



Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: stnc.org

May 12, 2021

DRAFT FOR STNC BOARD APPROVAL

Attn: Peggy Malone Brown
Los Angeles City Planning Department
626 Van Nuys Blvd
Van Nuys, CA 91401

email: peggy-malone.brown@lacity.org

Re: Vacant Land aka 8600 Day St. Sunland, CA. APN 2561003011
DIR-2021-581-SPP and ENV-2021-582-CE

Support for Project: New Single Family home, 6,520.26 sq. foot, 36 foot high, four car garage and swimming pool to be constructed near but not in the San Gabriel/Verdugo Mountains Scenic Corridor Specific Plan.

The Sunland-Tujunga Neighborhood Council Land Use Committee met with the applicant's Representative Robert Amond on April 19, 2021. In this meeting, Mr. Amond made the following commitments:

1. No grading or hauling will be required.
2. No oak trees nor any other protected trees will be removed.
3. This project will be in compliance with the San Gabriel/Verdugo Mountains Scenic Corridor Plan.
4. This project is not within the Scenic Highway Corridors Viewshed Protection.
5. This project will not restrict any current view of the mountain ridgelines from any neighbors.

Based upon these commitments to the Sunland-Tujunga Neighborhood Council (STNC) Land Use Committee, the STNC General Board at its May 12, 2021 meeting voted to submit this support letter.

Thank you for the opportunity to submit these comments. Please let us know of any future hearings or updates on this proposal. If you have any questions, please contact us by email at secretary@stnc.org or by phone at 818-951-7411.

Sincerely,

Lydia Grant
President
Sunland-Tujunga Neighborhood Council

cc: Councilmember Monica Rodríguez, CD7 councilmember.rodriquez@lacity.org,
paola.bassignana@lacity.org; dominick.ortiz@lacity.org; anissa.raja@lacity.org
Owner and Rep: jhavel7@yahoo.com , rjamond@gmail.com

Monthly Expenditure Report



Reporting Month: April 2021

Budget Fiscal Year: 2020-2021

NC Name: Sunland-Tujunga
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$22508.57	\$4334.95	\$18173.62	\$3196.00	\$0.00	\$14977.62

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$23838.00	\$449.00	\$438.54	\$196.00	\$242.54
Outreach		\$885.95		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$10000.00	\$0.00	\$9457.72	\$0.00	\$9457.72
Neighborhood Purpose Grants	\$8162.00	\$3000.00	\$1182.00	\$3000.00	\$-1818.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$26586.79	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	US STORAGE CENTERS -L	04/01/2021	STNC approves the STNC monthly payment of \$449.00 to US STORAGE for the rental of 2 (two) storage units.	General Operations Expenditure	Office	\$449.00
2	THE WEB CORNER, INC	04/01/2021	Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments, Monthly Hosting for stnc.org Email Standard Mailboxes:1 Account secretary@stnc.org (included in maintenance) *Encumbrance funds 2019/2020	General Operations Expenditure	Outreach	\$150.00
3	ZOOM.US 888-799-9666	04/10/2021	STNC Approves Monthly Zoom account meeting Invoice for \$16.34* *Encumbrance Funds 2019-2020 \$16.34	General Operations Expenditure	Outreach	\$16.34
4	SUNLAND PRINTING AND C	04/22/2021	Certificates of Appreciation STNC Committees and Liasons	General Operations Expenditure	Outreach	\$149.61
5	EIG CONSTANTCONTACT.CO	04/28/2021	Approve Constant Contact \$70.00 Monthly Maintenance Email Plus 501-2500 contacts*. *Encumbrance 2019/2020 Funds	General Operations Expenditure	Outreach	\$70.00

6	Sunland Tujunga Shadow Hills Rotary Club	03/24/2021	Approve NPG in the amount of \$3000.00 from Sunland Tujunga Shadow Hills Rotary Club to fund local artists for contributions to the City Light/Street Pole Banner project.	Neighborhood Purpose Grants		\$3000.00
7	San Fernando Valley Partnership, Inc	03/22/2021	STNC approves the STAT Committee request for up to \$500 for 50 coroplast yard lawn signs for stakeholders who request them as a preventative measure to slow down speeding drivers. (o...	General Operations Expenditure	Outreach	\$500.00
Subtotal:						\$4334.95

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	San Fernando Valley Interfaith Council	04/23/2021	STNC Approves NPG for \$3000.00 to San Fernando Valley Interfaith Community Council to fund one week of home delivered meals to older adults 60+ in the Sunland Tujunga Area.	Neighborhood Purpose Grants		\$3000.00
2	Interpreters Unlimited	04/29/2021	The request was made by the Department of Neighborhood Empowerment for Zoom meeting (s) to assist the Board.	General Operations Expenditure	Office	\$196.00
Subtotal: Outstanding						\$3196.00

US Storage Centers - La Crescenta

4454 Lowell Ave
La Crescenta, CA 91214
818-957-0700

lacscenta@usstorage.net

PAYMENT RECEIPT

Date Printed
Tenant City of los angeles
Company c/o: City of Los Angeles
Address 200 N. Main St.
City, State, Zip Los Angeles CA 90012
Paid Thru

April 1, 2021
Payment Date April 1, 2021 10:43 AM
Unit 0358, ...
Available Credit 0.00
Current Balance 0.00
April 30, 2021
Receipt Number 91576

By KK

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
04/01/21	0358	Protection Plan 4/1-4/30	12.00	0.00	0.00	12.00	12.00	Master Card
04/01/21	0358	Rent 4/1-4/30	212.50	0.00	0.00	212.50	212.50	Master Card
04/01/21	0363	Protection Plan 4/1-4/30	12.00	0.00	0.00	12.00	12.00	Master Card
04/01/21	0363	Rent 4/1-4/30	212.50	0.00	0.00	212.50	212.50	Master Card

Taxes 0.00
Payment (less tax) 449.00
Payment Subtotal 449.00
Credits Applied 0.00
Refunds Applied 0.00
Total Applied to Account 449.00

Current Account Balance 0.00
Paid By Master Card *****4545
Paid Thru Date April 30, 2021

Transaction Type Sale
Authorization 069995
Reference 58624

I agree to pay the above amount according to the card issuer statement.

x _____

Memo:

Signed: _____

Moving? Check our website for other locations nationwide:

www.usstoragecenters.com

Join us in our quest to cure cancer. Ask manager for details.



www.kureit.org

Invoice

The Web Corner, Inc.
 19509 Ventura Blvd.
 Tarzana CA 91356
 (818) 345-7443

Date	Invoice #	Due Date
4/1/2021	21815	4/1/2021

PAID
04/01/2021

Bill To
 Sunland Tujunga NC
 7747 Foothill Blvd., Room 101
 Tujunga, CA 91042

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments	150.00	150.00
0	Monthly Hosting for stnc.org	15.00	0.00
0	Email Standard Mailboxes:	3.50	0.00
1	Account secretary@stnc.org (included in maintenance)		

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$150.00
	Payments/Credits	-\$150.00
	Balance Due	\$0.00



Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: 04/10/2021
Invoice #: INV79562414
Payment Terms: Due Upon Receipt
Due Date: 04/10/2021
Account Number: 3002589572
Currency: USD
Account Information: Sunland Tujunga NC
7747 Foothill Blvd,
Tujunga, California 91042
United States

Remittance Details should be sent to:
Finance@zoom.us

sunlandtjunganc@gmail.com

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

[Question about your Billing?](#)

CHARGE DETAILS

Charge Description	Service Period	Subtotal	Tax	TOTAL
Charge Name: Standard Pro Monthly Quantity: 1 Unit Price: \$14.99	04/10/2021-05/09/2021	\$14.99	\$1.35	\$16.34

INVOICE TOTALS

	Subtotal:	\$14.99
	Total (Including Tax):	\$16.34
	Invoice Balance:	\$0.00

TAX DETAILS

Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
Standard Pro Monthly	Utility Users Tax	City	\$14.99	\$1.35
			Total Tax	\$1.35

TRANSACTIONS



INVOICE

				Invoice Total	\$16.34
Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount	
04/10/2021	P-85900317	Payment		(\$16.34)	
				Invoice Balance	\$0.00

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc.

From: Constant Contact Billing
Sent: Wednesday, April 28, 2021 12:33 AM
To: sandy.stnc@gmail.com
Subject: Constant Contact Payment Receipt for Liliana Sanchez

Thank you for your recent payment. Your payment receipt is found below.



Payment Receipt
for April 28, 2021

Sunland-Tujunga Neighborhood Council
Attn.: Liliana Sanchez
200 N. Spring Street, Room 224 in Los Angeles, CA
90012
Los Angeles, CA 90012
US
818564-2232

Today's Date: April 28, 2021
Payment Date: April 28, 2021
Payment Method: MasterCard (last 4 digits:
4545)
User Name: sunlandtjunganc@gmail.com

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 4545	\$70.00

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.
Best Regards,
Constant Contact Billing
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!
US / Canada Toll Free: (855) 229-5506
UK Toll Free: 0808-234-0942
Outside US / Canada: 0808-234-0945

Need to cancel your account? Just give us a call!
US / Canada Toll Free: 855-229-5506
UK Toll Free: 0808-234-0945
Outside US / Canada: +1 781-472-8120

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Sunland Tujunga

SECTION I - APPLICANT INFORMATION

1a)	<u>Sunland Tujunga Shadow Hills Rotary Club</u>	<u>84-4602587</u>	<u>CA</u>	<u>2/26/2020</u>
	<i>Organization Name</i>	<i>Federal I.D. # (EIN#)</i>	<i>State of Incorporation</i>	<i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>P.O. Box 366</u>	<u>Sunland</u>	<u>CA</u>	<u>91041</u>
	<i>Organization Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c)	<u></u>	<u></u>	<u></u>	<u></u>
	<i>Business Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d)	PRIMARY CONTACT INFORMATION: <u>Roger Klemm</u>	<u>818-635-9532</u>	<u>treehuggers@ca.rr.com</u>	
	<i>Name</i>	<i>Phone</i>	<i>Email</i>	
2)	Type of Organization- Please select one:			
	<input type="checkbox"/> Public School (not to include private schools) Attach Signed letter on School Letterhead	or	<input checked="" type="checkbox"/> 501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter	
3)	<u></u>	<u></u>	<u></u>	<u></u>
	<i>Name / Address of Affiliated Organization (if applicable)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.
 The purpose of this grant is to commission artwork from local artists for pole banners on Foothill Boulevard in Sunland and Tujunga. This grant is intended to be the vehicle by which the artistic component of the STNC Pole Banner Project is funded.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)
 This grant will fund the original artistic components of the STNC Pole Banner Project, part of a city-wide effort to promote neighborhood councils and encourage local participation. Our banners will highlight the STNC and our unique neighborhood, and inspire community members to become involved.

The Sunland Tujunga Shadow Hills Rotary Club will be working with a team of individuals from the STNC Outreach, STARC, & Beautification Committees to commission and adjudicate the artwork, and engage a graphic designer to generate the call for artists, coordinate the artwork produced, and generate promotional fliers and other materials that might be needed.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a) Personnel Related Expenses		
	Requested of NC	Total Projected Cost
Art Commissions	\$ 2000	\$ 2000
Coordinating Graphic Artist	\$ 500	\$ 500
	\$	\$

6b) Non-Personnel Related Expenses		
	Requested of NC	Total Projected Cost
Promotional Materials	\$ 500	\$ 500
	\$	\$
	\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe: _____

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 3000

10a) Start date: 03 / 01 / 21 10b) Date Funds Required: 03 / 15 / 21 10c) Expected Completion Date: 06 / 30 / 21
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant
Kresse Armour	Member of Rotary Club
Mark Seigel (former NC Board member)	Member of Rotary Club
Cindy Cleghorn	Friend of Rotary Club (not a club member)

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*
 Michelle Ramage President Michelle Ramage 2-15-21
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*
 Sabrina Godinez Secretary Sabrina Godinez 2-15-21
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 01 2020**

SUNLAND-TUJUNGA-SHADOW HILLS ROTARY
CLUB
PO BOX 366
SUNLAND, CA 91041-0000

Employer Identification Number:
84-4602587
DLN:
26053462006050
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
February 26, 2020
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

SUNLAND-TUJUNGA-SHADOW HILLS ROTARY

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

OVERVIEW OF OUR CITY GOVERNMENT

A. CITY ORGANIZATION

The City of Los Angeles is a municipal organization established as a Mayor-Council Commission form of government headed by elected officials and appointed

officers. Through various departments, the City provides essential services such as water, electricity, fire, police, street and park maintenance, to a population of four million. More information about the City can be found on the City of Los Angeles' website

<http://www.lacity.org/government/index.htm> .

1. ELECTED OFFICIALS

The citizens of the City of Los Angeles elect officials into office. The elected officials serve as government leaders and direct the daily functions and activities of the City to the benefit of the citizenry. Elected officials include: Mayor, City Council, City Attorney and City Controller.

MAYOR – As the Executive Officer, oversees the functions of the Executive Branch of City government. Specific duties include proposing the annual budget, appointing Department General Managers and Commission Members, and approving or vetoing Council Ordinances. <http://www.lamayor.org/>

CITY COUNCIL – Members constitute the Legislative Branch of City government, responsible for activities such as enacting ordinances, adopting the annual budget, and confirming Mayoral appointments.

<http://www.lacity.org/government/ElectedOfficialOffices/CityCouncil/index.htm>

m

CITY ATTORNEY – The legal advisor to the City, who is responsible for approving contracts, defending against lawsuits, prosecuting misdemeanors, and reviewing legislation. <http://atty.lacity.org/index.htm>

CONTROLLER – The auditor and chief accounting officer for the City, is responsible for preparing official financial reports, estimating revenues, approving payments, preparing City payroll, and other related activities.

<http://controller.lacity.org/index.htm> June 2015 Handbook for City Employees 8

2. APPOINTED OFFICERS

The Mayor, with the approval of City Council, appoints various officers to direct the day-to-day operations of the City of Los Angeles. The officers include: City Administrative Officer, City Clerk, Department General Managers and Commission members. The Chief Legislative Analyst is appointed solely by the City Council.

CITY ADMINISTRATIVE OFFICER (CAO) - The chief financial advisor, reporting directly to both Mayor and Council, prepares the City budget, negotiates labor contracts, and oversees administrative processes and procedures.

<http://cao.lacity.org> or <http://caodocs.ci.la.ca.us/> (CAO Documents – Intranet)

CITY CLERK – The Clerk of the City Council, in addition to maintaining official City records, conducts elections, and provides other administrative services to Council.

<http://clerk.lacity.org/index.htm>

GENERAL MANAGERS (GM) - Department heads responsible for managing and/or overseeing the various functions and services of the departments, to which they are appointed.

COMMISSION MEMBERS - Serve in an advisory, management, and/or oversight capacity with regard to the various functions and services of the department they are assigned.

<http://www.lacity.org/city-government/boards-and-commissions>

CHIEF LEGISLATIVE ANALYST - Advises Council on pending legislation and provides technical assistance to Council Committees.

3. CITY DEPARTMENTS

<http://www.lacity.org/government/DepartmentsandBureaus/index.htm>

There are approximately 42 Departments and Bureaus within the organizational structure of the City of Los Angeles. These Departments are charged with providing a vast number of functions and services for citizens, visitors, and other agencies. In accordance with the type of functions/services a department/bureau is responsible for, Departments and Bureaus are grouped into three separate categories: Infrastructure, People Services, and Support.

WHAT ARE NEIGHBORHOOD COUNCILS?

