

Granada Hills North Neighborhood Council Board Minutes
Special Meeting
Wednesday, November 8, 2006
Van Gogh School Library
17160 Van Gogh Street, Granada Hills, CA

Chairperson Kim Thompson explained the purpose of the special meeting, the meaning of “consent calendar,” that all motions on this night were to be by roll call vote, and then called the meeting to order at about 7:05 p.m. Board members present were: Wayne Aller, Becky Bendikson, Pat Casparian, Sue De Vandry, Michael Greenwald, Matt Hughes, Scott Manatt, Leon Marzillier, Dev Parikh, Robert Ricketts, Kim Thompson, Joe Vitti, Anne Wells, Anne Ziliak. There was a quorum. Stakeholder present: Mary Anna Kienholz. Also present were Jeannie Plum and three student observers from CSUN.

Public Comment on Non Agenda Items

Jeannie Plum reported that Councilman Greig Smith came to Chatsworth NC and said he was going to use over \$1 million from the Sunshine Landfill fund for a park, and that this action had been approved by Granada Hills Neighborhood Council, and did GHNNC know anything about this? Kim Thompson stated that there is no such entity as GHNC, and Anne Ziliak explained that the fund was from the franchise dollars, and regulations state that this money can only be used within a certain radius of the landfill, and she was pretty sure that the park in question was outside that radius.

Motion (Manatt/Marzillier), To reconsider the amendment passed by Board at September 25 General Meeting that stated, “Article 6: The Election Officer, who is the Election Committee chairperson, shall select a minimum of three (3) stakeholders to serve on the committee. The Election Officer shall not be a candidate for election.” Roll Call: Ayes: Wayne Aller, Becky Bendikson, Pat Casparian, Sue De Vandry, Michael Greenwald, Matt Hughes, Scott Manatt, Leon Marzillier, Dev Parikh, Robert Ricketts, Kim Thompson, Joe Vitti, Anne Wells, Anne Ziliak, Mary Anna Kienholz. Passed unanimously.

Motion (Bendikson/Greenwald) that Article 6 read: “A year before the election the GHNNC Board will appoint an Election Committee Chairperson who will not be a candidate for the election and ask stakeholders (at least three) to volunteer to be on the committee.” Roll Call: Ayes: Wayne Aller, Becky Bendikson, Pat Casparian, Sue De Vandry, Michael Greenwald, Matt Hughes, Scott Manatt, Leon Marzillier, Dev Parikh, Robert Ricketts, Kim Thompson, Joe Vitti, Anne Wells, Anne Ziliak, Mary Anna Kienholz. Passed unanimously. All bylaw changes from Article 6 will be reflected throughout our bylaws.

Motion (recommended by Policy and Rules) to approve (as a consent calendar) Bylaw changes, for clarity and consistency throughout, to the following articles in the Bylaws: Articles 4.2, 5.2, 9.9.1, 9.10, and in Article 14 to add committees approved by the Board: 14.7, 14.8, 14.9, 14.10, 14.11, and to delete 14.8 (Special Events Committee), as no committee of this name has ever met. Roll Call: Ayes: Wayne Aller, Becky Bendikson, Pat Casparian, Sue De Vandry, Michael Greenwald, Matt Hughes, Scott Manatt, Leon Marzillier, Dev Parikh, Robert Ricketts, Kim Thompson, Joe Vitti, Anne Wells, Anne Ziliak, Mary Anna Kienholz. Passed unanimously.

Details of these motions and their rationale are presented as an attachment.

