



**Panorama City & Neighbors Bylaws
And Agreements**

Final Sept2016

I. Community Partnership: Best Start Panorama City & Neighbors (PCN)

A. Official Name

The official name of the Community Partnership is **Best Start Panorama City & Neighbors (BSPCN)**.

B. Purpose

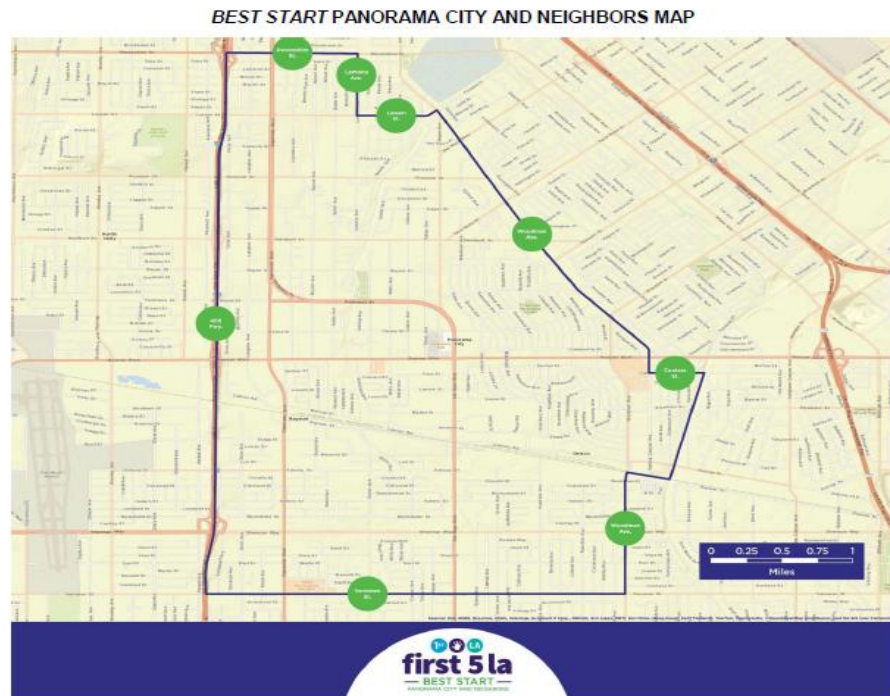
The Community Partnership (also known as Partnership) is organized to support, inform, and empower parents and caregivers of young children. The BSPCN Partnership is committed to the well-being of families with children 0-5 and will work collectively and collaboratively to:

1. Identify the needs and issues that impact the community
2. Promote policies and practices that nurture community wellbeing,
3. Develop strategies and collaborations that will strengthen families
4. Identify resources and services to support parents/caregivers and their families, and
5. Create the spaces and places where children are safe and healthy.

C. Geographic Boundary / Service Area

1. The Partnership service area includes the communities of Panorama City, North Van Nuys, and North Hills East and is made up of the following geographic boundaries (subject to change).

APPENDIX D



D. Membership and Eligibility

The membership of the Best Start Panorama City & Neighbors Community Partnership is made up of and led by parents, residents, and stakeholders that:

1. Live, work, attend school, or volunteer within the defined *Best Start* Community boundaries and work with organizations that serve community residents within those boundaries;

2. Attend Partnership meetings, Executive Committee meetings, work group or other designated meetings, or Partnership events and activities focused on advancing PCN's projects, activities, and practices;
3. Members are defined as Individual Members or as Agency/CBO Members and must meet the eligibility requirements.

E. Meetings

1. The Partnership will hold general meetings as determined by the needs and availability of partnership members.
2. The general meetings will be open to all parents, residents, caregivers, and other stakeholders interested and vested in the PCN community.
3. Meetings will be conducted according to the meeting agreements and processes outlined in the Partnership Policies and Procedures guide.

F. Decision Making

1. The Partnership is the decision-making body for decisions related to the strategic direction, governance structure, and fiscal matters of the Partnership. These include:
 - a. Approve changes to the bylaws of the Partnership.
 - b. Set the budget.
 - c. Approve applying for or accepting any external funding.
 - d. Approve major program or strategic initiatives.
 - e. Elect by majority the members of the Executive Committee.
2. Only individuals who have met the membership and voting eligibility requirements are allowed to participate in a vote.
3. Each eligible member has one vote per voting item.
4. A vote at the Partnership follows a majority rule and can take place when at least ten (10) Executive Committee members and at least six (6) additional qualified members who are not Executive Committee members present.