LA's 99 Neighborhood Councils together form the grassroots level of the Los Angeles City government. The system was created to connect LA's diverse communities to City Hall, and was established in 1999 by an amendment to the City Charter. While Neighborhood Council board members are volunteers, they are public officials elected to office by the members of their community.

The Neighborhood Council system tailors LA's municipal government to the City's communities, ensuring that recognition and accommodation of these communities' diversity is built into City governance.

As a result, each Council is unique. Though every Neighborhood Council is held to the local, state, and federal standards that other City officials and agencies must observe, each Council has its own board structure, with seats representing the particular type of stakeholders which that Council serves. For example, some Councils have seats for renters, while some have seats for equestrians. Others have seats that represent internal districts. Boards range in size from 7 to 35 members. Most board members serve two-year terms; a few Councils have four-year terms, staggered so that half the board is elected every two years.

Neighborhood Councils advocate on issues like homelessness, housing, land use, emergency preparedness, public safety, parks, transportation, and sustainability. They also provide local expertise and a local voice on the delivery of City services to their communities.

Each Council holds monthly meetings of their full board, in addition to monthly Committee meetings with a more targeted focus on key issues or projects, like public safety, transportation, homelessness, or land use. All meetings are open to the public.

ARTICLE IX

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

Section

- 900 Purpose.
- 901 Department of Neighborhood Empowerment.
- 902 Board of Neighborhood Commissioners.
- 903 General Manager.
- 904 Development of the Neighborhood Council Plan.
- 905 Implementation of the Plan.
- 906 Certification of Neighborhood Councils.
- 907 Early Warning System.
- 908 Powers of Neighborhood Councils.
- 909 Annual City Budget Priorities.
- 910 Monitoring of City Services.
- 911 Appropriation.
- 912 Review.
- 913 Transfer of Powers.
- 914 Effect of Ordinances.

Sec. 900. Purpose.

To promote more citizen participation in government and make government more responsive to local needs, a citywide system of neighborhood councils, and a Department of Neighborhood Empowerment is created. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.

Sec. 901. Department of Neighborhood Empowerment.

The Department of Neighborhood Empowerment shall have the duties and responsibilities set forth in this Article and elsewhere in the Charter to implement and oversee the ordinances and regulations creating the system of neighborhood councils enacted pursuant to Section 905. Duties and responsibilities shall include:

- (a) prepare a plan for the creation of a system of neighborhood councils to ensure that every part of the City is within the boundary of a neighborhood council, and has an opportunity to form a neighborhood council (Plan);
- (b) assist neighborhoods in preparing petitions for recognition or certification, identifying boundaries that do not divide communities, and organizing themselves, in accordance with the Plan;
- (c) arrange Congress of Neighborhood meetings if requested to do so by recognized neighborhood councils;
- (d) assist neighborhood councils with the election or selection of their officers;
- (e) arrange training for neighborhood councils' officers and staff;
- (f) assist neighborhood councils to share resources, including offices, equipment, and other forms of support for them to communicate with constituents, other neighborhood councils and with government officials; and
- (g) perform other duties as provided by ordinance.

Sec. 902. Board of Neighborhood Commissioners.

(a) There shall be a board of seven commissioners to be known as the Board of Neighborhood Commissioners (board). Commissioners shall be appointed by the Mayor, and shall be from diverse geographic areas, as further specified by ordinance. Appointment and removal of commissioners shall otherwise be in accordance with Section 502.

(b) The board shall be responsible for policy setting and policy oversight, including the approval of contracts and leases and the promulgation of rules and regulations, but shall not be responsible for day-to-day management.

(c) The board shall operate in accordance with Sections 503 through 508 and 510 of the Charter.

Sec. 903. General Manager.

- (a) There shall be a general manager of the Department of Neighborhood Empowerment who shall be appointed by the Mayor, subject to confirmation by the Council, and may be removed as provided in Section 508.
- (b) The general manager shall have those powers and duties set forth in Section 510.
- (c) The general manager shall appoint, discharge and prescribe the duties of staff, consistent with the civil service provisions of the Charter.

Sec. 904. Development of the Neighborhood Council Plan.

The Department of Neighborhood Empowerment shall develop a Plan for a citywide system of neighborhood councils, in conformance with the following:

- (a) The Department of Neighborhood Empowerment shall seek public input in the formulation of the Plan.
- (b) The Plan shall contain a statement of goals, policies and objectives of the Neighborhood Council system, and shall contain specific regulations, in draft ordinance format (Regulations) which, if adopted by ordinance, would be sufficient to implement the Plan.
- (c) The Regulations shall establish the method by which boundaries of neighborhood councils will be determined. The system for determining boundaries shall maintain neighborhood boundaries to the maximum extent feasible, and may consider community planning district boundaries where appropriate.
- (d) The Regulations must ensure that all areas of the City are given an equal opportunity to form neighborhood councils.
- (e) The Regulations shall establish the procedure and criteria for recognition or certification of neighborhood councils.
- (f) The Regulations shall not restrict the method by which the members of a neighborhood council are chosen, if the process otherwise satisfies the requirements of this Article.
- (g) The Regulations shall require that neighborhood councils adopt fair and open procedures for the conduct of their business.
- (h) The Mayor and Council shall provide for the creation of the Department of Neighborhood Empowerment and appointment of the general manager within 120 days of the effective date of this Article.

Sec. 905. Implementation of the Plan.

The Department of Neighborhood Empowerment shall complete development of the Plan and present the Plan and all necessary Regulations for a system of neighborhood councils to the Council and Mayor within one year of the establishment of the department and commission. The Council shall consider the Regulations, and within six months after presentation of the Plan to Council may adopt ordinances to implement the Regulations as proposed, or as modified by the Council consistent with the requirements of the Plan set forth in Section 904. If implementing ordinances are not adopted within this time period, the Regulations shall become effective, and to the extent not inconsistent with law shall be binding upon all City departments and offices.

Sec. 906. Certification of Neighborhood Councils.

- (a) **By-laws.** Each neighborhood council seeking official certification or recognition from the City shall submit an organization plan and by-laws to the Department of Neighborhood Empowerment showing, at a minimum:
 - (1) the method by which their officers are chosen;
 - (2) neighborhood council membership will be open to everyone who lives, works or owns property in the area (stakeholders);
 - (3) assurances that the members of the neighborhood council will reflect the diverse interests within their area;
 - (4) a system through which the neighborhood council will communicate with stakeholders on a regular basis;
 - (5) a system for financial accountability of its funds; and
 - (6) guarantees that all meetings will be open and public, and permit, to the extent feasible, every stakeholder to participate in the conduct of business, deliberation and decision-making.

(b) **Petitioning for Certification and Approval.** Neighborhood councils may petition for certification or recognition in accordance with rules and procedures set forth in the Plan.

Sec. 907. Early Warning System.

The Regulations shall establish procedures for receiving input from neighborhood councils prior to decisions by the City Council, City Council Committees and boards and commissions. The procedures shall include, but need not be limited to, notice to neighborhood councils as soon as practical, and a reasonable opportunity to provide input before decisions are made. Notices to be provided include matters to be considered by the City Council, City Council Committees, and City boards or commissions.

Sec. 908. Powers of Neighborhood Councils.

Subject to applicable law, the City Council may delegate its authority to neighborhood councils to hold public hearings prior to the City Council making a decision on a matter of local concern.

Sec. 909. Annual City Budget Priorities.

Each neighborhood council may present to the Mayor and Council an annual list of priorities for the City budget. The Mayor shall inform certified neighborhood councils of the deadline for submission so that the input may be considered in a timely fashion.

Sec. 910. Monitoring of City Services.

Neighborhood councils shall monitor the delivery of City services in their respective areas and have periodic meetings with responsible officials of City departments, subject to their reasonable availability.

Sec. 911. Appropriation.

The Mayor and Council shall appropriate funds for the Department of Neighborhood Empowerment and for the startup and functioning of neighborhood councils for the first two years after the effective date of this Article. Funds shall be appropriated into a special fund to be established by ordinance. The Mayor and Council shall thereafter appropriate funds for the department and neighborhood councils at least one year in advance of each subsequent fiscal year.

Sec. 912. Review.

The Mayor and Council shall appoint a commission as prescribed by ordinance to evaluate the provisions of this Article, the Regulations adopted pursuant to this Article, and the efficacy of the system of neighborhood councils no later than seven years after the adoption of the Charter. The commission shall make recommendations to the Council regarding changes to the Charter or the Regulations, as it deems appropriate.

Sec. 913. Transfer of Powers.

Notwithstanding any other provision of the Charter, the Mayor and Council shall not transfer powers, duties or functions of the Department of Neighborhood Empowerment to any other department, office or agency pursuant to Section 514 during the first five years after implementation of the Plan pursuant to Section 905.

Sec. 914. Effect of Ordinances.

The Council may adopt ordinances concerning neighborhood councils consistent with requirements for the Plan set forth in Section 904 at any time, which ordinances shall supersede any inconsistent Regulations that have become effective pursuant to Section 905.

BY-LAWS OF THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL

Table of Contents

Article I	NAME.....	3
Article II	PURPOSE.....	3
Article III	BOUNDARIES.....	4
	Section 1: Boundary Description	
	Section 2: Internal Boundaries	
Article IV	STAKEHOLDER.....	5
Article V	GOVERNING BOARD.....	6
	Section 1: Composition	
	Section 2: Quorum	
	Section 3: Official Actions	
	Section 4: Terms and Term Limits	
	Section 5: Duties and Powers	
	Section 6: Vacancies	
	Section 7: Absences	
	Section 8: Censure	
	Section 9: Removal	
	Section 10: Resignation	
	Section 11: Community Outreach	
Article VI	OFFICERS.....	13
	Section 1: Officers of the Board	
	Section 2: Duties and Powers	
	Section 3: Selection of Officers	
	Section 4: Officer Terms	
Article VII	COMMITTEES AND THEIR DUTIES.....	14
	Section 1: Standing	
	Section 2: Ad Hoc	

Section 3: Committee Creation and Authorization	
Article VIII MEETINGS.....	19
Section 1: Meeting Time and Place	
Section 2: Agenda Setting	
Section 3: Notifications/Postings	
Section 4: Reconsideration	
Article IX FINANCES.....	20
Article X ELECTIONS.....	20
Section 1: Administration of Election	
Section 2: Governing Board Structure and Voting	
Section 3: Minimum Voting Age	
Section 4: Method of Verifying Stakeholder Status	
Section 5: Restrictions on Candidates Running for Multiple Seats	
Section 6: Other Election Related Language	
Article XI GRIEVANCE PROCESS.....	21
Article XII PARLIAMENTARY AUTHORITY.....	21
Article XIII AMENDMENTS.....	21
Article XIV COMPLIANCE.....	22
Section 1: Code of Civility	
Section 2: Training	
Section 3: Self-Assessment	
ATTACHMENT A – Map of Neighborhood Council.....	23
ATTACHMENT B - Governing Board Structure and Voting.....	24

ARTICLE I NAME

The name of this organization is the Sunland-Tujunga Neighborhood Council, hereafter referred to as the "STNC".

ARTICLE II PURPOSE

The purpose of the Sunland-Tujunga Neighborhood Council is to address issues that affect our community regarding the Governance of the City of Los Angeles by communicating with our stakeholders, allowing their feedback at our Neighborhood Council Meetings and representing our community's voice at City Hall. In order to fulfill the mission of the STNC, the following purposes and policies are established:

PURPOSES

1. To engage the broad spectrum of STNC stakeholders to collaborate and participate in matters affect the community, including events, issues and projects.
2. To work with other organizations in Sunland-Tujunga and with other Los Angeles neighborhood councils.
3. To promote STNC stakeholder participation and advocacy in Los Angeles city government decision making processes.
4. To propagate community awareness of available Los Angeles city resources.
5. To be an advocate of Sunland-Tujunga to government and private agencies.

POLICIES

1. To respect the will of the stakeholders of the STNC as the guiding influence of the STNC, subject to Department of Neighborhood Empowerment (hereinafter "Department") and legal constraints.
2. To consistently and diligently outreach to the diverse and changing Sunland• Tujunga community.
3. To respect the autonomy of all individuals, groups, and organizations in the community.
4. To be fair, open, and transparent in the conduct of STNC business.

ARTICLE III BOUNDARIES

Section 1: Boundary Description

- Starting at the Intersection of Wentworth St and the 210 Freeway
- Northeast along Wentworth St to Foothill Blvd
- Northeast along the northernmost property lines of all residential properties adjacent to the southern border of Angeles National Golf Club, including Oro Vista Park,
- Following the Eastern boundaries of the Angeles Golf Club North to the property lines of the Riverwood Ranch community.
- Continuing along the perimeter of the property lines until Ebey Canyon Rd.
- Following Ebey Canyon Road until Oro Vista Ave.
- Continuing in a straight line East until the Eastern most property lines of the Riverwood Ranch community
- Continuing South to Oro Vista Ave.
- Follow East on Oro Vista Ave to Big Tujunga Canyon Rd.
- East on Big Tujunga Canyon Rd to the boundary line of the City of Los Angeles
- Continue to follow the boundary line of the City of Los Angeles until it intersects with the 210 Freeway
- West along the center of the 210 Freeway, only to adopt the northbound lane, to the intersection of Wentworth and the 210 Freeway.

The boundaries of the Council are set forth in Attachment A - Map of Sunland-Tujunga Neighborhood Council.

Section 2: Internal Boundaries –

Region 1

- Starting at the intersection of Foothill Blvd and Wentworth St - Northwest along the northernmost property lines of all residential properties adjacent to the southern border of Angeles National Golf Club, including Oro Vista Park, to the intersection of Big Tujunga Canyon Rd and Mount Gleason Ave
- South on Mount Gleason Ave to Foothill Blvd
- West on Foothill Blvd to the intersection of Foothill Blvd and Wentworth St

Region 2

- Starting at the intersection of Big Tujunga Canyon Rd and Mount Gleason Ave - North along Big Tujunga Canyon Rd to the northernmost property lines of the residential properties on Dellmont Dr
- East along the northernmost property lines of the residential properties on Dellmont Dr to the eastern property line adjacent to Linda View PI
- South along said property line to the end of Seven Hills PI
- East along Seven Hills PI until it turns into Commerce Ave, then south along Commerce Ave to Foothill Blvd
- West on Foothill Blvd until Mount Gleason Ave

Region 3

- Starting at the intersection of Big Tujunga Canyon Rd and the northernmost property lines of the residential properties on Dellmont Dr - North along Big Tujunga Canyon Rd to the border of the City of Los Angeles
- South along the border of the City of Los Angeles, and following the border of the City of Los Angeles until it intersects with Foothill Blvd
- West on Foothill Blvd to Commerce Ave
- North on Commerce Ave until it turns into Seven Hills Pl, then continue on Seven Hills Pl until its terminus
- North along the eastern property line adjacent to Linda View Pl until the northernmost property lines of the residential properties on Dellmont Dr

Region 4

- Starting at the intersection Wentworth St and the 210 Freeway - North on Wentworth St to Foothill Blvd
- East on Foothill Blvd until it intersects with the border of the City of Los Angeles
- South on the border of the City of Los Angeles until it intersects with the 210 Freeway
- West along the center of the 210 Freeway, only to adopt the northbound lane, to the intersection of Wentworth and the 210 Freeway

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the neighborhood council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

- A. Stakeholder Rights
1. To vote to elect the Board of Representatives as specified in Article X.
 2. To participate in discussion on an action, policy, or position before the STNC.
 3. To participate in an advisory vote at any regular or special meeting.
 4. To make use of initiative, reconsideration, election challenge, recall and grievance procedures described in these by-laws.
 5. To participate as an elected Representative or Executive Officer, a Chairperson or a member on a Standing or Ad-Hoc Committee, and assist with the various activities of the STNC described in these by-laws.