Committee Reports:

- Elections – **Motion** (Recommended by the Elections Committee) to approve the first draft of the election procedures as follows: GHNNC Election Timeline – Write-in candidates, no vote-by-mail. All events will be held at Van Gogh Street School, 17160 Van Gogh Street, Granada Hills, CA
November 2006 Draft of Election Procedures submitted to D.O.N.E.
December 18, Board approval of final Election Procedures: send to DONE to meet timeline of 90 days before election
January 15, 2007 First mailing (prior to Election Information Meeting)
January 22, 2007 Election Information Meeting at the January Board meeting
January 23, 2007 Candidate filing begins
February 10, 2007 Candidate Information Session for candidates at 10 a.m. Run by Jerry Kvasnicka, our Independent Election Administrator
February 22, 2007 Candidate filing deadline to be on the ballot
February 23, 2007 Filing for WRITE-IN candidates begins
March 13, 2007 Second mailing
March 16, 2007 Forum (not mandatory) must be run by an outside moderator. Mid-week evening meeting
March 23, 2007 @ 5:00 p.m. Deadline for filing as a WRITE-IN candidate
March 24, 2007 Election, 11:00 a.m. to 4:00 p.m.
Roll Call: Ayes: Wayne Aller, Pat Casparian, Sue De Vandry, Matt Hughes, Scott Manatt, Leon Marzillier, Robert Ricketts, Kim Thompson, Joe Vitti, Anne Wells, Anne Ziliak; Noes: None; Abstentions: Becky Bendikson, Michael Greenwald, Dev Parikh. Passed 11-0-3.
- Ad Hoc Nominating – Tabled

- PLUM – Anne Ziliak: There was a hearing because T-Mobile wanted a cell phone mono palm at the Islamic Center, where there are two already. The request was denied.
- Outreach Committee – Sue DeVandry: Reminder that the Picnic in the Park will be held on November 18. Ads and flyers have been posted in numerous places. Balloons and face painters are needed.

Old Business:

Updates:

Valley Alliance - Becky Bendikson gave a report on the October 30, 2006 meeting, reminded us that the next meeting was on the next day, November 9, and that there was going to be a Neighborhood Council mixer on December 14.

Aliso Canyon CAC - Anne Ziliak: There will be a second meeting to decide what people want: Boarding facility, meeting place, trails, riding ring, no overnight horse boarding. Anne wants to advocate our position.

Congress of Neighborhood Councils – Joe Vitti: James Okazaki is taking over as chair of the Transportation Committee of the Congress. A Legal Action Committee is also forming, but it has not yet been approved. The 2 year DWP MOU is up in March and will be submitted again for approval by the GHNNC .

Board Comment on Non-Agenda Items

Kim Thompson reported that if our regular meetings continue to go past 9:30 p.m., we will no longer be allowed to use the school, and thought that we should try and find another place to meet. Hospital High hearings are coming up. Robert Ricketts noted that presentations to the Board should be better planned, and the acoustics improved.

Anne Ziliak reported that the senior stakeholder who needs assistance with cleaning up debris in his yard does not have an income that is below the threshold deserving of financial help. So, she is looking for volunteers. Please let her know if you are willing to help.

Dev Parikh noted that there was too much wasted time at regular meetings. Today's special meeting was better, but we should try to avoid special meetings.

Sue De Vandry suggested a possible locations for our meetings was St. Euphrasia's Hall. She would look into it. Another suggestion, not by Sue, was the Masonic Temple.

Pat Casparian warned us that there a loose portable sign at Orozco and Balboa, and he was concerned for safety reasons. He also drew our attention to the fact that in our last quarterly budget report, there was a balance of \$60,000 brought forward, and that we need to use it by July, 2007.

The next regular Board Meeting will be on November 27, 2006

The meeting was adjourned at 8:08 p.m.

Respectfully submitted by Leon Marzillier, Recording Officer

Attachments

BYLAWS

Article 1: Name

The name of the Council shall be: **THE GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL (GHNNC)**

Article 2: Boundaries

The boundaries shall run along the 118 freeway on the south, from the place where it meets Aliso Canyon at Hesperia Ave. (west of Zelzah Ave.), east to the 405 freeway, then following the 405 freeway north to the 5 freeway, following that freeway northwest to the county line, then following the county line south along the northwestern edge of O'Melveny Park and continuing to Aliso Canyon, then south along the eastern edge of Aliso Canyon, and intersecting again at the 118 freeway.

