

CITY OF LOS ANGELES
California

PRESIDENT: Kurt Cabrera-Miller
VICE PRESIDENTS:
Administration: Christian Rubalcava
Communications: Maria Silva
TREASURER: George Ortega
SECRETARY: Marti Marshall



SYLMAR NEIGHBORHOOD COUNCIL
P.O. Box 921023
Sylmar, CA 91392-1023

Telephone: (818) 833-8737
E-mail: Board@SylmarNC.org
Website: www.SylmarNC.org

MEETING OF THE BYLAWS COMMITTEE – MINUTES
Tuesday, January 23, 2018 - 6:30 PM
13521 Hubbard Street Sylmar, CA 91342
(Corner of Hubbard & Gladstone, next to Flowers 4-U flower shop)

Committee Chair – Diane Valencia

Sylmar Neighborhood Council Meeting Minutes are a summary, not an exact, verbatim, word-for-word transcript of what was said at a Meeting. The only two exceptions are the Motions shown in italics and quotes shown with quotation marks (“ ”) at the beginning and ending of a word or words. The Minutes are not, nor were they ever meant to be, a comprehensive record of what was said about an issue or project.

1. Call to Order and Welcome

Ms. Valencia called the meeting to order at 6:33 PM

2. Roll Call

All Committee members present: Diane Valencia, Bonnie Bernard, Derek Martin, George Ortega, Patti Rau,

3. Housekeeping: Sign-In Sheets, etc.

Ms. Valencia briefly discussed these items.

4. Public Comment on non-agendized matters, within the Committee’s subject matter jurisdiction.

Only Committee members were present; None

5. Discussion and possible action to approve the Minutes of the November 28, 2017 Bylaws Committee meeting.

Motion by Patricia Rau, Second by George Ortega to approve as written.

Motion passed 4/0/1 with Derek Martin abstaining because he was not present for that meeting.

6. Discussion and possible action by the Committee to develop recommendations to the Board relative to the SNC Bylaws.

The committee discussed each item identified at the last meeting as possible amendments to the Bylaws/Board Rules and decided if changes are needed and where those might be made:

- Absence provision – when is an absence an absence or not? What if a Director leaves during a meeting and adversely affects quorum (Board and Committee meetings)?

It was decided that no action would be taken on this issue.

- Removal – Can the Bylaws wording be improved for clarity? Do absences “reset” if the Director is up for removal, then remains on the Board? Should a rolling 12 month calendar be used for tracking?

Article V Governing Board
Section 7 Absences

Add the following wording to the end of Section 7:

If the Board takes no action or votes to not remove the Director for cause under this Absence provision, the Director's attendance record shall reset as of that month.

Motion by Patricia Rau, Second by Diane Valencia

Motion passed 5/0/0

- Attendance commitment / expectations for all Committee members.

It was decided that no action would be taken on this issue and that decisions should remain with the individual Committee Chairs as to how or if they implement individual attendance expectations for their Committees.

- Enforcement mechanism for Directors being on at least one Committee. Suggestion made to suspend voting eligibility until Director is active on Committee.

It was decided that this item would be deferred for further discussion for the Board Rules, including ensuring that at least 2 Directors are on each Committee.

- Include a reference to the Early Notification System (ENS) in the Bylaws/Board Rules

In an effort to add clarity to SNC external communications efforts, add the following language to the list of duties in the Bylaws for the Vice President of Communications:

To routinely inform the public of the Council's activities and inform the Board of City meetings and activities through email, newsletters, social media and other means of communication.

To enter the SNC database of stakeholders into the Early Notification System (ENS) on a regular basis.

Motion by Diane Valencia, Second by Patricia Rau

Motion passed 5/0/0

- Be more specific with duties of Officers?

In an effort to add clarity to SNC outreach and communications, efforts add: "To Chair the Outreach Committee" as the first item in the list of duties in the Bylaws for the Vice President of Communications.

Motion by Patricia Rau, Second by Derek Martin

Motion passed 5/0/0

- Review of Standing Committee descriptions, particularly outreach. Perhaps blend with some of the PR Coordinator wording.

Revise the description of the Outreach Committee as follows:

~~The Outreach Committee shall report to the Board monthly on its ongoing outreach efforts; methods for improving communication and outreach, projected outreach projects and deadlines for the accomplishment of its goals.~~ is responsible for ongoing outreach efforts for the Council and its Committees, monthly outreach projects and the methods for generally improving communication and outreach to existing as well as new residents and businesses. The Committee shall report to the Board monthly on its ongoing outreach efforts.

Motion by Derek Martin, Second by Bonnie Bernard

Motion passed 5/0/0

- Communication Plan – social media, internal/external communications.

It was decided to defer further discussion of this issue when the Committee reviews the Board Rules, after Bylaws amendments are completed.

- Further clarify social media guidance from City Attorney in Board Rules.

It was decided to defer this issue to a later discussion regarding Board Rules.

- Remove financial review language in Bylaws, in consideration of new funding policies

Revision to Article IX Finances, Section E

At least ~~twice per year~~ ~~once each quarter~~, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy ~~before submitting the documentation to the Department for further review.~~

Motion by Derek Martin, Second by Bonnie Bernard

Motion passed 5/0/0

- Clarification on how Board agendas get created if no quorum is met for Executive Committee

It was discussed and decided to defer this item to the Board Rules, perhaps implementing an initialing protocol for agendas which clearly shows which Officers have reviewed and signed off on the agenda before posting. Discussions for agenda setting may take place outside of a meeting.

7. Discussion and possible action by the Committee to develop recommendations to the Board relative to the SNC Board Rules.

See notes for agenda item #6

8. Committee Member Comments on subject matters within the Committee's jurisdiction

None

9. Future Agenda Items:

Please email the Committee Chair, Diane Valencia, at Diane.Valencia@SylmarNC.org

Next meeting date: Tuesday, February 27, 2018

10. Closing Remarks, Announcements, Acknowledgements, and Adjournment

Ms. Valencia motioned to adjourn the meeting at 8:38 PM with no objections.