B. Stakeholder Privacy – The STNC stakeholder database will be deemed confidential to the fullest extent of the law as permitted by the Public Records Act.

The STNC shall encourage all stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, citizenship status, or political affiliation in any of its policies, recommendations, or actions.

ARTICLE V GOVERNING BOARD

The Board of Representatives (“Board”) shall be the Governing Body of the STNC within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (“Plan”).

Section 1: Composition - The Board shall consist of twenty-one (21) Stakeholders elected, selected or appointed by the Board and/or Stakeholders. The Board is comprised of:

- Five (5) Executive Officers
- Seven (7) Stakeholder Group Representatives
- One (1) At-Large Community Interest Representative
- Eight (8) Geographical Representatives

The composition of the Board must be such that no one stakeholder group comprises a majority of the Board.

A. **Executive Officers** - There are five (5) Executive Officers, elected at large:

1. President
2. First Vice-President- Community Improvements
3. Second Vice-President- Outreach
4. Secretary
5. Treasurer

B. Stakeholder Group Representatives

Seven (7) Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of community stakeholders representing community organizations including but not limited to a religious institution, educational institution, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the STNC boundaries. The Community organization must continuously maintain a physical street address within the boundaries of STNC for not less than one year, and performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of STNC. No community organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee

C. At-Large Community Interest Representative

One (1) At-Large Representative shall be elected from stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 18 years of age or older at the time of election. The Community Interest Representative must participate on at least one committee.

D. Geographical Representatives

Eight (8) Geographical Representatives shall be elected from stakeholders who live (either homeowner, renter, or other fixed living arrangement), work, or own property in each of the following districts within the STNC boundary area:

1. North Sunland Region: North of Foothill Boulevard, from the western STNC domain boundary east to Mount Gleason Avenue and Big Tujunga Canyon Road.
2. North-West Tujunga Region: North of Foothill Boulevard, from Mount Gleason Avenue and Big Tujunga Canyon Road to Commerce Avenue and Seven Hills Drive.
3. North-East Tujunga Region: North of Foothill Boulevard, from the eastern STNC domain boundary west to Commerce Avenue and Seven Hills Drive.
4. South Sunland-Tujunga Region: South of Foothill Boulevard.

Two (2) Geographical Representative shall represent each region. Geographical Representatives shall represent the interests of the

stakeholders within their region. Geographical Representative shall maintain lines of communication with the various neighborhoods, businesses, and other organizations operating within their districts. Geographical Representatives shall actively outreach to stakeholder groups and individuals within their regions. One Geographical Representative from each region shall attend all Outreach Committee meetings.

Region boundaries shall be based upon population density, distinct neighborhoods within the community, and distribution of diverse populations and interests. It is expected that region boundaries may need to be changed over time, and that these changes will be made by means of bylaws amendments.

Section 2: Quorum – No meeting shall take place without the presence of at least eleven (11) of the twenty-one (21) members of the Board, constituting a quorum. A minimum of three (3) of the five (5) Executive Officers shall be required at STNC regular, special and Executive Committee meetings for a quorum to be present.

Representatives and Executive Officers shall not meet and discuss STNC business in numbers meeting or exceeding a majority of a quorum – six (6) out of eleven (11), except in regular, special and joint STNC meetings.

Section 3: Official Actions - The Board may vote on measures listed on the agenda. In general, a simple majority vote of the Board members present and voting, not including abstentions, is sufficient to pass a measure, with a tie being considered a failure to pass. Exceptions include bylaws amendments and removal of a Board member, which require a two-thirds (2/3) majority vote of the current seated Board.

Board members with a conflict of interest in a particular measure must recuse themselves from voting on it. Conflicts of interest shall be as defined in the City of Los Angeles ethics laws. Board members under the age of eighteen (18) are prohibited from voting on measures involving legal contracts or expenditure of monies.

Section 4: Terms and Term Limits - The normal term of office for all Board seats is two (2) years. A Board member may serve no more than two (2) terms in the same office, and may thereafter run for any other seat for which he/she is qualified for according to stakeholder, community interest or residency status. No stakeholder may serve in any combination of voting positions on the Board for more than eight (8) consecutive years.

Section 5: Duties and Powers - The Board shall establish policies and positions of the STNC at its regular and special meetings, and review and recommend actions to governmental and other entities on issues affecting the Sunland-Tujunga community. The Board shall also exercise all other authority granted to Neighborhood Councils by the City of Los Angeles.

- A. **Conflicts of Interest** - Board members shall not vote on measures with which they have a conflict of interest. A conflict of interest shall be as defined by the applicable City of Los Angeles ethics laws and policies.
- B. **Restriction on Political Campaigns** - The STNC shall not participate in, or interfere in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This restriction shall not be interpreted to forbid informational events such as candidates' forums, or announcement of such forums. If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, he or she must immediately resign from the Board.
- C. **Vote of Confidence** - If a Board member feels it necessary to do so, he or she may request a vote of confidence from the Board. This shall be conducted as a regular vote by the members of the Board, reflecting the Board's judgment of the conduct of the person requesting the vote. The vote shall be advisory only, with no particular result required.

Section 6: Vacancies - When a vacancy occurs the Secretary must announce that vacancy at its next regular meeting and is authorized to continue actively searching for a candidate to fill it until ninety (90) days prior to the next election. Appointees must meet the same eligibility requirements as the Board member who vacated the seat as set forth in Article V, Section 1.

Section 7: Absences – Any Board member having three (3) consecutive absences or four (4) absences in 12 consecutive months from General STNC meetings is considered to have tendered their resignation.

Section 8: Censure – The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations.

Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s)

and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.

4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion of censure.

5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

Section 9: Removal - Any Board member may be removed by the Neighborhood Council for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ Censure Policy.

Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be

delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty(30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.

5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.

7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:

a. The request must be in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10: Resignation - Any Board member may resign by submitting a written resignation to the President or Secretary. Notice of the resignation shall be posted and archived by the Secretary. The Board may opt to appoint a replacement for the resigned Officer or Representative if the resignation takes place more than sixty (60) days prior to the next regular election of Board members.

If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, or be appointed a City Commissioner he or she must immediately resign from the Board.

Section 11: Community Outreach - The STNC shall establish procedures for communicating with all stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board (“Officers”) shall include the following positions which, all together, comprise the Executive Committee: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. The Executive Officers shall form the Executive Committee of the Board.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board. There are five (5) Executive Officers elected at large:

A. **President** - Shall chair regular, special and Executive Committee meetings and shall be the STNC representative to other Los Angeles neighborhood councils and to the Los Angeles City Council, or may delegate someone to represent the STNC to these bodies.

B. **First Vice President** - First Vice President, Community Improvement - Shall perform the duties of the President when the President is unavailable or otherwise unable to preside at Agenda or Board meetings. He/She shall be the liaison between the Board and STNC/community improvement projects.

He/She shall assist Standing and or Ad Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member. The First Vice-President shall carry on the duties of the Treasurer should there be no Treasurer or the Treasurer be incapacitated.

In the event that the President position is vacated, the First Vice President shall preside over the appointment process as described in Article 5 Section 6 to select a new President to serve out the remainder of the term; the new President must be chosen from those current board members who have served a minimum of twelve months on the current Board.

- C. **Second Vice President** –Outreach- Shall chair the Outreach Committee. He/She shall assume the duties of the President when both the President and First Vice President are unable to do so.

- D. **Secretary** - Shall fulfill correspondence duties at the direction of the President, including, but not limited to, correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City government agencies. He/She will be responsible for maintaining the contact lists of STNC Board and committee members and stakeholders, and shall coordinate with the staff to ensure the timely posting of notices of Board meetings, committee meetings, elections, and other items of interest to the STNC community. He/She shall take minutes at the Agenda and Board meetings in the absence of the appointed minute taker. The Secretary shall be the STNC Officer of Service.

- E. **Treasurer** - Chairs the Budget and Finance Committee. Oversees the finances of the Neighborhood Council to assure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements. Submits financial reports to the Board of Officers at every regular meeting. The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP) requirements and shall file the Department’s required reports and all other paperwork and reports required by the Department in a timely manner.

Executive Officers are expected to act in the interest of the STNC and the Sunland- Tujunga community as a whole.

Section 3: Selection of Officers - Officer positions are elected during the elections of the STNC.

Section 4: Officer Terms - The normal term of office for all Executive Officers is two (2) years or until the next election. An Executive Officer may serve up to two (2) consecutive terms in any particular office, and may thereafter run for any other seat for which he/she is qualified by stakeholder group or residency status.

ARTICLE VII COMMITTEES AND THEIR DUTIES

STNC stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee President. Unless otherwise stated in these bylaws committees may only make recommendations to the Board

Section 1: Standing Committees - Standing Committees must meet at least once every other month and are subject to the Brown Act. Standing Committee meetings must be public and must be posted at least seventy-two (72) hours in advance with an agenda. Minutes of the meeting must be recorded and archived, and must be made available for public inspection.

- A. **Executive Committee** – This committee consists of the five (5) Executive Officers. The Executive Committee:
- Meets at least once per month.
 - Is chaired by the STNC President.
 - Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
 - Recommends actions to the Board.
 - May refer agenda items to committees for action.

A quorum of the Executive Committee is three (3) of the voting members, and at least three (3) votes in favor or at least three (3) votes against an issue are required to achieve consensus. Unless otherwise stated in these By-Laws the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. The President, acting for the Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings.

- B. **Outreach Committee** – This committee is considered to be a permanent and on-going function of the STNC consisting of stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Outreach Committee:
- Meets at least once per month.
 - Is chaired by the Second Vice President.
 - Has 5 Board members, consisting of the Second Vice President, and (1) Geographical Rep from each of the four Regions.
 - Has up to 10 non-board stakeholder members
 - Makes Geographical Representatives responsible for outreach to their respective regions.
 - Is expected to make regular and continuing efforts to inform and solicit input and STNC participation from the diverse elements of the community.
 - Performs outreach on its own volition and by direction of the Board, and reports its actions to the Board.
 - Performs Press Relations and Social Media duties.

The Outreach Committee shall be comprised of the second Vice President of Outreach, one (1) Geographical Rep from each of the four Regions and up to 10 non-board Stakeholder members. A quorum of the Outreach Committee meeting consists of four (4) Committee members. A Majority vote of the Committee members present at a meeting is sufficient to achieve consensus on an issue. It is

responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting agendas and to assign duties to the Committee members in order to implement these policies and directives.

C. **Budget and Finance Committee** - This committee consists of the Treasurer and four (4) other stakeholders who may or may not be Board members, who shall be appointed by the Board. At least one (1) of the Committee members should be, but is not required to be, also a member of the Outreach Committee. The Budget and Finance Committee:

- Meets at least once per month.
- Is chaired by the STNC Treasurer.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings unless the meeting has been posted as a special joint board and committee meeting.
- Investigates and pursues special funds available through the City for special projects.
- Generates a financial plan for each fiscal year, showing planned income and expenditures.
- Keeps the plan current and issues reports to the Board.
- Receives, reviews, and submits stakeholder and committee requests to the Board for funding consideration.

A quorum for a Budget and Finance Committee meeting consists of three (3) members, including at least one (1) Board member. At least three (3) votes in favor or three (3) votes against an issue are required to achieve consensus. The Budget and Finance Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

D. **Land Use Committee** - This committee consists of stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Land Use Committee:

- Meets at least once per month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Sends Committee members to attend Planning Commission meetings and other meetings dealing with city development and land use.
- Meets with representatives of prospective new businesses in the community and negotiates with those representatives to promote community standards of architecture, appearance, and preservation of scenic areas.

- Issues reports and recommendations to the Board on issues and developments within its purview.

The Land Use Committee shall contain eleven (11) full members and four (4) alternates, appointed by the Board. A quorum for a Land Use Committee meeting consists of seven (7) members, and at least six (6) votes in favor or at least six (6) votes against an issue are required to achieve consensus. The alternates shall be called on to vote in the absence of full members of the Committee. The Land Use Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set the meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

E. Community Improvement Committee-The mission of the Community Improvement Committee is to address issues of community improvement including those of economic or legislative impact and present recommendations to the STNC Board.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

F. Beautification Committee-The mission of the Sunland-Tujunga Beautification Committee is to improve the visual quality and enhance the beauty of Sunland-Tujunga. The Committee will plant trees, organize public art projects, establish gardens, and conduct clean-up activities. We will also educate and engage residents and businesses in beautification projects that benefit and give back to the community.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

G. Sunland Tujunga Arts Recreation and Culture Committee- The Arts, Recreation & Culture Committee nurtures and promotes artistic endeavors and cultural events within the community; provides a resource for and expands the awareness of the growing diversity of our neighborhoods. works to provide local artists and cultural organizers with the nexus of public space, venues and available

support to aid in the achievement of relevant projects. The committee also encourages the use and preservation of existing recreation space and advocates for future funding and expansion as a necessary means for the growth of social interaction among our community.

- Meets at least once every other month
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

H. Safe Traffic and Transportation Committee-The Safe Traffic and Transportation Committee's purpose is to represent the community's needs and interests regarding traffic safety and related transportation issues in our community, and to communicate and represent them to City and State officials to make needed changes.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

Section 2: Ad Hoc Committees – Ad-Hoc Committees may be established as deemed appropriate by the Board, to carry out the work of the STNC. An Ad-Hoc Committee will be automatically dissolved when their task is completed or one year after inception. They may be renewed. Committees may meet when and as needed, but are subject to the requirements of the Brown Act regardless of whether or not they are comprised only of STNC Board members. Ad Hoc Committees shall be terminated automatically if they have not met in 90 days.

Section 3: Committee Creation and Authorization – Additional Standing Committees may be established or dissolved by the Board at any time and will be added to the Standing rules. With the exception of the Executive Committee and unless otherwise specified in these bylaws, the Board shall appoint any and all committees and committee chairs, and ratify all committee members. Removal of committee chairs or committee members shall be by a two thirds vote of the Board unless stated otherwise in these bylaws. Each standing committee must have at least one (1) Board member appointed to it and this Board member must be present for the Committee to formally take action.

ARTICLE VIII MEETINGS

All meetings shall be conducted in accordance with the Brown Act and the Neighborhood Council Agenda Posting Policy. Ongoing outreach shall be performed to inform stakeholders of meetings.

Section 1: Meeting Time and Place - All meetings shall be held within Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. **Regular Meetings** - Regular STNC meetings shall be held once per calendar month, where possible, with no fewer than ten (10) regular meetings held per calendar year and with no more than one (1) calendar month skipped in sequence.
- B. **Special Meetings** - Special meetings of the Board will not permit advance notice for an agenda meeting, and so the agendas for special meetings shall be set by the President.

Section 2: Agenda Setting - The Executive Committee shall establish the agendas for regular STNC meetings at Executive Committee meetings called for that purpose. These agenda meetings shall be open to the public and subject to the requirements of the Brown Act.

Stakeholders may force the Board to consider a measure by means of an initiative. Proponents of a measure must draft the measure that they wish to see passed, and obtain the signatures of at least fifty (50) validated stakeholders. The drafted measure and signatures must then be submitted to the secretary. The Executive Committee is then required to place the item on the agenda of the next regular meeting of the STNC within sixty(60) days, or to call a special meeting if it deems it appropriate to do so. At the meeting the measure may be discussed and debated, and then voted upon by the Board or referred to committee. As with other measures before the Board, reconsideration is permitted. An initiative that fails to pass may not be re-submitted until after the next election of Board members. An initiative may not be submitted for a measure already considered by the Board during the current elective term, except for a reconsideration initiative.