Article 3: Objectives and Policies of the Council and Communicating with Stakeholders

3.1 Objectives and Policies of the Council: The objective of the Council will be to enhance the quality of life and sense of community and pride of all its Stakeholders. It will reach out to other councils in an effort to share ideas about how best to give every Stakeholder a voice in government. The Council will attempt to keep abreast of all actions by all agencies of City government which may affect our community, and to inform Stakeholders as quickly as possible. After a best-faith effort to solicit opinions from Stakeholders, the Council will make recommendations to the City that enhance our quality of life. In all its meetings and correspondence, the Council will solicit Stakeholders' ideas and will promote free expression of opinions. It will listen attentively to ideas for improving our community and to concerns over actions and events which may negatively impact our community. The Council will serve as an advocate for the northern Granada Hills community within City government. The GHNNC will not discriminate in any of its policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income or political affiliation.

3.2: Communicating with Stakeholders: The GHNNC will establish a procedure for communicating with all its community Stakeholders on a regular basis in a manner ensuring information is disseminated in ~~an evenly and~~ a timely manner.

Article 4: Stakeholders and Neighborhood Partners

4.1 Stakeholders: Membership is open to all community Stakeholders. A Stakeholder shall be defined as “~~One~~one who lives, works, or owns property” in the GHNNC area and those individuals who actively participate in clubs, schools, associations, faith groups and other constituencies (see Article 5.4) that regularly meet within the boundaries of the GHNNC.

4.2 Neighborhood Partner is defined as “anyone who actively participates in the life of the community” but does not otherwise qualify as a Stakeholder. Neighborhood Partners may participate as a member of any GHNNC Committee, except the Election Committee, which, in turn, may advise and make recommendations to the GHNNC Board of Directors. Any Neighborhood Partner can be appointed by the GHNNC Board of Directors to represent the Neighborhood Council before City government agencies or other neighborhood councils or organizations. Neighborhood Partners will be encouraged to bring issues of concern to the GHNNC Board.

Article 5: Composition of the Board of Directors

The Board of Directors shall consist of 25 Representatives from the following identified categories: # of Directors

5.1 Geographic Districts

District One 1

District Two 1

District Three 14

5.2 Special Interest Groups

Neighborhood-~~Group~~ Organization Representative 1

Education Representative 1

Environmental Representative 1

Faith-Based Representative 1

Parks Representative 1

Resident Associations Representative 1

Small Business/Part-Time Worker Representative 1

Student Representative 1

Youth-Groups Representative 1

5.3 Board members representing Geographic Districts: The GHNNC 2 area is divided into three geographic districts. The internal boundaries of these districts are as follows: District One encompasses the northwestern section. The boundaries are the 5 Freeway on the north, the city/county line on the northwest, and the zoning line designating Heavy Industry on the south and east. District Two encompasses the northeastern section, as follows: Starting at the junction of the 5 freeway and Balboa Boulevard and running southwest to form the northwestern boundary; then following Balboa Boulevard south to Woodley Avenue and south along Woodley Avenue to Rinaldi Street to form the west and southwestern boundary; then following Rinaldi Street east to the 405 freeway to form the southern boundary; then following the 405 freeway northwest to its junction with the 5; continue on the 5 to Balboa Boulevard to form the northeastern boundary. District Three encompasses the remaining area within the GHNNC boundaries. Both sides of Woodley will be included in District Three, as would the residents or workers in any plot with a zoning designation beginning with the letter “R”. Based on residential and working population, District One will elect one Director, and District Two will also elect one Director. District Three will elect 14

Directors. The number of Directors from the three Districts is determined by population using the most current census figures and canvassing the businesses and industries within the Council boundaries. The number of seats on the Board are allocated, as follows: One at-large seat for approximately every 2000 Stakeholders, including residents, workers and property owners. No matter how small the population is in any given district, each district will have at least one Director on the Board. Every 10 years, following the release of new census figures that would significantly change these numbers, or if the Council feels that a new project will significantly change the rationale for these Districts (for example, a project employing a large number of workers, a large development, etc.), the Council may apply to the Department of Neighborhood Empowerment to alter the District boundaries or reallocate the number of Directors from the Districts.

