network.
2. The authority of the SELA CLN covers the following:
  - a. SELA CLN is the body that has the authority to make decisions on topics that include, but not limited to:
    - i. Recommendations from the Steering Committee.

### III. Section 3: Decision-making Method

- A. The decision-making method used by SELA CLN and by the Steering Committee is a consensus-based voting process. The SELA CLN and the Steering Committee will use a consensus spectrum to determine consensus.

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- B. The consensus spectrum includes 5 options:
  - 1. I completely agree with the recommendation
  - 2. I agree with the recommendation with few disagreements
  - 3. I am neutral but will support the group's decision
  - 4. I disagree with the recommendation but will not block the recommendation
  - 5. I completely disagree and will block the recommendation
  
- C. Consensus is determined when no one blocks the proposition.
  
- D. If someone blocks the recommendation, there is no consensus.
  - 1. In case of a blocked proposition:
    - a. The person or people that blocked the proposition must present an alternate recommendation.
    - b. A new round of deliberation will be initiated to focus on the alternate proposition.
    - c. The group continues the same method of deliberation until consensus is reached.

#### IV. Section 4: Steering Committee and Civic Leaders Meetings

- A. Steering Committee meetings will be organized during the dates and times in which the majority of the Committee is available and quorum is most likely.
  
- B. The Civic Leadership Network meetings will be held on Thursday afternoons/evenings.

#### V. Section 5: Steering Committee Quorum and Coordinating Equipment

- A. Quorum is reached when a minimum amount of Steering Committee members are present in an official meeting with the goal of doing business in the name of the group.
  - 1. Quorum: Steering Committee
    - a. 50 percent + 1
  
  - 2. Quorum: Civic Leadership Network
    - a. 33 percent

#### VI. Section 6: Conflict of Interest



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- A. The conflict of interest policy specifies that every time a committee member has an economic or personal interest on any subject that is presented to the Steering Committee or SELA CLN, the affected person must.
  - 1. Reveal the nature of the interest in its entirety.
  - 2. Leave the discussion, group project, and the voting process on the subject.
  
- B. No member with a conflict of interest can vote or exert pressure onto others over a subject or be included in the quorum of the meeting in which the subject will be voted on.

### VII. Section 7: Social Networking and Website

- A. The Center for Community Engagement (CCE) will administer the Facebook® page and the Weebly website to announce events, projects, meetings and information related to the mission of SELA CLN.
  - 1. The website [www.liderescivicos.weebly.com](http://www.liderescivicos.weebly.com) includes:
    - a. Steering Committee member information
    - b. Steering Committee bylaws
    - c. SELA CLN information on community and civic projects, educational forums, workshops, and community issues.
  
  - 2. The Facebook page (Southeast Los Angeles – SELA Civic Leadership Academy) <https://www.facebook.com/selaleadershipacademy> includes:
    - a. SELA CLN information on community and civic projects, educational forums, workshops, and community issues.
  
  - 3. Applications to publish information on the Facebook page or the Weebly website from the CCE requires a brief report explaining how the information is related to the general purpose of the Southeast Los Angeles Civic Leadership Network.
    - a. Please contact Adam M. Lara via email ([Adam.Lara@csulb.edu](mailto:Adam.Lara@csulb.edu)) or by telephone (562) 985-1543.