Section 3: Notifications/Posting – Agendas shall be posted in at least one (1) twenty-four (24) hour accessible physical location and the STNC website in compliance with City policy. Agendas must be posted and emailed to the STNC email database and to the Department at least seventy-two (72) hours before regular meetings and twenty-four (24) hours before special meetings.

Section 4: Reconsideration - The Board may reconsider and amend its action on items listed on the agenda if reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either occasion, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action,

then two (2) items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter, and (2) a proposed action, should the Motion be approved. A Motion for Reconsideration can only be made by a Board member who previously voted on the prevailing side of the original action taken, or by a stakeholder initiative as described in Article VIII, Section 2. If a Motion for Reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action who wishes to initiate a reconsideration must submit a memorandum to the Secretary identifying the matter to be reconsidered, as well as a brief description of the reason(s) for requesting reconsideration, at the next regular meeting.

ARTICLE IX FINANCES

The STNC agrees to comply with all financial accountability requirements as specified by City Ordinance 174006 and the Plan for a Citywide System of Neighborhood Councils, and as stated in the certification application. STNC further agrees to comply with all reporting requirements as prescribed by the Department. The Treasurer shall comply with the accounting requirements of GAAP.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The STNC's election will be conducted pursuant to all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting - The number of Board seats, eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status by providing acceptable documentation.

Section 5: Restrictions on Candidates Running for Multiple Seats - A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

Section 6: Other Election Related Language - Because the Groups that are being represented are at least as important as the person representing them, it is imperative that Stakeholder Group Representative candidates provide proof that they are supported in their candidacy by the group they propose to represent and that this organization/group affirms that the candidate does regularly attend monthly meetings at the location/branch of the organization that is located within the STNC boundaries.

ARTICLE XI GRIEVANCE PROCESS

Any STNC stakeholder who is adversely affected by a decision of the Board, or who feels the conduct of the Board is not in accordance with the governing principles, may submit a written grievance to the Board Secretary. An appointed Grievance Committee shall review the grievance and advise the stakeholder of the outcome within thirty (30) days of the submission. Submitted grievances must be announced by the Secretary at the next regular meeting of the STNC. If a Board vote is required to resolve the grievance, it should be held at this meeting. If the stakeholder is not satisfied with the outcome, he or she may then petition the Department for mediation. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The conduct of meetings shall be based on the following four standards, in decreasing order of priority:

- Any and all applicable laws, including the Brown Act
- Bylaws
- Standing Rules
- Robert's Rules of Order, Newly Revised

The President may appoint an unbiased parliamentarian. The Parliamentarian shall advise the President on parliamentary rules.

ARTICLE XIII AMENDMENTS

Amendment of bylaws requires approval of both the Board and the Department. An amendment may be initiated by a Board member as an agenda item request, or by a stakeholder via the initiative process. The amendment shall then be placed on the agenda of the next regular STNC meeting, or the Executive Committee may call a special meeting of the STNC if it is deemed appropriate. A two-thirds (2/3) majority vote of the entire Board at least fifteen (15) votes in favor – is required to approve an amendment. After an amendment is approved, it must be submitted to the Department along with a statement of ratification by the Board. When approval of the amendment is received from the Department, the amendment becomes part of the bylaws.

ARTICLE XIV COMPLIANCE

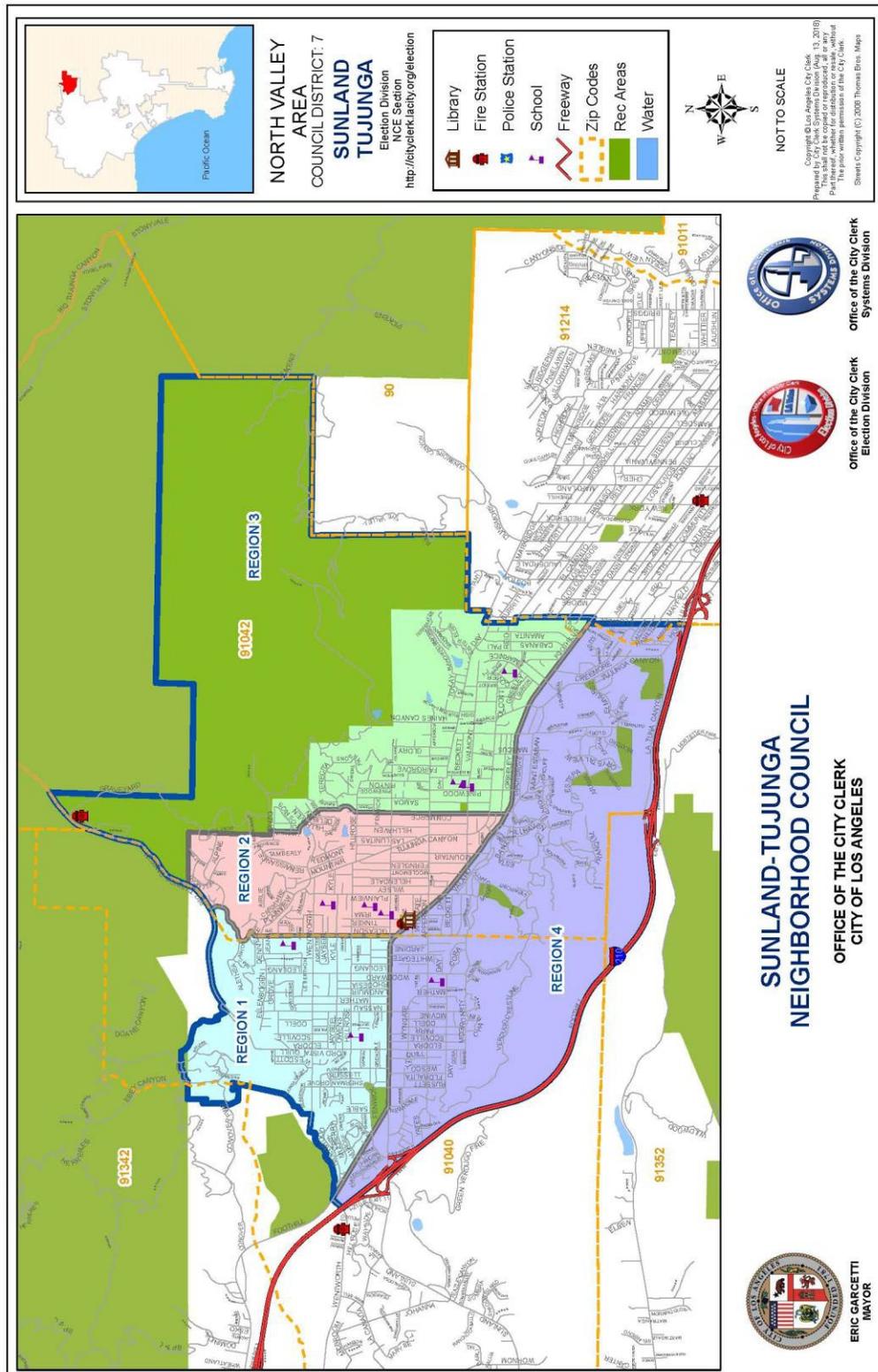
The STNC shall be subject to any and all applicable sections of the City of Los Angeles governmental ethics ordinances, including Los Angeles Municipal Code Section 49.5.1. All applicable laws of local, state, and federal government shall be the minimum ethical standard for STNC, its Board, and its stakeholders.

Section 1: Code of Civility - The STNC, its representatives and all Stakeholders shall conduct all STNC business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training - All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment - Intentionally left blank.

ATTACHMENT A – Map of Sunland-Tujunga Neighborhood Council



STNC Bylaws 110520

ATTACHMENT B – Governing Board Structure

Sunland-Tujunga Neighborhood Council – 21 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of election.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
First Vice-President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of election.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Second Vice-President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of election.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Secretary Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of election.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Treasurer Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of election.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Stakeholder Group Representatives Term: 2 Years	7	Elected	Stakeholders who are 18 years of age or older at the time of election. Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of stakeholders in the community representing community organizations including but not limited to a religious institution, educational institution, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the STNC boundaries. No organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
At-Large Community Interest Representative Term: 2 Years	1	Elected	Stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 18 years of age or older at the time of election. The At-Large Community Interest Representative must participate on at least one committee.	Stakeholders who live, work, or own property within the STNC boundaries or those who declare a stake in the neighborhood as a community interest stakeholder, and are 16 years of age or older.
Region 1 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 1 and are 18 years or older at the time of election.	Stakeholders who live, work or own real property in Region 1 and are 16 years of age or older.
Region 2 Representative Terms: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 2 and are 18 years or older at the time of election.	Stakeholders who live, work or own real property in Region 2 and are 16 years of age or older.
Region 3 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 3 and are 18 years or older at the time of election.	Stakeholders who live, work or own real property in Region 3 and are 16 years of age or older.

Region 4 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 4 and are 18 years or older at the time of election.	Stakeholders who live, work or own real property in Region 4 and are 16 years of age or older.
--	---	---------	--	--

RESOLUTION

Be it resolved that the Board of Neighborhood Commissioners amends the following policy:

NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY

POLICY NUMBER: 2014-2(1)

....

WHEREAS, the Board of Neighborhood Commissioners (Commission) established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders on January 26, 2013, to recommend changes to the Plan for a Citywide System of Neighborhood Councils;

WHEREAS, the Commission believes the following Code of Conduct (Attachment A) will address some of the concerns and recommendations of the Working Groups;

WHEREAS, the Commissioners recognize that a Neighborhood Council System that is physically and emotionally safe and secure for all Board Members promotes good citizenship, increases Stakeholder attendance and supports community engagement;

WHEREAS, Neighborhood Councils are required under Article II of the Plan for a Citywide System of Neighborhood Councils to be diverse, inclusive and open to all Stakeholders;

WHEREAS, the Commission expects Board Members to conduct themselves in a manner in keeping with an established Code of Conduct and with a proper regard for the rights and welfare of other Board Members, Stakeholders, Committee Members, and volunteers;

WHEREAS, the Commission recognizes that improper conduct may occur within the Neighborhood Council System and among members of Neighborhood Councils;

WHEREAS, the Commission expects Board Members to reaffirm their commitment to the Code of Conduct every 2 years.

WHEREAS, Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners "shall be responsible for policy setting and policy oversight and the promulgation of rules and regulations but not be responsible for day-to-day management."

Now, therefore, be it resolved that the Board of Neighborhood Commissioners amends this policy to inform Neighborhood Council members of that type of conduct which this Commission and others deem harmful to the Neighborhood Council system.

RESOLUTION

POLICY NUMBER:

2014-2(2)

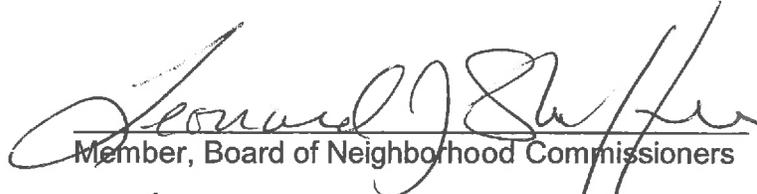
1. Neighborhood Council Board Members are required to either, read and sign a copy of the Code of Conduct attached as Exhibit "A" or participate in training approved by the Department of Neighborhood Empowerment (Department).
2. As of November 1, 2016, every Neighborhood Council Board Member, who has not signed the Code of Conduct in 2016, whether elected, selected or appointed, shall provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature or participate in training approved by the Department. Thereafter, every Neighborhood Council Board Member shall be required to re-sign the Code of Conduct or participate in training approved by the Department every two years.
3. On or after November 1, 2016, a newly elected, selected, appointed or re-elected Neighborhood Council Board Member shall provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature, or participate in training approved by the Department within 30 days of the election or selection being certified by the Department or within 30 days of selection or appointment to the board. All new Neighborhood Council Board Members shall renew their Code of Conduct every two years thereafter.
4. Any Neighborhood Council Board Member who fails or refuses to review, sign, date and provide a copy of the attached Code of Conduct to the Department or participate in training approved by the Department within the abovementioned time frames shall be suspended from their Neighborhood Council and shall not act on any matter that comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council.
 - a. The Department shall notify the Board Member of their suspension by sending a letter to their last known email address and/or physical mailing address.
 - b. The Department shall also notify the remainder of the Board Members by email and/or U.S. mail of the suspension of the Board Member.
5. If within 30 days of being suspended the Neighborhood Council Board Member does not provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature or participate in training approved by the Department they shall be removed as a Neighborhood Council Board Member by the following procedures:
 - a. The Department will notify the Board Member of their removal by sending a letter to their last known email address and/or mailing address.

RESOLUTION

- b. The Department will also notify the remainder of the Board Members by email and/or U.S. mail regarding the removal of the Board Member and that the Board Member's position on the board shall be considered vacant.
- c. Any Board Member removed pursuant to this policy shall have the right to present to the Department evidence that he or she has in fact complied with this policy. The Department shall be the sole decision maker as to the sufficiency of the evidence submitted.

RESOLUTION

Moved by:


Member, Board of Neighborhood Commissioners

Seconded by:


Member, Board of Neighborhood Commissioners

Witnessed by:


Staff, Department of Neighborhood Empowerment

VOTES

AYES: _____

NAYS: _____

DATE: 10/4/16

RESOLUTION

ATTACHMENT A

1. Neighborhood Council Board Members should conduct themselves in a professional and civil manner.
2. Neighborhood Council Board Members should treat other Board Members and members of the public with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowner status, renter status or political affiliation.
3. Neighborhood Council Board Members should not, during meetings, functions or events engage in or threaten to engage in any physical attack on any other individual.
4. Neighborhood Council Board Members should not use language that is threatening, obscene, or slanderous, including profanities, insults or other disparaging remarks or gestures directed toward other Board Members.
5. Neighborhood Council Board Members should promote and, if necessary, enforce a safe meeting environment. If other Board Members become disruptive or violate the Code of Conduct Neighborhood Council Board Members have agreed to abide by, Board Members should demand that the offending Board Member conduct themselves in a respectful and orderly manner.
6. Neighborhood Council Board Members should not engage in "bullying" or harassment which is generally defined as follows:
 - a) "Bullying" is conduct that meets all of the following criteria:
 - i. is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
 - ii. is directed at one or more Board Members;
 - iii. is conveyed through physical, verbal, or technological means;
 - iv. substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;
 - v. adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities

RESOLUTION

by placing the Board Member in reasonable fear of physical harm or by causing emotional distress; and,

- vi. is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.

b) "Harassment" is conduct that meets all of the following criteria:

- i. is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- ii. is directed at one or more Board Members;
- iii. is conveyed through physical, verbal, or technological means;
- iv. substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;
- v. adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities because the conduct, as reasonably perceived by the Board Member, is so severe, pervasive, and objectively offensive as to have this effect; and,
- vi. is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.

I have read and understand the Neighborhood Council Board Member Code of Conduct. I understand that if I fail to provide the Department of Neighborhood Empowerment with a signed and dated copy of this Neighborhood Council Board Member Code of Conduct I may be subjected to suspension and/or removal from my Neighborhood Council Board.

Name (Please Print) _____

Signature _____

Date _____

Neighborhood Council _____

THE BROWN ACT AND NEIGHBORHOOD COUNCILS

What is the Ralph M. Brown Act?