5.4 Board Member Positions Reserved for Special Interest Groups:

The following Directors will represent the various segments and interests of the various groups that exist in the community. Each will be expected to regularly attend meetings, bring to the Board the concerns of those they represent, and to keep those they represent informed of Council's actions and items of interest. **Some candidates and voters may qualify in more than one category. The candidates and voters must designate which group they wish to represent or vote for at the time of the forum or at registration. They must show proof of their qualifications (membership card, letter from the President etc.) at this time. (Students of these groups who are at least 16 years of age at the time of the election will vote for the Student Representative.)**

5.4.1 Educational Representative: This Director will come from schools, adult-schools, day-care centers, preschools, and groups that are located within the GHNNC boundaries and whose area of interest is primarily education. ~~Where there are overlapping interests, for example, a PTA that could qualify for both an educational and youth group designation, the determination of which Special Interest Groups they wish to represent will be made by the group at the time of caucus formation or registration for voting.~~

5.4.2 Environmental Representative: This Director will come from the **membership of** environmental groups that meet regularly (at least four times yearly) within the GHNNC boundaries.

5.4.3 Faith-Based Representative: This Director will come from **the membership of** churches, temples, mosques and other faith-based groups that lie within the GHNNC Boundaries. If one of these facilities also operates a full-time educational program within the GHNNC boundaries, a school representative may also apply to be elected to the Board of Directors as the Educational Representative.

5.4.4 Neighborhood Organization Representative: This Director will come from **the membership of** such groups as Neighborhood Watch groups, political organizations, art, music, senior groups and others that regularly meet (at least four times yearly) within the GHNNC boundaries.

5.4.5 Parks Representative: This Director will come from **the membership of** park organizations **that** regularly (at least four times yearly) meeting within the GHNNC boundaries, and bring issues, relating to parks within the boundaries, to the Board. He/she will serve as Chairperson for the Parks Committee.

5.4.6 Resident-Associations Representative: This Director will come from the **membership of** homeowner, condominium, townhouse, or renter associations whose properties lie within the GHNNC boundaries and hold regular meetings (at least four times yearly).

5.4.7 Small Business and Worker Representative: This Director will come from a business employing 75 or fewer workers in a facility that is physically located within the boundaries of the GHNNC. Those persons legally operating a business from a residence within the Council area may also qualify. ~~and participate in the Small Business Caucus.~~ Unless qualified to vote in another category, this category will represent all part-time workers.

5.4.8 Student Representative: This Director, a student between ages 16 through 25 (**by the date of the election**) living within or attending a school within the GHNNC boundaries, will represent fellow students by bringing their concerns to the Board, keeping them informed of issues of particular interest to them, and encouraging their participation in City government. The student does not need to provide representative credentials, but may register to run for this office based ~~solely~~ on residency or student ID.

5.4.9 Youth-Group Representative: This Director will come from **the membership of** those representing such groups as Boy and Girl Scouts, Indian Guides, 4-H clubs, youth athletic organizations and other youth groups, whose meetings or activities are regularly (at least four times yearly) held within the GHNNC boundaries.

5.5 Quorum: The GHNNC Board of Directors will thus consist of 25 Representatives (sixteen District plus nine Special Interest). Fifty percent plus one, or 13 Directors, will constitute a quorum. No vote or other official action may be taken in the absence of a quorum.

Article 6: Nominations and elections: A year before the election the GHNNC Board will appoint an Election Committee Chairperson who will not be a candidate for the election and ask Stakeholders (at least 3) to volunteer to be on the Committee. This Committee will work with the Department of Neighborhood Empowerment (DONE) and with the approval of the Board, appoint an Independent Election Administrator (IEA) from the list of DONE approved IEAs. The Citywide Election Procedures require elections to be conducted by a neutral third party (an Independent Election Administrator).