G. Voting

1. Requirements to be a voting member:
 - a. Individuals are considered members of the partnership, and thus eligible to vote after attending four (4) Partnership meetings. The meetings may reflect a combination of attendance at general meetings and meetings of standing partnership bodies,
 - b. Members affiliated with an agency or CBO are designated one (1) vote per agency/organization.
 - c. To maintain eligibility for voting, a member must attend at least one (1) meeting every two (2) months after the initial eligibility of attending 4 partnership meetings.

II. Partnership Leadership: PCN Executive Committee (EC)

A. Purpose of the Executive Committee

The Executive Committee works in collaboration with First 5 LA to ensure that all aspects of Best Start Panorama City & Neighbors (BSPCN) are consistent with the guiding principles, core values, goals and objectives of the Best Start initiative.

B. Responsibilities of the Executive Committee

1. The PCN Executive Committee is the executive group for the partnership and is responsible for:
 - a. Developing the agenda of the Council and general Partnership meetings.
 - b. Proposing budget and authorizing expenditures
 - c. Organizing to carry out the work of the Partnership.
 - d. Overseeing outreach and recruitment.
 - e. Facilitating communication with external entities.
 - f. Advocating for children and families in the community.
 - g. Establishing policies and procedures to manage the work of the Partnership.
 - h. Reviewing the bylaws and making recommendations for changes.
 - i. Ensuring compliance with the requirements of funders.

C. Membership

The membership of the Executive Committee will be elected from the eligible members of the Partnership.

1. There are twenty-one (21) total seats on the Executive Committee. Of the occupied seats, 51% must be filled by resident parents/caregivers and 49% may be filled by non-residents of the area.
 - a. Resident Parents/Caregivers are defined as parents, grandparents, primary caregivers, or community residents who live within the Partnership boundaries.
 - b. Non- Residents / Other Stakeholders are defined as persons committed to the PCN community but who live outside of the Partnership boundaries.
2. Vacancies: Between elections, vacancies will be filled by a vote of the Partnership at a general meeting.

D. Term

1. Executive Committee members will serve for a two-year term.
2. Elections will be staggered and will reflect the term start and end dates of Governance Councilmembers.
3. Elections will be held during the last Partnership general meeting in June with terms of elected members starting in July.

E. Meetings

1. The Executive Committee will hold at minimum ten (10) regular scheduled meetings per year to guide and manage the projects and activities of the Partnership.
2. After 5 absences of the regular scheduled meetings in one year, a member will no longer be a member of the Executive Committee.
3. Regular scheduled meetings are open to partnership members, community residents, and other interested persons to attend and provide input.
4. Only elected Executive Committee members may vote.
5. Special Meetings: The Executive Committee may call regular or special meetings as needed to conduct the business of the Partnership.

F. Executive Committee: Decision Making

1. The PCN Executive Committee is the executive group for the Best Start Panorama City & Neighbors Partnership.

2. Only individuals who are members of the Executive Committee are allowed to participate in a vote.
3. Each eligible member has one vote per voting item and must be physically present to vote.
4. A vote at the Executive Committee requires a majority vote of those present to render a decision.

IV. Workgroups

The Executive Committee may delegate the projects, tasks, and activities of the partnership to designated workgroups or individuals as deemed necessary. The

1. The Executive Committee designates the decision making authority of workgroups.
2. The Executive Committee may dissolve the task and responsibilities of the workgroup when the designated work is completed or no longer necessary.
3. A meeting attendee must be a Partnership member to vote on a workgroup.

V. Conflict of Interest

Members are required to always act in the best interest of Best Start Panorama City & Neighbors. The following agreements are in place to support this effort:

1. **Disclosure:** Members must fully disclose the nature of the interest in a specific action.
2. **Non-participation:** No member shall knowingly vote and participate in the selection or award of any action that holds a financial interest for:
 - a. The member
 - b. Any member of their immediate family
 - c. Their partner
 - d. An organization where he/she works or serves as a director.
3. **Executive Committee Action:** Only members with no conflicting interest in an action may vote, and approval can only be gained by majority vote of those eligible members.
4. **Record of conflict:** Meeting notes will indicate disclosure, non-participation in final discussion and vote on the matter.

VI. Amendments to the Bylaws

The bylaws of the Partnership shall be reviewed at minimum every two (2) years. Amendments to the bylaws shall be deliberated by the Executive Committee and submitted for a majority vote at a general meeting of the Partnership.