The Brown Act is a California state law governing open meetings for local governmental bodies. The Brown Act (also "Act") is contained in the Government Code at § 54950 *et seq.*, and establishes rules designed to ensure that actions and deliberations of commissions, boards, councils and other public bodies of local agencies are taken openly and with public access and input.

Why are Neighborhood Councils subject to the Brown Act?

The Brown Act governs the meetings of all local "legislative bodies," that is, all multi-member councils, boards, commissions, committees and the like, of a local governmental agency. Bodies created by charter, ordinance, or the formal action of another legislative body are covered by the Act. Neighborhood Councils are covered by the Brown Act because the City Charter created the system of Neighborhood Councils, which required the approval of a plan to implement the system, and an ordinance to implement that plan. The ordinance provides for the City to certify and otherwise recognize Neighborhood Council as an official component of the City. This combination of features, *i.e.*, the Charter-created system and adoption of the plan and ordinance, satisfies the "creation by charter, ordinance or formal action" test of the Act. Thus, meetings of Neighborhood Councils are covered by the Act.

What constitutes a meeting of a Neighborhood Council?

A meeting of your Neighborhood Council will occur when a majority of the members of your board, or whatever term your bylaws use to define its "governing body," meets at the same time and place to *hear, discuss, or deliberate* upon any matter under the subject matter jurisdiction of your Neighborhood Council. The jurisdiction of your Neighborhood Council will be broad since Neighborhood Councils are advisory bodies to *all* of the City decision-makers. Some Neighborhood Councils may have defined particular areas of importance to them in their bylaws, so those areas will also provide guidance as to the Neighborhood Council's jurisdiction.

Many Neighborhood Councils' bylaws state that decisions of their governing body are made by a majority of the total number of board members. Others state that decisions are made by a majority of the number of board members *present* at the meeting. Still others state that decisions are made by action of a majority of the board's *quorum*. If your bylaws provide that some number *less* than a simple majority of the board can make a decision on behalf of the Neighborhood Council,

the gathering of that group of people is an official meeting under the Act.¹ The least number of persons under your bylaws who can take an official action for your Neighborhood Council is the number to be aware of for purposes of complying with the Act. Meetings subject to the Act may lawfully be held only if the notice and agenda requirements discussed in this paper are followed.²

One might think that the Brown Act applies only when a board is making decisions at a public meeting. In fact, the Act also applies when a majority of your Neighborhood Council board meets to simply *discuss, deliberate* or *acquire* information about a matter within your Neighborhood Council's subject matter jurisdiction.

A meeting may also include a conference or retreat attended by a majority of Neighborhood Council board members. If a conference (or similar gathering) is open to the public, involves issues of general interest to the public or to a number of public agencies, it is not a meeting subject to the Act. Thus, Neighborhood Council board members are free to attend so long as the majority of board members do not discuss among themselves, other than as part of the scheduled program, specific issues within the Neighborhood Council's jurisdiction. However, Neighborhood Council retreats are subject to the Act because, by definition, they do not involve a number of different public agencies but rather, would likely involve issues relating solely to the Neighborhood Council. Thus, the public must be allowed to attend, and the retreat would be subject to the Act's notice requirements, as described below.

If your Neighborhood Council decides to hold a lunch or dinner meeting, where Neighborhood Council matters will be discussed, the lunch or dinner meeting must be noticed as a meeting of the Neighborhood Council, and the public must be allowed to attend, without having to pay for the lunch or dinner although they need not receive the meal.

Committee meetings. Neighborhood Council committee meetings may also be subject to the Act's notice and agenda requirements. Standing committees, which are committees having a continuing jurisdiction over a particular subject matter, are subject to the Act, even if the committee comprises less than a majority of board members or includes or is comprised of only stakeholders from your Neighborhood Council. If your bylaws have created several standing committees, these will be subject to the Act's provisions.

¹ Accordingly, whenever this paper uses the term "majority" to define a meeting, we include the term "quorum" as well.

² Less than a majority of board members may meet together or over the phone or by e-mail to discuss a subject within the jurisdiction of the Neighborhood Council without having to comply with the Act.

In addition, interim boards acting on behalf of the Neighborhood Council after certification but prior to the initial election or selection of the board are subject to the Act.³

Ad hoc or temporary committees created by the board from among its members and numbering less than a majority are normally not subject to the Act's posting and notice requirement. Generally, a temporary committee is designed to address a specific issue for a limited time and report back to the full board. As long as the committee is made up of *only* less than a majority of your Neighborhood Council board members and the committee is of a temporary nature, the committee will not be required to notice and post its meetings. However, if you include *any* non-board member on a temporary committee, the meetings must be noticed and posted. Unlike the Neighborhood Council's governing board, standing committees and temporary committees that are subject to the provisions of the Act, do not need to establish a regular time and place for their meetings.

In addition, there are Brown Act concerns involving informal gatherings, serial meetings and Neighborhood Council special elections, initiatives or referenda, see discussion below.

Informal gatherings. Since Neighborhood Council board members are also stakeholders within the community, it is likely that they will have occasion to gather informally at picnics, block parties, fund-raisers, and a variety of other community events. Not every gathering of a majority of Neighborhood Council board members will necessarily constitute a meeting under the Act. Informal social gatherings of board members are not meetings and Neighborhood Council board members do not need to comply with the provisions of the Act. However, even at these purely social occasions, a majority of the board may not gather together to discuss matters within the Neighborhood Council's jurisdiction and must guard against discussing matters that are likely to come before your Neighborhood Council.

Serial meetings. The Act also prevents, what courts have called, "serial meetings," conducted by a majority of your board members to develop a consensus on a matter coming before your Neighborhood Council. This prohibition exists because the Act's main goal is to ensure that the public's business is in fact conducted *in public*. A serial meeting is a series of separate communications that ultimately involves a majority of a legislative body. The Act prohibits this type of communication if it contributes to the development of an agreement among the majority on any particular item.

³ Many Neighborhood Councils did not create an interim board, but allowed the people who are listed on the original certification as "contact people" to be the liaisons with the Department, until a board is elected or officially selected. The gathering of those individuals would not constitute a meeting of a legislative body unless they engage in making decisions on behalf of their Neighborhood Council.

For example, assume you have an 11-person board, your board's quorum is 6 people and your board takes action by a majority of the entire board, a chain of communications between six of those members could result in a serial meeting in violation of the Act. This can occur either if one person contacts the other five members or if, for example, member A contacts member B who contacts member C, *etc.*, until six or more of the board members have discussed and agreed to the action they want to take on a particular item. These types of communications are prohibited under the Act.

The Act also prohibits board members from communicating via e-mail and through other technological devices to assist a majority of the board in arriving at any decision. Therefore, as noted earlier, you must always be aware of the least number of board members under your bylaws who can take official action on behalf of your Neighborhood Council and be particularly cautious of communicating by telephone, fax, or e-mails with a majority of your members on matters of substance coming before your Neighborhood Council. However, communications between board members and an executive officer, such as a Secretary, to discuss times or dates for a future meeting, and placement of matters on the agenda, and the availability of board members to assess whether an upcoming meeting will have a quorum, may occur without violating the Act. Similarly, merely sending or receiving a written communication to or by a majority of the board members (including an e-mail), does not result in a serial meeting in violation of the Act if the communication becomes a public record and there is no *exchange* of these communications among board members on a substantive issue coming before your Neighborhood Council. A majority of board members should also refrain from circulating motions, proposals and similar documents among themselves for review and signature other than at a noticed public meeting.

In addition, a serial meeting may occur through the use of an intermediary. Thus, you cannot use any person to poll a majority of the Neighborhood Council board members to gain a consensus on an item coming before the council, ask a third party to communicate among the board to obtain a consensus, or use intermediaries to accomplish the actions that you are directly prohibited from undertaking.⁴

⁴ The Act does allow City staff members to engage in "separate conversations or communications outside of a meeting with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that staff member does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body." Section 54952.2 (b) (2), as amended 2008.

Special Elections, Initiatives, Referenda, Officer Elections. Some Neighborhood Councils hold special elections on an “election day” to fill vacancies, or conduct elections for initiatives or referenda where a Neighborhood Council when stakeholders, including board members, cast votes for the matter before them. These types of elections which envision using a ballot to cast votes anonymously, *i.e.*, “secret ballots”, would not constitute a “meeting” under the Act as long as no other Neighborhood Council business is conducted. However, if any type of Neighborhood Council business is to be conducted at the venue for the special election, the entire election would be subject to the Act, unless there is a clear and absolute demarcation between the election and the business meeting. Otherwise, traditional secret balloting is not allowed since the Brown Act prohibits voting by secret ballot and all voting would have to occur openly where the person’s voting choices are readily ascertainable.

Some Neighborhood Councils provide for their *officers* to be elected by the Neighborhood Council board members, rather than by a general vote of the stakeholders. This election does not occur at an election day, but instead at a public meeting, which must be held in compliance with the Act. At that meeting where the officers are to be elected, an item should appear on the agenda for the election of officers and the election may *not* be conducted by secret ballot. The votes must be recorded openly, either by voice, hand vote or by a written ballot that can be identified to the voter and the results must be publicly tallied. ⁵

What type of rules will govern the conduct of Neighborhood Council meetings under the Act?

Regular meetings. The Act requires that Neighborhood Councils hold their meetings at a regular time and place. The Plan for a Citywide System of Neighborhood Councils (“Plan”) provides that every Neighborhood Council must meet at least quarterly. Your council may, of course, choose to meet more often than the minimum time set forth in the Plan. Your council should already have included the minimum meeting requirement in your bylaws and you must establish, either in your bylaws, or subsequently adopted Rules of Order, a rule establishing the time and place of your board’s regular meetings.

Open meetings. The Brown Act specifically requires that your meetings must be open to the public. ⁶ This means open not only to your Neighborhood Council stakeholders, but to any member of the public. Your Neighborhood Council may not charge a fee for admittance, nor can you require members to sign in or identify

⁵ The Attorney General has opined that “members of a [legislative] body may cast their ballots either orally or in writing so long as the written ballots are marked and tallied in open session in a way that identifies the voter and how s/he voted and the ballots are disclosable public records. See, 59 Ops Atty. Gen 619 (1976).

⁶ The Plan requires that Neighborhood Council operate in compliance with the Act.

themselves as a condition of attending a meeting.⁷ Use of speaker cards to organize the order of people who wish to speak is allowed without violating the prohibition of requiring people to register to attend a meeting. However, a Neighborhood Council may not prohibit a member of the public from speaking if s/he refused to fill out a speaker card. Discussion and deliberation of agenda items by your council's board must be done openly - no secret ballots or secret deliberations are allowed. Again, the purpose of these requirements is to allow members of the public to hear and observe the proceedings. Finally, meetings may not be held in facilities that are inaccessible to disabled persons or in facilities that prohibit the admittance of any persons on the basis of race, religious creed, color, national origin, ancestry or sex.

Location of meetings. The Brown Act provides that regular and special meetings must be held within the boundaries of the territory over which the legislative body has jurisdiction. This means that your Neighborhood Council meetings must be conducted within the City of Los Angeles and must be held within the boundaries of your Neighborhood Council area. However, there are provisions allowing for the occasional "field trip" outside your boundaries and other limited exceptions. The Act also allows Neighborhood Council meetings to be held by teleconference. A teleconference is a meeting where your council members are not all at the same location and are connected by electronic means, through either audio or video or both. During a teleconferenced meeting, board members may discuss and vote on agenda items. However, the Act has strict requirements governing how teleconferenced meetings may occur:

- ▶ Agendas must be posted at *all* teleconferencing locations, all of which must be listed on the agenda;
- ▶ Members of the public must be allowed to attend any of the teleconferencing locations and to address the Neighborhood Council board directly at any of the locations;
- ▶ At least a quorum of the Neighborhood Council board shall participate from teleconferencing locations within the Neighborhood Council area;
- ▶ The Neighborhood Council must comply with all other provisions of the Brown Act.

⁷ For voting or membership identification purposes, although we recommend against any process that discourages stakeholder participation, it is appropriate for your group to create a registration form to identify your stakeholders as members of the Neighborhood Council, if you choose. However, if a registration form is posted or circulated at a meeting, *it must clearly state that completion of the document is voluntary and not a precondition for attendance.*

Notice and agenda requirements.

Regular meetings. The agenda for a regular meeting must set forth the time and place of your meeting and must be posted *at least* 72 hours before the meeting.⁸ The agenda must list all items that will be discussed or acted upon by your Neighborhood Council. That listing should be described in an informative way so that board members and the public understand the general nature of the agenda item and can make an informed decision whether to attend the meeting or not. The Brown Act provides that this description need not exceed 20 words, but you are certainly free to use more words if necessary. The goal of the description is to provide a reasonably clear understanding of what is to be considered by the board at its meeting.

You may include general categories on your Neighborhood Council agendas, such as “General Announcements” or “Correspondence” or “Committee Reports.” However, if a committee of your Neighborhood Council plans on making a particular recommendation to the board, that report should be listed specifically with a reference to the committee’s recommendation. The same would be true if your Neighborhood Council is making a recommendation about a particular project or issue that it wants to formally communicate to the City decision-makers. Those matters should be separately listed on the agenda with enough information to identify the project, such as the address, type of project, *etc.* Neighborhood Councils are limited to acting on (as well as discussing) only those matters which have been listed on the agenda, with limited exceptions which are described below.

Special meetings. The agenda for a special meeting (and the call and notice for it) must be posted, stating the time and place of the meeting, *at least 24 hours* prior to the special meeting and provided to each local newspaper, radio, or television stations that has requested in writing to be provided with these notices. Only matters that are on the agenda for that meeting may be discussed at that meeting. Your bylaws should specify whether your Neighborhood Council may hold special meetings. The Brown Act provides that special meetings may be called by the presiding officer of your Neighborhood Council or by a majority of the board members by delivering written notice to each board member of the council.

Emergency meetings. The Act allows emergency meetings to be called under specified circumstances without having to comply with either the 24-hour notice, one-hour notice, or posting requirements.⁹ *However, Neighborhood councils will*

⁸ The 72 hours *may* be calculated to include Saturdays and Sundays but the location you choose must be accessible during these weekend hours so that the agenda may be viewed.

⁹ Those circumstances include a dire emergency or crippling disaster justifying a legislative body to take action to protect the health and safety of the community and are designed to apply to bodies of the City such as the City Council to take immediate action to avoid “the disruption of public facilities.”

never have the need to call an emergency meeting within the definition of the Act and should not invoke this section.

Exceptions to the agenda requirement. The general rule is that a matter may not be discussed or decided unless it is listed on the agenda. *This is very important, but there are exceptions to this broad rule:*

a) *Board Member Comments*

▶ board members may make very limited comments and *briefly* respond to statements made or questions posed by persons exercising their general public comment rights (*no action may be taken on matters brought up during general public comment*); board members may make a *brief* announcement or a *brief* report on his or her own activities; and board members may take action to direct their secretary (or whoever is in charge of placing items on the agenda) to place a specific matter on the agenda for a future meeting; *Note: It is preferable, if your Neighborhood Council wants to take board member comments, to have an item on your agenda called "Board Member Comments" as part of the agenda, even though the specific discussion under these parameters will not be known in advance of the meeting.*

b) *Continuances*

▶ if an item was posted pursuant to the Act for a prior meeting of the Neighborhood Council occurring not more than five calendar days prior to the date action is taken on the item and the prior action had been continued to the meeting at which action is being taken, your Neighborhood Council may act on the matter even if it is not on the agenda. *Note: This situation is not likely to occur unless your council plans to hold weekly meetings;*

c) *Immediate Action*

▶ board members may take immediate action on an item if, by two-thirds votes of the Neighborhood Council board, there is a need to act immediately, the Neighborhood Council's consideration of the matter cannot await the next meeting of the council and that the need for immediate action arose after the posting of the agenda. *This should only occur in very rare occasions, and you should consult with the Department of Neighborhood Empowerment or the City Attorney's Neighborhood Council Advice Division before relying on this exception. (Note: If an item does come up after the posting of the 72-hour agenda, but before the meeting, you should consider whether you have time to notice a 24-hour special meeting that could follow your regular meeting and allow discussion only of that item.)*

What rights do members of the public have at Neighborhood Council meetings?