6.1 Nomination Procedures: The Election ~~Officer~~ **Committee Chairperson** with the Election Committee will attempt to outreach to all Stakeholders, including Special-Interest Groups and Geographic Districts, notifying them of the upcoming nomination procedures and procedures for election of Directors to the Board of Directors. Notification of positions open on the GHNNC Board of Directors and procedures for nominating qualified candidates for these positions will be posted on our web site, post~~ing~~**ed** at a minimum of five public locations, ~~advertising on Public TV,~~ **by** distributing flyers throughout the

community, **and** contacting people through our e-mail and telephone data base. ~~within 30 days of our certification.~~ If financially feasible, newspaper ads and/or ~~directly~~ mailing or hand delivery will also be used. A person's name may appear as a nominee for election for only one position on the Board of Directors, i.e., either a Geographic District or a Special Interest position, but not both.

6.2 Nominations of Special-Interest Group Representatives:

The Election ~~Officer~~ **Committee Chairperson** and Committee **Members** will personally contact leaders from the nine Special-Interest Groups. The Election ~~Officer~~ **Committee Chairperson** and Committee **Members** will make every effort to engage the various Special-Interest Groups to actively seek interested nominees. Nominees for Special-Interest Group Representatives will place their names or the names of other qualified persons into nomination for a position on the Board of Directors to represent their Group by contacting the ~~Election Committee~~ **IEA**, ~~up to 30 days prior to Election Day or at the last GHNNC meeting prior to the election. At that meeting each Special-Interest Group may caucus to nominate a Representative or Representatives to serve on the Board and will then provide the name(s) of the nominee(s) to the Election Officer. The nominees will be provided time at this meeting to give brief introductory speeches.~~ The names of these nominees will be posted on our web site and at a minimum of five public locations.

6.3 Write-in Nominations of Special-Interest Group Representatives:

Any interested participant in a Special-Interest Group not nominated ~~within the time frame indicated above~~ **by the cut off date for inclusion on the ballot** may contact the ~~Election Officer~~ **IEA** and put his or her name in nomination for a position representing their Group. Such write-in nominees may be self-nominated or nominated by others, but documenting evidence of their eligibility to represent the respective Special-Interest Group must be presented.

6.4 Nominations of Geographic District Representatives: A good-faith effort will be made to reach all Stakeholders in all Districts to encourage nominations. Nominees for Geographic District Representatives may place their names or the names of other qualified Stakeholders into nomination for a position on the Board of Directors to represent the District in which they live, work or own property by contacting the ~~Election Committee~~ **IEA**, ~~up to 30 days prior to the election date, or at the last GHNNC meeting prior to the election. At that meeting each Geographic District Group may caucus to nominate a Representative or Representatives to serve on the Board and will then provide the name(s) of the nominee(s) to the Election Officer. Time~~ **An opportunity** will be provided at ~~this meeting~~ **the Candidate Forum** for **all** nominees to give brief introductory speeches. The names of these nominees will be posted on our web site and at **a minimum of** five public locations.

6.5 Write-in Nominations of Geographic District Representatives: Any interested Stakeholder in a Geographic District not nominated ~~within the time frame indicated above~~ **by the cut off date for inclusion on the ballot** may contact the ~~Election Officer~~ **IEA** and put his or her name in nomination for a position representing the District where he/she lives, works or owns property up the scheduled time for the opening of the election. Such write-in candidates may be self-nominated or nominated by others, but documenting evidence must be provided of their eligibility to represent their Geographic District.

