

CITY OF LOS ANGELES

California



SYLMAR NEIGHBORHOOD COUNCIL

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SYLMAR NEIGHBORHOOD COUNCIL

JOINT SPECIAL EXECUTIVE COMMITTEE / SPECIAL BOARD MEETING - AGENDA

September 15, 2015; 7:00 PM – 9:00 PM

El Cariso Park, Community Room - 13100 Hubbard Street, Sylmar, CA 91342

The Agenda is posted for public review at the Los Angeles Public Library (Sylmar Branch), 14561 Polk Street, 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 Vice President of Administration, Diane Valencia by phone at (818) 833-8737 or email to Diane.Valencia@sylmarnc.org.

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an 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 Ann Job at Ann.Job@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.

1. **Call to Order** (1)
2. **Roll Call** (1)
3. **Housekeeping:** Sign-In Sheets, Speaker Cards for Agenda Items, Recording and Timekeeper (1)
4. **Public Comment** on matters not appearing on the agenda. (10)
5. **Discussion and possible action** to approve the Minutes of the August 10, 2015 Executive Committee Meeting (3)
6. **Discussion and possible action** relative to obtaining office space for the Sylmar Neighborhood Council. (5)
7. **Discussion and possible action** relative to changes to existing operating procedures of the Executive Committee meetings and agenda creation, approval and posting procedures to be compliant with Article VIII, Section 2 of the current SNC Bylaws, dated September 1, 2015. (15)

ARTICLE VIII, Section 2: Agenda Setting – The agenda shall be created by the elected Officers of the Board, also known as the Executive Committee, and posted in a manner consistent with state and local requirements as well as requirements set by the City through its lawful agencies.

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Executive Committee or during the public comment period of a regular Council meeting. The Council is required to agendaize the proposal at one of the next two Board meetings, but is not required to take further action on the proposal.

8. **Discussion and possible action** relative to the formation of non-standing / Ad Hoc Committees which are not included in the SNC's Bylaws. (10)
9. **Discussion and possible action** to approve one or more agenda items to be included in the September, 2015 General Board Meeting related to possible changes to the Board meeting schedule and/or procedures to ensure that there is sufficient time to conduct BOTH Board business AND encourage community involvement. For example, the Executive Board might want to suggest adding a meeting each month devoted exclusively to community announcements and interaction with the Board and public officials; our regular meeting could be devoted exclusively to official Board business. (15)
10. **Discussion and possible action** regarding the roles, responsibilities and possible additional support needed by the VP of Communications and/or Public Relations Coordinator with respect to SNC Bylaws Article VI, Sections 2.C & 2.E (below) and implications for specific duties including, but not limited to, maintenance of the SNC Calendar and SNC eblast communications. (15)

Article VI, Section 2.C. The duties of the VICE-PRESIDENT OF COMMUNICATIONS are:

- To serve as President in the absence of the President and Vice-President of Administration
- At the direction of the President, to see to the preparation and release of formal position papers
- To oversee the Council's website and webmaster
- To routinely inform the public of the Council's activities and inform the Board of City meetings and activities

Article VI, Section 2.E. The duties of the PUBLIC RELATIONS COORDINATOR are:

- At the direction of the Board, shall release media statements
- To solicit local media coverage of Council activities and events
- To establish and maintain communication with local organizations and businesses in an effort to increase Council visibility and community involvement

11. **Discussion and possible action** to review the draft agenda for the September 24, 2015 General Board Meeting. (37)
12. **Committee Member Comments** on subject matters within the committee's jurisdiction (5)
13. **Future Agenda Items:** Please e-mail the Executive Committee at ExecutiveBoard@SylmarNC.org (1)
14. **Closing Remarks, Announcements, Acknowledgements, and Adjournment** (1)

All Agenda items may include presentations, discussions and actions by the Committee for recommendations to the SNC Board of Directors. The Board of Directors may discuss the recommendations and take action on the item, which could result in a Community Impact Statement to the City and/or a position letter to a City agency.

Stakeholders may comment on any Agenda item only when the item comes up for discussion. The Committee will determine the length of discussion and comment times. The attending stakeholders may be polled for their opinion on any Agenda item before the Committee takes action for a recommendation to the Board. Comments from the stakeholders on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a stakeholder may become the subject of a future Board meeting.

Si requiere servicios de traducción, favor de notificar a la oficina 3 días de trabajo (72 horas) antes del evento. Si necesita asistencia con esta notificación, por favor llame a nuestra oficina al (818) 833-8737.

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 September 15, 2015)

Approved by: AJ, DV