Except when closed sessions are permitted (see below), all Neighborhood Council meetings must be held in public. Members of the public, not just the stakeholders in your particular Neighborhood Council, are allowed to attend and participate by speaking about specific items on the agenda. Indeed, *before* your board takes action on any particular item on the agenda, members of the public have a right to testify or otherwise address the Neighborhood Council board members about each item.

Your agendas should also provide for an item designated "Public Comment" because the Act allows members of the public to comment on any item within the subject matter jurisdiction of your Neighborhood Council even if the matter is not specifically listed on the agenda. It is up to your Neighborhood Council where you want to put this item on the agenda. Some agencies put general public comment at the front of the agenda, while some place it at the end. It does not matter where you put it as long as you provide for that opportunity at every regular meeting. (Special meetings do not require a *general* public comment item; however, the public must still be provided an opportunity to speak on the agenda items for the special meeting.) Your Neighborhood Council is allowed to adopt reasonable rules to govern the length of time for public comment on agenda and non-agenda items.

Members of the public also have a right to criticize the policies or practices of your Neighborhood Council during public comment and have a right to videotape and audiotape the proceedings. The Act does allow your Neighborhood Council to control disruptions and ask disruptive members to leave the meeting room. *However, this power must be exercised with caution and the City Attorney should be consulted to discuss how and when this provision of the Act may be invoked. At no time should you engage in physical confrontations or force or attempt to physically remove a disruptive person.*

Members of the public also have a right to see materials that are distributed to your Neighborhood Council at its meetings. The Act provides that materials distributed during a public meeting be made available for public inspection *at the meeting* if prepared by the local agency or member of the legislative body. This means that if your Neighborhood Council or, if applicable, staff at the Department of Neighborhood Empowerment, prepare materials for distribution at your meetings, copies must be made available for the public. Otherwise, if materials are distributed by other individuals, such as other stakeholders or members of the public, these must be retained and be made available after the meeting. Writings that are public records, related to a matter on your agenda, and are distributed less than 72 hours to a majority of your board must be made available for public inspection at the time of their distribution and your agenda should state where (address/location) such materials may be viewed.

Members of the public have a right to monitor meetings and discern individual board members' votes. Neighborhood Council boards and committees must publicly report any action taken at a meeting and publicly record the vote or abstention on each action taken by each member present for the action at a meeting. Government Code Section 54953(c)(2) This should be done orally at the time the action is taken as well as be recorded in the minutes.

This new requirement may be addressed when a roll-call vote is taken at a meeting and recorded in the minutes. It may also be addressed by reflecting orally that the vote was unanimous; or by stating the names of each individual who dissented or abstained so that there is a clear record of how the entire body voted. This information should also be included in the minutes of the meeting.

Are there any circumstances when a Neighborhood Council can hold a meeting that is closed to the public?

The Act provides for specific and limited circumstances under which a closed session may be held by a legislative body. The only circumstance, *if at all*, that would apply to a Neighborhood Council would be to discuss pending litigation.¹⁰ Depending upon the circumstance, a Neighborhood Council *might* be allowed to meet in closed session with the Office of the City Attorney to discuss pending litigation to which the Neighborhood Council is or may be a party when litigation has been formally initiated or when there is significant exposure or threat of litigation.

What you cannot do is use a closed session to discuss items because you might be uncomfortable discussing the item in public or because you want to confer with legal counsel for non-litigation purposes. As such, the need for a closed session is unlikely to arise for a Neighborhood Council.

May a majority of Neighborhood Council board members attend other Neighborhood Council meetings or other public meetings without having to notice that attendance as a meeting?

A majority of Neighborhood Council board members may attend meetings held by a person or organization as long as the board members do not discuss among themselves Neighborhood Council business. Similarly, a majority of a council's board may attend a meeting of another public body, including another Neighborhood Council meeting, City commission or City Council meeting without

¹⁰ The personnel exception in the Act which allows a body to discuss the "appointment, employment, evaluation of performance, discipline or dismissal of a public employee does not apply to Neighborhood Councils because the term "public employee" in the City of Los Angeles context would mean a City employee. Neighborhood Councils have no authority over personnel matters of City employees. The other exceptions listed in the Act are not applicable to Neighborhood Councils.

having to notice their attendance as a meeting, again, as long as the board members do not discuss among themselves Neighborhood Council business.

However, if a Neighborhood Council and another body or agency wishes to conduct a *joint meeting*, both the Neighborhood Council board and the other body or agency with which it wants to meet, will need to notice the meeting as a joint meeting of the two bodies.

A majority of Neighborhood Council board members may attend meetings of its own committees without having to comply with the notice requirements for the board, as long as the board members attend *only* as observers. For example, if a majority of the board wanted to attend one of its standing committee's meetings, it may do so without having to comply with the Act. However, if any of the board members wish to participate by addressing the committee members, then the meeting would have to be noticed as both a meeting of the committee and the Neighborhood Council.

What can happen if a Neighborhood Council board member violates the Brown Act?

Criminal penalty. Violations of the Act can carry misdemeanor penalties for certain actions if a member of a Neighborhood Council board merely attends a meeting where action is taken in violation of the Act. However, a showing must be made that the member *intended* to deprive the public of information to which the member knows (or has reason to know) the public is entitled.

Civil remedy. Violations of the Act may also result in a civil lawsuit being filed to seek judicial (injunctive or writ) relief to prevent or correct violations. Under certain circumstances, the court can declare a decision made in violation of the Act void. Before filing a civil action, a complaining party would have to first demand that your Neighborhood Council correct the violation. That demand must be made in writing within 90 days after the alleged violation occurs. In cases involving an alleged violation of the rules governing agendas, the written demand must be made within 30 days after the occurrence.

Interested in learning more about the Brown Act?

For more information about the Brown Act, the Attorney General has an excellent pamphlet that discusses the Act, which can be accessed over the Internet at: <http://caag.state.ca.us>, by clicking into "Publications" and then scrolling down to: "Brown Act, Pamphlet 2003." With Adobe Acrobat Reader, it can be read on screen or printed. To request a copy by mail, simply call the Attorney General's Public Inquiry Unit at: (800) 952-5225.

THE BROWN ACT'S LIMITATIONS ON DISCUSSIONS BY NEIGHBORHOOD COUNCIL BOARD MEMBERS

Office of the City Attorney – Neighborhood Council Advice Division

Are there limits on the ability of board/committee members to communicate with one another outside of Neighborhood Council meetings?

Yes. The Brown Act prohibits Neighborhood Council board members and committee members from engaging in any form of communication among one another outside of a public meeting that leads to a majority developing a concurrence on an action to be taken. The Brown Act states “any use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the legislative body to develop a concurrence as to action to be taken on an item by members of the legislative body is prohibited.” (Gov. Code § 54952.2.)

Why does the Brown Act prevent communications outside of public meetings?

The purpose of the Brown Act is to avoid secrecy in government. Neighborhood Council board members and committee members are representatives of the stakeholders in their area. The discussions and actions of the Neighborhood Council must be conducted at publicly noticed meetings. (Gov. Code § 54952.2.) Government Code section 54950 states:

“In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.

The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.”

What are examples of communications that trigger a concern under the Brown Act?

The Brown Act applies broadly to any type of discussion or communication. Communications may include oral or written discussions, the use of personal intermediaries, agents, family members or messengers to convey information, or the use of technological devices, such as e-mail or website conferencing to disseminate information. Communication includes sharing or distributing information, hearing a proposal, or communicating information that allows members of the body to gather information or formulate a point of view on an issue that is within the subject matter jurisdiction of the legislative body.

What is a “serial communication?”

The Brown Act prohibits serial communications that lead to a concurrence among the majority of the members of the legislative body. Any type of communication is prohibited if that communication allows the majority of the members of the body to engage in a communication

that should instead occur at a public meeting. The term “serial communication” is often used because it describes a communication that, for practical purposes, results in a meeting of the members although the members are not present at a publicly posted and conducted Brown Act meeting. The serial communication may involve a series of communications, each communication involving less than a quorum of the board, but when taken as a whole, involve a majority of the board.

A serial communication may arise under a number of circumstances. For example, a serial communication occurs when one board member contacts all or a majority of the other board members. A serial communication occurs if one board member contacts another board member, then that board member contacts another board member, then that board member contacts another ... *etc.* A serial communication also occurs if a board member’s representative, agent, or intermediary directly or indirectly contacts the other board members, *e.g.*, a spouse, a messenger, or an alternate board member communicates with the majority of the other board members.

The concern under the Brown Act is not *how* the discussion was communicated among the board. Instead, the concern is whether an inappropriate number of persons received the serial communication and whether that serial communication led to a concurrence among the majority of the members on an issue that is likely to be considered by the legislative body.

What does the term “developing a concurrence” mean?

The Brown Act prohibits serial communications that lead to “developing a concurrence.” Developing a concurrence on an item is broadly construed. It means any discussion or information that assists you in voting. It means any information that assists or clarifies your understanding of an issue. It means any information that leads to an agreement or compromise among the members. It means any discussion or information that advances the resolution of an item that is on the agenda or within the board’s subject matter jurisdiction. (*California Attorney General, The Brown Act: Open Meetings for Local Legislative Bodies, 2004, p. 11.*)

How many board members are allowed to communicate outside of a meeting before an improper serial communication occurs?

The number will depend on the Neighborhood Council’s bylaws. The *least number* of people who could make a decision at a public meeting should not be engaging in communications outside of the public meeting. For example, if the Neighborhood Council bylaws state that the board is 21 members, the quorum is 11, and the board takes action by a majority of those members present at the meeting, then if 6 people engaged in a discussion that led to a concurrence on an item there would be a Brown Act violation. This concern also applies to the board’s committees. For example, if the committees are comprised of 5 members, the quorum is 3 and decisions are made by a majority vote of the entire committee, then 3 committee members may not engage in a discussion that leads to a concurrence on an item outside of their committee meeting.

What are some examples of prohibited serial communications?

- E-mails among a majority of the board or committee members that discuss or argue a member’s opinion or point of view.

A meeting with the majority of the board or committee members that discusses or seeks clarification on an issue that will be heard by the board or committee.

A majority of members participating in a website conference, internet list service or chat room where opinions or information are discussed on a matter that lies within the jurisdiction of the board or the committee.

- Circulation of minutes or other documents for approval by the board outside of a public meeting.

What are some examples of proper communications?

- The board or committee members may discuss their availability for an upcoming meeting, e.g., the dates and times of an upcoming meeting.
- Providing information to the other members on an upcoming matter on the agenda by distributing reading materials, information necessary to prepare for a meeting, newspaper articles, scientific journals, or magazines. (However, the Neighborhood Council should adopt a rule that allows the distribution of information by one board member, e.g., the Board Secretary, and the information should be distributed by the Board Secretary along with distributing of the agenda for the public meeting.)
- Distributing legal advice to the board/committee from the Office of the City Attorney.
- Distributing general public announcements. For example, notifying the other board members of a City Council meeting or a community event.

What should a board member do if it is believed that there are serial communications occurring among the board?

If a board member becomes aware of improper communications, the board member should notify the Neighborhood Council President of the improper discussions. The President should notify the board regarding the prohibition against serial communications and provide this handout along with the warning that the matter being discussed should be reserved for discussion at a public meeting.

The Department and the Office of the City Attorney have prepared a video regarding the Brown Act that should be reviewed by each board/committee member. In addition, the Department offers regional training on the Brown Act to those groups requesting assistance.

What are the penalties for engaging in serial communications?

Violations of the Brown Act may result in civil and criminal penalties. There are a number of civil remedies that a person may pursue if it is believed that there are impermissible serial communications occurring by board/committee members, including making a demand to cure upon the Neighborhood Council or filing a complaint with the Department of Neighborhood Empowerment. A demand to cure might include requesting that a meeting item be set aside and re-hear that item with a disclosure of the improper communications. Also, a decision made in violation of the Brown Act is subject to being set aside as void. The Neighborhood Council may be required to remedy its improper actions and pay attorney fees and costs from its own funds to a person who brings a challenge. In addition, individuals may be criminally prosecuted for misdemeanor violations of the law.

Personal Liability for Neighborhood Council Board Members

The purpose of this handout is to provide guidance on reducing your personal liability while serving as a volunteer board member on a Neighborhood Council. This handout also discusses the limited situations when the City will protect board members in the event of a lawsuit by representing that person in the lawsuit and paying any damages on behalf of the board member. While liability in this area is complex and fact specific, the general rule is that the City will provide protection against personal liability if you are acting in the course and scope of your duties as a board member.

1. What is personal liability and indemnification?

Personal liability means that, if you are sued, the City will not represent you in the lawsuit and you will be required to pay for your own attorney and any damages arising from that lawsuit.

Indemnification means that the City will represent you in the lawsuit and pay any judgment against stemming from that lawsuit.

2. What are the limited circumstances where the City will provide indemnification protection?

The City will only indemnify a Neighborhood Council board member if the board member is sued as a result of actions arising out of the course and scope of the board member's duties.

3. What does it mean to act in the “course and scope” of my duties as a board member?

Your role as a board member is limited by the City Charter and the City's rules and regulations regarding Neighborhood Councils. Under the Charter, Neighborhood Councils exist to provide advice and recommendations to the City decision-makers on issues of concern in the neighborhood. (Los Angeles City Charter Art. XI §900.) Thus, an example where the City would provide indemnification protection is a situation where a Neighborhood Council communicated or the Neighborhood Council asked an individual board member to repeat the board's position to a City decision-maker, e.g., City Council, on an issue in the Neighborhood Council's community and a lawsuit was filed regarding this activity.

4. What are examples of a board member acting outside a “course and scope” of duties that would prevent indemnification by the City?

In general, the City will not indemnify a board member when the person is acting in a private or personal capacity, in cases involving criminal conduct by the board member or when the claim in the lawsuit alleges that the board member committed an intentional tort (civil wrong). A tort is an intentional civil wrong that causes injury to another person. Examples of personal torts include Assault, Battery, Libel, Slander, and Defamation. In addition, you may not be protected if a criminal

NC Board Member Liability

case is brought against you. Examples of criminal cases could be for misuse of public funds, violating the Brown Act or violating the conflict of interest laws.

The following are examples when indemnification may not be provided:

- (a) Board member is contacted by the press to provide comments about an individual in the community and the board member provides a personal point of view that is potentially defamatory where the statement were not authorized by the board and the board did not take formal action regarding that individual in the community.
- (b) Board member is at a sponsored Neighborhood Council event or in a board meeting and physically removes a person that the board member believes should not be present.
- (c) Board member acts in personal retaliation in voting to remove a fellow board member or fails to follow the board's rules for removal.
- (d) Board member writes to a private entity using the board member's title and causes injury to another person's reputation in the community or the board member uses their title for a personal benefit.
- (e) Board member defames a person at a board meeting, committee meeting, in the board's newsletter or on social media.