6.6 Election Procedures for the Board of Directors: Voting for the Board of Directors will take place on a designated Election Day within the month of March and every two years ~~thereafter~~ **in odd numbered years**. The Election Day will be properly noticed and held within the GHNNC boundaries. ~~At least 30 days p~~ Prior to Election Day notification will be put on our web site, posted at minimum of five public locations within the GHNNC boundaries, and by distributing flyers throughout the community and contacting people through our e-mail and telephone data base. The candidate(s) receiving the highest number of votes will be elected. In the event that the same lowest winning number of votes is received by more than one candidate, the Independent Election Administrator will draw a winning name from among the names of the candidates who tied for that position. Newly elected Directors will assume their duties at the first regular Board meeting after the election. No absentee, or proxy voting will be permitted. No person (even one qualifying as a Stakeholder in two or more groups) may cast more than one ballot.

6.6.1 Voting for Geographic District Directors: Voters will use coded written ballots to vote within their appropriate District of the GHNNC on Election Day.

6.6.2 Voting for Special-Interest Directors: Each voter eligible to vote for a Special Interest candidate and choosing to vote in that Special Interest category will vote by coded written ballot on Election Day.

6.7 Voter Qualifications: To vote **or run for office**, a Stakeholder must be ~~16~~ **18** years of age or older by the day of the election, **except for the candidate for Student Representative and those voting for the Student Representative who must be 16 years of age by the date of the election**, and present documentation including, but not limited to, a picture ID in the form of California Drivers License, California ID, school ID passport, or any other valid picture ID, or other documentation showing worker status or property ownership within the council boundaries. All verifying documents will be returned immediately after being viewed. They will not be kept. For the homeless, or others with special circumstances, this requirement may be waived at the discretion of the ~~Election Committee~~ **IEA**. If documentation is not available, and if proof of Stakeholder qualification is insufficient, the person may vote, provisionally, ~~by signing a Declaration under penalty of perjury, that they qualify as a Stakeholder in the Council area by stating how they qualify. This Declaration procedure applies to all Stakeholder groups.~~ **For a provisional ballot to be converted to a regular ballot and be counted, the voter must supply the IEA with the appropriate documentation within three days.**

6.7.1 Residential Voting: To vote, a resident of the council area must present documentation which may include, but is not limited to, a picture ID showing both a picture and a residential address within the Neighborhood Council area.

6.7.2 Property Owner Voting: To vote as a property owner, the Stakeholder must present credentials which may include, but is not limited to, a tax bill, deed, or other proof of ownership of property within the appropriate district.

6.7.3 Worker Voting. Workers are eligible to vote as Stakeholders in either GHNNC Geographic Districts One, Two or Three, based upon where they work within the GHNNC boundaries. Workers may, as an alternative, elect to participate in the Small Business and Worker Special Interest Groups if they wish. Workers will qualify if they show documentation in the form of a pay stub, IRS form, W-2, or other similarly recognized form, that includes an address within the Council area. If voters so choose, they may redact confidential information such as salary, etc., from their documentation. Workers, who do not spend the majority of their working time within the GHNNC boundaries, such as postal workers, service providers and delivery persons, etc., may vote, unless otherwise qualified in another category, only in the Small Business and Worker ~~category~~ **category**. The documentation must include their name, address and a description of the work they do within the Council district, and any supporting documentation, in the form of letters from employers, etc.

6.7.4 Volunteer Workers and Other Participants: Volunteer workers or participants in other community groups that meet regularly (at least four times yearly) within the boundaries of the GHNNC may vote unless otherwise qualified in another category, only in the Special-Interest Group that represents their affiliation. The Stakeholder must present documentation of membership in the Special-Interest Group for whom they do the volunteer work and any documentation of the volunteer work they perform, such as a letter from their Group. If a new group or constituency emerges that does not fit into any of the designated categories provided for in these Bylaws, the Bylaws may be changed under Article 15 to include that group.

6.8 Voting Disputes: In cases of incomplete or disputed identification, the voter will be allowed to vote provisionally until the vote is verified. Based on the number of provisional ballots, if the outcome of the election is in doubt, the results will not be made known **for three days** until all the provisional ballots ~~are~~ **have an opportunity to be** verified.

6.9 If for any reason the election is delayed or the newly elected Board is not seated, a quorum (13 members) or more of the present Board will conduct business at the regular monthly meetings until the newly elected Board is seated.

