

CITY OF LOS ANGELES
California



SYLMAR NEIGHBORHOOD COUNCIL
PRESIDENT: Vacant
VICE PRESIDENTS:
Administration: Vacant
Communications: Vacant
SECRETARY: Vacant
TREASURER: Vacant

Office: 13521 Hubbard Street
Sylmar, CA 91342
Mailing: P.O. Box 921023
Sylmar, CA 91392-1023
Telephone: (818) 833-8737
E-mail: Board@SylmarNC.org
Website: www.SylmarNC.org

**Sylmar Neighborhood Council
General Board Meeting – Agenda
Thursday, May 23rd, 2019 – 6:30 PM
Sylmar Charter High School – Spartan Hall
13050 Borden Ave.
Sylmar, CA 91342**

The Agenda is posted for public review at the Sylmar Neighborhood Council Office, 13521 Hubbard St., Sylmar, CA 91342. Agendas AND Minutes may also be found on the SNC website at www.SylmarNC.org. You may also subscribe to receive them via email through the City's Early Notification System (ENS) at the following link: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the Sylmar Neighborhood Council President, Christian Rubalcava by phone at (818) 833-8737 or Email to christian.rubalcava@sylmarnc.org

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (818) 833-8737.

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes any action. Public comment is limited to 2 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Comments from the public on agenda items will only be heard when the respective item is being considered. Comments on other matters, not appearing on the agenda that are within the Board's subject matter jurisdiction, will be heard during the Public Comment on Non-Agendized Items period.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed by visiting our website at www.SylmarNC.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact President Christian Rubalcava at christian.rubalcava@sylmarnc.org

The below times are only estimates. Items may be addressed in a different order and/or at different times. Below times are inclusive of board discussion and possible vote.

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|-------------------------|-----------|---|
| 6:30 – 6:40 p.m. | 1. | Call to Order, Pledge of Allegiance, and Recognition of Outgoing Board Members |
| 6:40 – 6:50 p.m. | 2. | Roll Call, Installation of Newly Elected Board Members and Oath of Office |

- 6:50 - 7:10 p.m.** **3. Election of Board Officers**
 a) **President**
 b) **Vice President of Administration**
 c) **Vice President of Communication**
 d) **Secretary**
 e) **Treasurer**
- 7:10 – 7:30 p.m.** **4. Public Official and Community Representative Announcements & Presentations:**
 ****PUBLIC OFFICIAL REPRESENTATIVES****
 Please stay for the Meet & Greet at the break time. Thank you!
- 7:30 – 7:40 p.m.** **5. Public Comment on Non-Agendized Items within the Board’s subject matter jurisdiction.**
 Public comments are limited to 10 minutes total, no more than 2 minutes per speaker. Time allocated to one speaker may not be transferred to another speaker. Public speaker cards (forms) are located on the welcome table. Please fill out and submit to the President or Vice President of Communication. Names will be called in the order of speaker cards submitted. This period is for comments from the public, on matters not appearing on the Agenda, but within the SNC Board’s subject matter jurisdiction.
- 7:40 – 7:42 p.m.** **6. Discussion and possible action** on approving draft minutes from the March 2019 and April 2019 General Board Meetings.
- 7:42 – 7:45 p.m.** **7. Discussion and possible action** on approving the April Monthly Expenditure Report (MER).
- 7:45 – 7:50 p.m.** **8. Update** on the Sylmar NC’s remaining budget for fiscal year 2018-2019.
- 7:50 – 7:57 p.m.** **9. Discussion and possible action** on approving an amount not to exceed \$2000 from Operations for operational expenditures that would cover upgrades to the SNC office and onboarding of the new board. These upgrades include fixing the front door, the office sink, purchasing additional chairs, and replacing overhead panels. The onboarding includes business cards, nametags, and nameplates.
- 7:57 – 8:00 p.m.** **10. Discussion and possible action** on transferring \$2000 from Outreach into Operations to cover item 9 above if necessary.
- 8:00 – 8:10 p.m.** **11. Discussion and possible action** on approving an amount not to exceed \$2500 from Outreach for outreach giveaways that would assist board members at various events in Sylmar. This will include items such as magnets, bumper stickers, phone accessories, and other useful products.

- 8:10 – 8:20 p.m.** **12. Discussion and possible action** on approving an amount not to exceed \$1000 from Outreach for a Sylmar NC retreat. The retreat shall take place in June and will be organized by the Executive Committee and the Outreach Committee. It will be open to the public and the time and location will be posted a week in advance on the SNC website. The purpose of the retreat will be to further train the incoming board and develop strategic plans for the two years ahead.
- 8:20 – 8:35 p.m.** **13. Appointment of Standing Committee Chairs and Financial Officers**
- a) Outreach
 - b) Planning and Land Use
 - c) Bylaws
 - d) 2nd Signer
 - e) Bank Cardholder
 - f) Alternate Signer
- 8:35 – 8:45 p.m.** **14. Meet and Greet (10 Minute Break)**
- 8:45 – 9:40 p.m.** **15. Neighborhood Council Board Orientation conducted by the Department of Neighborhood Empowerment (DONE)**
- 9:40 – 9:43 p.m.** **16. Board Member Comments / Announcements**
- 9:43 – 9:44 p.m.** **17. Future Agenda Items**
Write to Executive Board by email at ExecutiveBoard@SylmarNC.org or mail Executive Board c/o Sylmar Neighborhood Council, P.O. Box 921023, Sylmar, CA 91392-10
- 9:44 – 9:45 p.m.** **18. Closing Remarks, Acknowledgements, and Adjournment**

The Next Sylmar Neighborhood Council General Board meeting will be:

June 27th, 2019 at 6:30 pm

**Sylmar Charter High School
13050 Borden Ave. Sylmar, CA 91342**

Reconsideration of Agenda Items - Bylaws (Article VIII)

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting or at a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a Member of the Board who previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Executive Committee in advance of the deadline for posting notices for the meeting.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

Grievance Process – Bylaws (Article XI)

Any Grievance by a Stakeholder must be submitted in writing to the Board who shall place the matter on the agenda for the next regular Council meeting. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a Panel. Within two (2) weeks of the Panel’s selection, the Board shall coordinate a time and place for the Panel to meet with the person(s) submitting a Grievance to discuss ways in which the dispute may be resolved. Within two (2) weeks following such meeting, a Member of the Panel shall prepare a written report to be forwarded to the Board outlining the Panel’s collective recommendations for resolving the Grievance. The Board may receive a copy of the Panel’s report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board Members until it is heard publicly at the next regular Council meeting.

This Grievance process is intended to address matters involving procedural disputes, such as the Board’s failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which Grievances may be aired publicly at Council meetings. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Directors are not permitted to file a Grievance against another Director or against the Council, except as permitted under the City’s grievance policy.

(Remove after May 23rd, 2019)

Approved by:(CR)