5. What is the best way for you to protect yourself from being sued or, if sued, to obtain the City's indemnification?

You should try to ensure that all of your conduct is exemplary and professional, especially in dealing with members of the public and vendors. If you need to communicate negative comments or take unfavorable actions toward a third party, you should ensure that the exact language or conduct is pre-approved by your board and becomes the official position of your board. Most importantly, you should seek advice and approval from the City Attorney before taking action. Often, the very act of seeking full board approval and legal advice will temper and moderate your actions and statements to help you reduce your exposure to any liability. If you have a doubt, please contact your assigned Regional Attorney for guidance.

6. What do I do if I receive a lawsuit naming me as a defendant?

If you are served with a lawsuit, the first step is to send a copy of the lawsuit to Deputy City Attorney Darren Martinez at darren.martinez@lacity.org and include a statement requesting that the City indemnify you in the lawsuit.

Robert's Rules of Order – the Basics

(This sheet should not be a substitute for *Robert's Rules of Order, Newly Revised*, 11th Edition, but is meant to supplement the full set of rules.)

Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly. Most PTAs use Roberts Rules of Order. Benefits of parliamentary procedure include the following:

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- Ability for each member to provide input
- Majority rule
- Protection of the rights of all members including the minority

Basic Principles

- All members have equal rights, privileges and obligations
- No person can speak until recognized by the chair
- Personal remarks during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- Full and free discussion of every main motion is a basic right
- A quorum must be present for business to be conducted
- A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
- A 2/3 vote is required for any motion that deprives a member of right in any way (e.g., cutting off debate)
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The Chair should always remain impartial

Basic Definitions

Motion – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with “I move that...”

Second – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second,” or “I second the motion.”

Amendment – Before the vote is taken on a motion, it may be amended by:

- Striking out words
- Inserting or adding words
- Striking out words and inserting others in their place
- Substituting one (1) paragraph or resolution for another

Quorum - the minimum number of members who must be present in order for a PTA to conduct business. The quorum can be found in the local unit's bylaws. For boards and committees, unless stated in the bylaws, the quorum is a majority of the members. PTAs cannot take votes on business matters unless a quorum is present.

Presiding officer/Chair – The individual who facilitates the meeting, usually the President. In the absence of the President, if none of the Vice Presidents are in attendance, the Secretary calls the meeting to order and conducts an election for a Chairman Pro Tem (a presiding officer for that meeting only).

Role of the Presiding officer

- To remain impartial during debate – the presiding officer must relinquish the chair in order to debate the merits of a motion and may not chair the meeting again until after a vote has been taken on the motion has been disposed of
- To vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot
- To introduce business in proper order per the agenda
- To recognize speakers
- To determine if a motion is in order
- To keep discussion germane to the pending motion
- To maintain order
- To put motions to a vote and announce results

General procedure for Handling a Main Motion

- A member must obtain the floor by being recognized by the chair
- Member makes a main motion
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any secondary motions that are debatable.
- Debate on Subsidiary, Privileged and Incidental motions (if debatable or amendable) take precedence over debate on the main motion and must be decided before debate on the main motion can continue.
- Debate is closed when:
 - Discussion has ended, or

- A 2/3 vote closes debate (“call the previous question” or “call the question”)
- The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The chair calls for a vote by asking “All in favor?” Those in favor say “Aye.” Then asking “All opposed?” Those opposed will say “no”
- The chair announces the result

General rules of Debate

- No member may speak until recognized by the chair
- All discussion must be relevant to the immediately pending question
- No member can speak more than twice to each debatable motion. The second time takes place after everyone wishing to debate the motion has had an opportunity to speak once
- No member can speak more than ten minutes or as decided by members. Many PTAs limit debate to three (3) minutes per speaker by general consent at the beginning of the meeting.
- All remarks must be addressed to the chair – no cross debate is permitted
- It is not permissible to speak against one’s own motion (but one can vote against one’s own motion)
- Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers
- The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of
- When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion
- Members may not disrupt the assembly
- Rules of debate can be changed by a 2/3 vote or general consent without objection

Example of Handling a Main Motion:

Member rises and addresses the chair:

Madam (Mister) President.

Chair recognizes member (by title or name).

Member makes the motion.

I move that...

Another member seconds the motion (without recognition).

Second [or] I second the motion.

The chair states the motion and opens debate.

It is moved and seconded that...

Is there any debate? Or Are you ready for the question?

Chair recognizes members wishing to speak.

After debate concludes. Chair restates the motion and puts the question to a vote.

The question is on the motion to...

Those in favor of the motion say "aye." Those opposed say "no."

Chair announces the result of the vote and what action will be taken.

The "ayes" have it, and the motion is adopted. We will [stating action to be taken].

The chair continues with the next business in order.

Common methods of taking a vote:

General consent:

"If there is no objection, we will..." (Pause) "Since there is no objection, we will..."

Voice vote: *"As many as are in favor, say "aye." As many opposed, say "no." The "ayes/noes" have it and the motion is adopted/lost."*

Rising vote (not counted): *"Those in favor will rise. Thank you, be seated. Those opposed will rise. Thank you, be seated. There is a majority (or 2/3) in the affirmative and the motion is adopted." Or "There is less than a majority (or 2/3) in the affirmative and the motion is lost."*

Methods of Amending

By striking out: "I move to amend the motion by striking out the word "Denver."

By inserting: "I move to amend the motion by inserting the word 'Las Vegas' after the word 'Portland' and before the period."

By striking out and inserting: "I move to amend the motion by striking out the word '\$35' and inserting the word '\$50.'"

Helpful terminology

- Recommendations, bylaws, rules, resolutions, budgets, and audits are **adopted**.
- Reports are **filed**.
- Resignations are **accepted**.
- Bills and minutes are **approved**.
- If corrections were made to the minutes, the minutes are then **approved as corrected**.
- Treasurer's statement is neither approved nor adopted; but after questions are answered regarding any item as reported, it is **placed on file for audit** as stipulated in the bylaws.
- Motions are recorded as **"adopted"** or **"lost."**

- It is highly recommended that main motions be put in writing (dated and signed). If so, number motion slips, and note on the slips whether the motion was “**adopted**” or “**lost**.”

Robert’s Rules Help Get Things Done!

- *Make Motions – that are in order*
- *Obtain the floor – properly*
- *Speak – clearly and concisely*
- *Obey – the rules of debate*

And most of all, be courteous! That’s always in order!

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion,** *stand and address the chair.*
- **If you approve the motion as is,** *vote for it.*
- **If you disapprove the motion,** *vote against it.*
- **If you approve the idea of the motion but want to change it,** *amend it or submit a substitute for it.*
- **If you want advice or information to help you make your decision,** *move to refer the motion to an appropriate quorum or committee with instructions to report back.*
- **If you feel they can handle it better than the assembly,** *move to refer the motion to a quorum or committee with power to act.*
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered,** *move to lay the motion on the table.*
- **If you want time to think the motion over,** *move that consideration be deferred to a certain time.*
- **If you think that further discussion is unnecessary,** *move the previous question.*
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee,** *move the motion be recalled.*
- **If you think that the assembly should give further consideration to a matter already voted upon,** *move that it be reconsidered.*
- **If you do not agree with a decision rendered by the chair,** *appeal the decision to the assembly.*
- **If you think that a matter introduced is not germane to the matter at hand,** *a point of order may be raised.*
- **If you think that too much time is being consumed by speakers,** *you can move a time limit on such speeches.*
- **If a motion has several parts, and you wish to vote differently on these parts,** *move to divide the motion.*

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

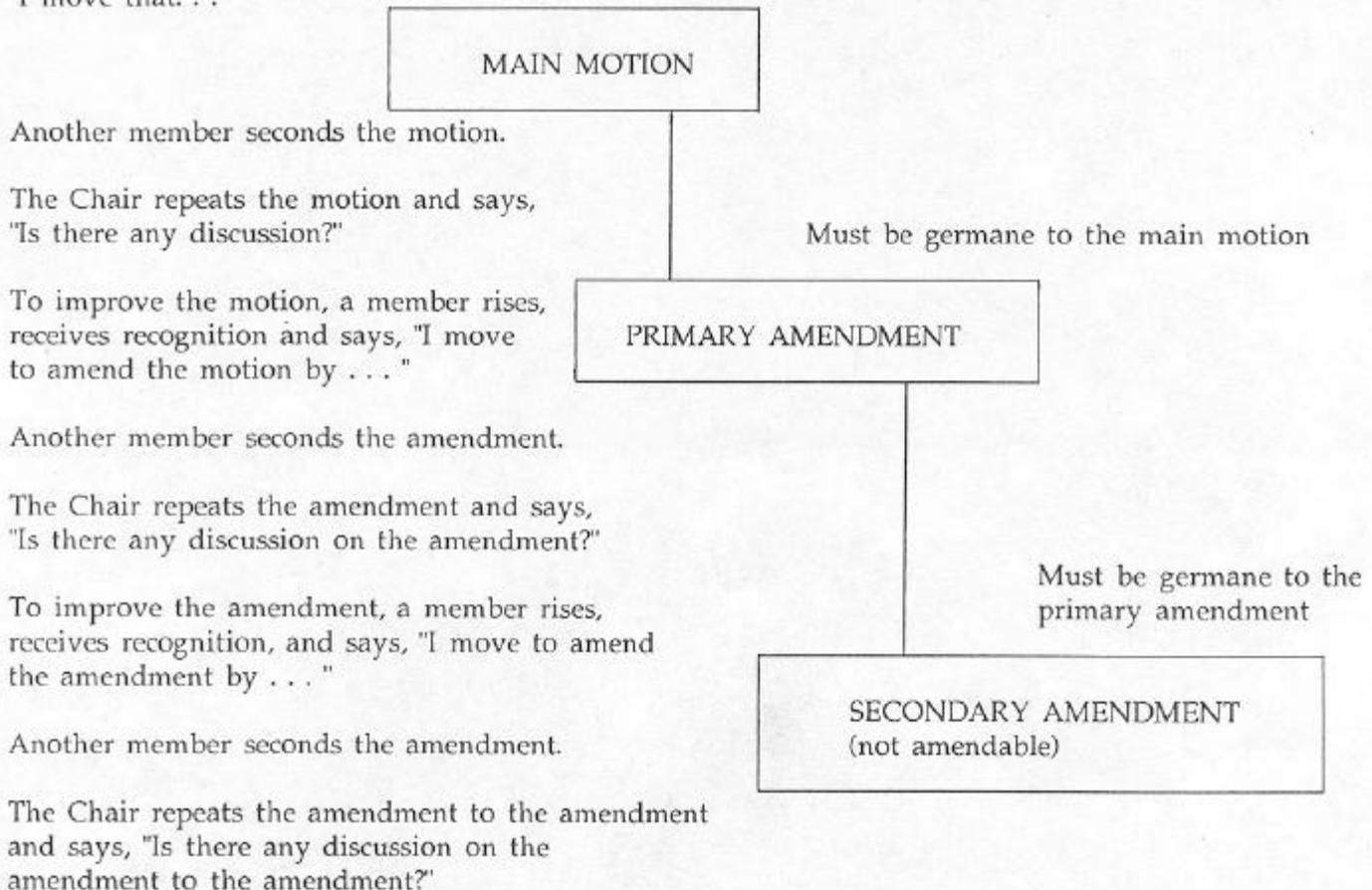
AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."



- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.

HOW TO CREATE AND SUBMIT A COMMUNITY IMPACT STATEMENT

Community Impact Statements are official statements or positions adopted by a Neighborhood Council on issues pending before the city's decision makers. The Community Impact Statement process was created specifically for Neighborhood Councils in order to publically express their support, opposition, or suggestions about any matter pending before the City Council, its committees, or City commissions. A Community Impact Statement (CIS) is an official statement used to express the position of a Neighborhood Council (NC) as a whole, and is **not** to be used to express personal opinions.

Tip: While the CIS allows your Neighborhood Council to communicate collectively, your board members and stakeholders can continue to communicate their views individually. In fact, letters submitted to the City Clerk with an identifiable Council file number are also included in Council files. A submission reflecting the opinion of a single individual is called public comment/public communication.

Creating and submitting a CIS requires the following steps:

Step 1: Recognize who your filers are.

- ❖ Every Neighborhood Council is designated 5 Community Impact Statement Filers. If your Neighborhood Council does not have Filers, please notify the President so the Board may vote and appoint new Filers. (Please send a copy of your Minutes, detailing the board vote, as well as the new Filers' contact information). If your Neighborhood Council has Filers that need updated usernames and passwords, please contact Lorenzo Briceno at the following email address:

lorenzo.briceno@lacity.org

Step 2: Identify the Council File.

- ❖ Every issue pending before the City Council and its committees is assigned to a Council file with a unique Council file number. (Sometimes new numbers and/or supplemental numbers are assigned as an issue progresses through the legislative process.
- ❖ To identify new items which have been introduced in City Council, subscribe to "New Council Items (Referrals)" at lacity.org/city-government/subscribe-meeting-agendas-and-more/council-council-committees-ad-hoc-committees
- ❖ To identify existing items, visit <https://cityclerk.lacity.org/lacityclerkconnect/index.cfm> and conduct a search in the Council File Management System. To track a Council file, subscribe for updated notifications by clicking on the email icon.



TIP: On any given week, numerous issues get introduced or acted upon in City Council and its committees. You and your NC may find it helpful to create a strategy for identifying and

tracking issues that are most important to you. You may choose to focus on issues in your geographically defined neighborhood, in your Council District, or citywide. In addition, some Councils have appointed individuals as Council Liaisons, specifically in charge of tracking council files, or particular issues important to that Neighborhood Council.

Step 3: Establish a Community Impact Statement process.

- ❖ The City Clerk will accept statements only from Neighborhood Councils that have governing boards in place and have voted in a public meeting in accordance with the Brown Act. The CIS must be a statement which expresses a position that has been voted upon by a full Neighborhood Council board.

TIP: A clear advantage to requiring full board votes for a particularly worded CIS is that it generates more engagement. On the other hand, some issues move through City Council within days or weeks, not giving a Neighborhood Council the opportunity to take a full board vote. For that reason, NC's may want to form generic statements on a range of topics, in the event there is little time before the item is before City Council.

Step 4: Write a Community Impact Statement.

- ❖ An NC may submit a CIS on any Council file, or on any item pending before a city commission.
- ❖ A CIS that is directed to City Council and Committees **MUST** contain a Council file number; otherwise the City Clerk will not know where to place it.
- ❖ A CIS can be any length, though the more concise, the better. (See template at end of document.)
- ❖ A CIS needs to clearly communicate a position on the proposal, whether the Neighborhood Council is:
 - For
 - For-if Amended
 - Against
 - Against unless Amended
 - No Position
 - Neutral PositionThis helps the City Clerk accurately print the NC's position on the agenda. Otherwise it will be listed as general comments.
- ❖ A CIS should include information about how the CIS was approved by the NC. Was it voted on by the entire NC board, or was it written by an officer authorized by the board to express its' previously voted upon position. Include the vote count.
- ❖ A Neighborhood Council may use its statement to request a delay of a vote. However, such a request cannot prevent the City Council from taking an action.
- ❖ A new CIS must be submitted after each Council action. The original position taken by your NC may not be the same position after the Council as acted.

TIP: Clear and concise statements are effective. For issues that require lengthier statements, a brief summary at the beginning is useful. If the vote was divided, what were the divisions? Were stakeholders also engaged on this issue through surveys or other means? Providing such detail will give decision-makers additional insight into your community's views and values.

Step 5: Submit a Community Impact Statement.

Board appointed NC representative may only submit Community Impact Statements through the electronic portal.