6.10 All Elections must comply with the Election Procedures most recently adopted by the Los Angeles City Council.

Article 7: Length of Term, Removal, Resignation and Replacement of Directors

7.1 Length of Term: All GHNNC Directors will be elected for a two-year term. No person may serve longer than eight years. ~~For this time only, those Directors who received three year terms at the first GHNNC Election held in March of 2003 will be asked to serve four years.~~

7.2 Removal from the Board:

Any Director who accrues three consecutive or a total of four absences from regularly scheduled Board meetings in any consecutive 12 month period, commencing with the date of taking office, shall be removed by a majority vote of the Board.

7.3 Filling Vacancies: When one or more vacancies occur on the Board, the Chairperson shall, at the next regular Board Meeting, solicit Board Members and/or Stakeholders to form a Nominating Committee. From among these volunteers, the Board shall appoint three members to a Nominating Committee. The Nominating Committee shall make the duties associated with the unfilled Board positions known to all Stakeholders. The Nominating Committee shall reach out to GHNNC Stakeholders in the category in which the vacancy occurred (i.e., Geographic or Special Interest, etc.) Notices of the vacancy shall be posted by the Nominating Committee at the regular GHNNC posting locations. The Nominating Committee shall interview all candidates and make a recommendation to the Board within two months at a regularly noticed Board meeting. The Board vacancy shall be filled by a majority vote of the Board with a representative from the same category (Geographic or Special Interest) as the one vacated and they shall serve until the next regular election of the Board.

Article 8: Duties, Privileges and Compensation of the Board of Directors

8.1 Duties and Privileges of Directors: Newly elected Directors will assume their duties at the first meeting of the Board of Directors following the Election. It may consider matters, make recommendations and adopt positions relating to the education, recreation, health, safety, aesthetics, planning, zoning and all other issues that affect the GHNNC community.

The Board may take a public position in support, or opposition, of a ballot measure, or pending legislation. The Board may work with other Neighboring Councils on interests of mutual concern, and with Councils city wide, to lend support to the interests of those Councils. Any Board Director may appear as an advocate for a position previously voted on and approved by the Board. Directors who hold a position in opposition to that taken by the Board may express their position as individuals.

8.2 Compensation: No Officer or Board Member will be entitled to receive any compensation from the Council. However, the Council may compensate a member for reasonable expenses, up to \$15 per occurrence, incurred in performing the duties of their office, or while on Council business.

Article 9: Officers of the Board and their Duties

The following officers will be elected by the Board of Directors from those Directors who wish to serve in those positions. Nominations and elections for these positions will take place at the first meeting in ~~March, of the newly elected Board, which will take place within seven calendar days of the general election of Directors to the Board.~~ Officers will be elected each year to serve one year. An Officer may not hold the same office for more than four consecutive years. When a vacancy occurs between elections, it may be filled by appointment by the Chairperson and confirmation by a majority vote of the Board of Directors. If possible, the new Officer will come from the same category (Geographic or Special Interest) as the one held by the vacating Officer. If possible, this new Officer will come from the existing Board of Directors. If a vacancy occurs in the office of the Chairperson, the Vice Chairperson will assume that position.

9.1 The Chairperson: Will preside at all meetings of the Board, call special meetings, prepare agendas (any Director has a right to submit agenda items), serve as an ex-officio member of all standing committees and whenever possible, represent the Board's position at hearings and other meetings **and may appoint a nonvoting Parliamentarian.**

9.2 The Vice Chairperson: Will preside at meetings in the absence of the Chairperson; will track all city planning and land-use issues in the GHNNC area and bring them to the attention of the Board, particularly the Chairperson, the City Information Officer and the Media Officer.

9.3 The City Information Officer: Will track all citywide issues on which the GHNNC Board may wish to gain information and /or comment. Will obtain City Council agendas and bring information to the Board, particularly the Chairperson and the Media Officer, and will work with other Neighborhood Councils on coalition building and areas of mutual support.