- FILE ONLINE WEB FORM at <http://empowerla.org/wp-content/uploads/2015/02/Authorization-to-submit-CIS-Form.pdf>

The best way to submit a CIS is through this online web form which was developed specifically to facilitate the accurate and timely receipt of CIS's. To set up your access (or login), a Neighborhood Council submits a board resolution to the Department of Neighborhood Empowerment which indicates that it has appointed up to five representatives who are authorized to submit its statements. The NC also provides the representatives' name, email address and phone number to ncsupport@lacity.org or by fax to (213) 978-1751. Representatives will then be sent instructions on how to login and use the system.

Step 6: Follow up on the Community Impact Statement.

- ❖ If the statement is received in time to be processed prior to the posting of the agenda, the NC's position of which of the following, will be printed on the agenda.

- For
- For-if Amended
- Against
- Against unless Amended
- No Position
- Neutral Position

The full statement and any attachments will be placed in the Council file, and also scanned into the Council File Management System so that it can be retrieved by the public through the Internet.

- ❖ If a CIS is not received in time for publication on the agenda, the CIS is distributed to each member of the legislative body before the Council/Committee meeting, placed on the Council file, and announced at the Council/Committee meeting that a CIS has been submitted and received. At the discretion of the Chair, the CIS may be read into the record.

TIP: If your Neighborhood Council has gone through the process of identifying an issue, understanding it, and reaching a consensus, then your NC has invested a lot of energy into its Community Impact Statement. Consider it a living document. Share it with others. Resubmit it as the issue goes through the legislative process, so it will reappear on subsequent agendas. The Community Impact Statement can be a valuable tool to help your Neighborhood Council fulfill its purpose, "to promote more citizen participation in government and make government more responsive to local needs." - *LA City Charter Sec. 900.*

10 Things to Know as a Neighborhood Council Board Member



NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT



10 Things to Know as a Neighborhood Council Board Member...

- [1.](#) Your Role as a Board Member
- [2.](#) Public Participation
- [3.](#) Rules & Policies for the Neighborhood Council System
- [4.](#) Role of the Department
- [5.](#) City Government 101
- [6.](#) Running your Neighborhood Council Meeting
- [7.](#) Communications Skills & Conflict Management
- [8.](#) Bylaws
- [9.](#) Parliamentary Procedures
- [10.](#) Strategies for Empowering Your Neighborhood

Department of Neighborhood Empowerment

Phone: (213) 978 - 1551

Email: NCSupport@lacity.org

Website: www.EmpowerLA.org

1. WHAT IS MY ROLE AS A NEIGHBORHOOD COUNCIL BOARDMEMBER?

[Neighborhood Council Board Oath](#)

As a Neighborhood Council Board Member, there are three roles to consider.

What does it mean to be a ... Public Servant? Elected Official? Representative of the Community?

A PUBLIC SERVANT...

- Serves the public
- Maintains strong personal integrity and ethics
- Helps to facilitate the delivery of City services
- Serves the public interest and promotes public trust in the democratic system
- Practices non-partisanship, transparency, and professionalism

AN ELECTED OFFICIAL...

- Exercises courage to take a position, speak objectively and takes responsibility
- Reads, prepares and is well-informed about matters before the Board
- Cooperates, coordinates and collaborates
- Practices civility and decorum in discussion and debate
- Demonstrates balance and effective problem-solving
- Is on the public stage and is subject to public scrutiny

A REPRESENTATIVE OF THE COMMUNITY....

- Welcomes the public to participate in the democratic process
- Treats the public with care and empathy
- Demonstrates active listening skills during public comment
- Understands the community's values and issues
- Fosters a sense of community for all people to express ideas and opinions about their neighborhoods and their government

2. WHAT IS PUBLIC PARTICIPATION?

Public participation is the involvement of affected stakeholders in the decision-making process and providing full consideration to public input before the making of that decision. The public consists of a wide range of stakeholders who hold an array of views and concerns on an issue. Public participation instills legitimacy in the decision, builds trust and facilitates collaborative solutions to address complex problems. Through participation in the Neighborhood Council System, the public helps the City of Los Angeles be more responsive to local needs. By engaging in the public policy decision-making process, the public helps the City of Los Angeles arrive at better policy solutions.

The Neighborhood Council System is a representative democracy where stakeholders s/elect representatives to advise the City of Los Angeles in legislation and the delivery of City services. Representatives are elected to make decisions, with public discussion, and arrive at a decision through consensus by majority. Neighborhood Councils promote public participation through inclusive membership, transparent operations and provides opportunities for the public to give input on matters within the jurisdiction of the Board and the City of Los Angeles.

Neighborhood Councils are self-governing and independent, and make decisions on behalf of their stakeholders. Neighborhood Councils are a deliberative body and have the right to assemble, make motions, speak in debate and vote. The opinion of each Board Member has equal weight when voting and the public has the right to give input prior to the Board taking a vote. In a representative democracy, the decision is up to the elected body and the decision of the Neighborhood Council is upheld.

It is the responsibility of each Neighborhood Council to consult and involve the public prior to making a decision on a matter, and to inform the public of the decision once it has been made.

3. WHAT RULES AND POLICIES APPLY TO THE NEIGHBORHOOD COUNCIL SYSTEM?

FEDERAL LAWS:

American with Disabilities Act

STATE LAWS:

The Ralph M. Brown Act

The California Public Records Act

Government Code 1090

Political Reform Act of 1974

CITY LAWS:

The Los Angeles Administrative Code, Chapter 28

The Plan for a Citywide System of Neighborhood Councils

BOARD OF NEIGHBORHOOD COMMISSIONERS POLICIES:

Agenda Posting Policy

Minutes Policy

Grievance Policy

Code of Conduct

OFFICE OF THE CITY CLERK:

Neighborhood Council Funding Program Policies and Guidelines

Neighborhood Council Election Handbook

NEIGHBORHOOD COUNCIL:

Neighborhood Council Bylaw

Neighborhood Council Standing Rules

PARLIAMENTARY PROCEDURES:

Robert's Rules of Order or Rosenberg's Rules of Order

4. WHAT IS THE ROLE OF THE DEPARTMENT?

- Implement and oversee compliance with City ordinances and regulations related to [The Plan for a Citywide System of Neighborhood Councils](#)
- Provide operational support to Neighborhood Councils such as: facilitate meetings, help secure meeting and office space, early notification system, agenda writing/setting, outreach
- Assist Neighborhood Councils with the selection of their Governing Body and conduct outreach efforts to mobilize stakeholders to vote in Neighborhood Council Elections
- Help coordinate and facilitate collaboration among Neighborhood Councils and help organize an annual Congress of Neighborhood Councils
- Promote and facilitate open communication among Neighborhood Councils and City agencies and provide education, guidance, and assistance in developing strategies for providing comments and feedback to the City Council and its Committees, and City Boards and Commissions
- Provide operational and capacity-building trainings for Neighborhood Council Board Members such as:
 - Board Orientation
 - Community Impact Statements
 - Communications Training
 - Community Outreach
 - Leadership Development

5. CITY GOVERNMENT 101

The City of Los Angeles is a Mayor-Council-Commission form of government, as originally adopted by the voter of the City of Los Angeles, effective July 1, 1925. In 1999, the voters approved a new City Charter that addresses government in this new century. The new City Charter, effective July 2000, provided for the creation of a Citywide System of Neighborhood Councils. The goal of the Neighborhoods Councils is to promote public participation in City governance and decision-making process to create a government more responsive to local needs.

All members of the public have the ability to provide public comment at City Council, Committee and Commission meetings. Neighborhood Councils have the unique ability to address the City Council or a Council Committee for an extended period to elaborate on the official position of the Neighborhood Council, by an authorized Board Member, through the filing of a Community Impact Statement (CIS). The opportunity for Neighborhood Councils to speak is considered separate from the public comment process.

“Community Impact Statements” can be filed by a Board authorized Board Member, and the Neighborhood Council’s Board approved position will be recorded to the corresponding “Council File” in the City Clerk’s [Council File Management System](#) (CFMS). The CFMS is an online tool that provides summaries and details of all legislation considered and/or acted upon by the Los Angeles City Council.

The City also provides “Early Notification Subscriptions” (ENS) for agendas for the following meetings: [Neighborhood Councils](#), [City Council](#), [Council Committees](#), [Commissions](#), [Department of City Planning Bi-weekly cases](#), and [other City Departments](#). Both Neighborhood Councils and the public are encouraged to sign up to stay informed.

6. RUNNING YOUR FIRST NEIGHBORHOOD COUNCIL MEETING

The first Neighborhood Council meeting after an s/election will require the seating of the Board. Then, Executive Officers will be appointed by the Board unless these Executive Officers are already elected by their stakeholders or otherwise noted in the Neighborhood Council's Bylaws.

Executive Officers play an important leadership role in each Neighborhood Council and their duties and responsibilities are outlined in each Neighborhood Council's Bylaws. Executive Officers should work as a team and share administrative duties to keep the Neighborhood Council operating effectively.

It is recommended that a "Bank Cardholder," "Second Signer," and "Alternate Signer" also be appointed at the first meeting. Board Members are required to complete a 2-hour Ethics Training, Funding Training and the Code of Conduct prior to voting on any funding items coming before the Board including the budget and the appointment of Funding Officers. The first Board meeting may also be the time when committee chairs are appointed, unless otherwise noted in the Neighborhood Council's Bylaws.

Available to Neighborhood Council Board and Committee members are:

Sample Agenda Templates: [Echo Park NC](#), [Greater Toluca Lake NC](#), [Palms NC](#)

[Sample Meeting Script](#)

[Required Language for Meeting Agendas](#)

Please be sure to have copies of the Board meeting agenda and all supporting documents available for the public. Establishing a "Legacy Book," is a good way to avail Neighborhood Council documents and records for the public to review at each meeting.

In addition, all Neighborhood Council meetings and events must be open and inclusive, and compliant with the Americans with Disabilities Act.

7. COMMUNICATION SKILLS & CONFLICT MANAGEMENT

Neighborhood Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions and goals; and the focus of collaboration shifts from the individual to the Board. However, with such diversity of thoughts and opinions, conflict within the Board can occur from time to time. Utilizing parliamentary procedures to facilitate orderly discussion and having empathy are two key strategies for improving communication with the Board and the public.

Parliamentary Procedures:

Respect the role of the Chair/President – This person should be well-versed in parliamentary procedures and Neighborhood Council Bylaws and addressed as Mr. President/Madam President.

“Obtain the Floor” prior to speaking – Before a Board Member can make a motion or speak in debate he/she/they must obtain the floor by being recognized by the Chair as having the exclusive right to be heard at the time. When speaking, Board Members should address his/her/their comments to the Chair.

Communication Tips:

- Show appreciation to your fellow Board Member and volunteers
- Connect on a personal level and find shared interests
- Stay positive to keep the meeting environment enjoyable and among good company
- Watch your tone; there is a fine line between assertive and aggressive
- Focus on the results as clear objectives will help direct the conversation
- Listen, maintain an open mind and do not interrupt
- Notice non-verbal cues such as body language, lack of eye contact, and yawning
- Request feedback to confirm your message has been received and for buy-in
- Follow up with clear deadlines, responsibilities and expectations for accountability

Productive communication involves respect, consideration, awareness and clarity.

8. NEIGHBORHOOD COUNCIL BYLAWS

Neighborhood Council Bylaws are set rules established and agreed upon by the Neighborhood Council. Because Neighborhood Councils are self-governing and independent, Bylaws are the guiding document to help the Neighborhood Council self-regulate. It is the responsibility of each Board Member to be familiar with the Neighborhood Council's Bylaws.

Neighborhood Council Bylaws outline the geographic boundaries of the Neighborhood Council and set the Governing Body of the Council. Neighborhood Council Bylaws also sets quorum (minimum number of Board Members present to conduct business), how it takes "[official action](#)," duties and responsibilities of Board Members and its officers (executives), and how officers are selected. Neighborhood Council Bylaws also define absences, filling vacancies on the Board, and how to address censure and removal of board members. The City Attorney's Neighborhood Council Advice Division must be consulted prior to the Board discussing censure and/or removal of a board member.

Neighborhood Council Bylaws establish committee creation and authorization. Committees help to facilitate adequate consideration on matters within the Board's jurisdiction and make written recommendations for the Board to deliberate and take action. Committees are advisory to the Board and all positions/documents must be reviewed and approved by the full Board for official action. Neighborhood Council Board, Standing Committees and possibly Ad Hoc Committees, must adhere to the Brown Act and follow the Commission's [Agenda Posting Policy](#).

Neighborhood Councils have the opportunity to amend its bylaws with the submission of the [Bylaw Amendment Application](#) during designated periods set by the Department. All bylaw amendments are submitted to the Department for review and approval. Any amendments to Article III (Boundaries) or Article V (Governing Board) will require approval by the Board of Neighborhood Commissioners.

9. PARLIAMENTARY PROCEDURES

Parliamentary procedure is a set of rules for meetings and seeks to expedite the business of the Neighborhood Council in an orderly manner. While decisions are made by majority vote, parliamentary procedure such as Robert's Rules of Order and Rosenberg's Rules of Order, protect the minority voice.

A "[motion](#)" is a formal proposal upon which certain action can be taken and is the means by which all business is introduced to the Board. To make a motion:

Boardmember A – 1. Addresses the Chair to obtain the floor

2. Awaits recognition from the Chair

3. Makes the motion

Boardmember B – 4. Seconds the motion to indicate support for a vote

Chairperson – 5. States the "Question" (repeats the motion) to open discussion

6. Board Member discussion/debate (can occur as step 7)

7. Public comment (can occur as step 6)

8. Calls for the "Question" and ends debate

9. Takes the vote in favor, opposed and abstain

10. Announces the vote of the prevailing side, and immediately moves on to the next item on the agenda

An "[amendment](#)" is a motion to change the wording of the main motion. There are also "privileged," "incidental" and "subsidiary" motions which have rules for debate and vote thresholds.

All business of the Board is controlled by the will of the Board. Parliamentary procedure should help, not hinder the business of the Board.

Additional tools and resources are available from the Department ([video](#) & [Point of Order](#), & [Debate Ground Rules](#)) and from professional parliamentarians.

10. EMPOWERING YOUR NEIGHBORHOOD!

Whether it is community “organizing”, “outreach”, or “empowerment”, Neighborhood Councils first need to know who makes up its community. The Department provides demographic data from the Census Bureau to inform Neighborhood Councils about its residents and equally important, who is presently not being represented.

There are a variety of communication methods to reach stakeholders including: mailings, emails, flyers, website, newsletters, door to door canvassing, and phone banking. To identify the most effective methods of reaching stakeholders, an “outreach plan,” that includes defined goals, activities, timelines, and evaluations, should be developed. An “outreach plan” should also contain strategies for capturing stakeholder data.

Neighborhood Council Board Members volunteer their time, network and expertise, committing to 5 – 20 hours a month, on behalf of the Neighborhood Council System. Neighborhood Councils rely on its Board to conduct community outreach, partnership projects and events. Each neighborhood in Los Angeles has its unique character, history, and neighbors. “Asset mapping” is another important strategy in identifying the people and resources available within each Neighborhood Council to help accomplish its goals and objectives.

Neighborhood Councils work at the grassroots level to bring change and help shape the community. Through collaborative and collective efforts, Neighborhood Councils work to address issues in the community, develop innovative solutions and advocate for the neighborhood’s interest.

The Department of Neighborhood Empowerment is a partner in empowering communities throughout the City of Los Angeles and we look forward to working with you. Thank you for your service!