9.4 The Media Officer: Will maintain and update the web site and help the Chairperson disseminate information to the media, as needed.

9.5 The Community Information and Outreach Officer: Will be responsible for keeping the community informed; will make a good-faith effort to keep all of the stakeholders apprised of the issues coming before the GHNNC Board, ~~post~~ ~~agendas~~, and coordinate with the Chairperson, Vice Chairperson, City Information Officer and the Media Officer to assure that the required information is posted on our web site.

9.6 The Recording Officer: Will keep the minutes of the meetings, maintain a mailing and e-mail list and maintain the records of the GHNNC actions.

9.7 The Correspondence Officer: Will conduct the necessary correspondence of the Council and keep a file of all communications received or sent.

9.8 The Financial Officer: Will be responsible for keeping the financial records of the council and work with the Treasurer and the Board to prepare a budget; will provide a report to the Board, at least quarterly, or more often, as requested; and will, with the Chairperson and Treasurer, track and coordinate GHNNC efforts to secure funding for projects and operations, as deemed appropriate by DONE.

9.9 The Treasurer: Will maintain separate books of accounts, in compliance with the Generally Accepted Accounting Principals (GAAP) and submit accounts to DONE, yearly, on the dates prescribed by DONE, receive and disburse all funds, and work closely with the Financial Officer (comprising the Financial Committee). The Financial Committee will establish procedures for accountability complying with all applicable laws, including the Public Records Act.

~~9.10 The Election Officer: Will be responsible for preparing ballots and conducting the elections and settling parliamentary questions, using a current revision of Robert's Rules of Order, if these do not conflict with the Bylaws. The Election Officer will chair the Election Committee, but will not participate in any ballot related procedures, such as distributing or counting ballots, if he/she is a candidate for an office in said election.~~

Article 10: Meetings of the Board

All meetings will be conducted under the provisions of the *BROWN* Act and all meetings will be open to the public and posted at five public locations. Public testimony will be taken after the presentation of an item and before the item is voted on. A public-comment period will be a part of each meeting.

10.1 Regular Meetings: The Board will meet at least once monthly, on a consistent date and time, at a regular location within the boundaries of the council. If a meeting date falls on a holiday, or there is another reason to change the date or venue, the change shall be posted on the web site and in at least the five public locations submitted with our application seventy-two hours before that meeting. Agendas will be posted seventy-two hours prior to all meetings of the Board.

10.2 Special Meetings: If, because of time constraints, urgent action is required to respond to an item or situation, a special meeting may be convened by the Chairperson or Vice Chairperson with concurrence of at least two other Directors. Notification of a special meeting must be posted on the web site and at least the five public locations submitted with our application within the council area at least seventy-two hours prior to the meeting.

10.3 Board and Committee Agenda: The Board Chairperson will review all proposed agenda items submitted by Directors and, in a timely manner, place them on the agenda or refer the items to the appropriate Committee Chairperson for inclusion in their Committee Agenda.

Article 11: Board Decisions

The Board will seek to achieve consensus. For an item to be approved, it must receive a majority vote of those Board members present at a regularly constituted Board meeting, or a correctly-noticed special meeting. All votes of the Board and Committee members may be by a show of hands with the understanding that any person in attendance at the meeting may request a verbal, by roll call vote. The vote of each member is to be recorded. The Board cannot vote by secret ballot.

No vote or other official action may be taken in the absence of a quorum, as defined in Article 5.5. No proxy voting will be allowed. No Board member under the age of 18 will vote on issues or contracts on which he or she is prohibited from voting under applicable law. If there is a tie, the motion may be carried over to the next regular or specially convened meeting for resolution. For items of significant interest or contention the Board may, at its discretion, call a special properly-noticed meeting of all Stakeholders and Neighborhood Partners to allow them to discuss and cast an advisory vote on the issue(s). The vote may be taken by voice or show-of-hands at the discretion of the Board. Although the final decision rests with the Board, this advisory vote will be considered by the Directors in their deliberations and voting.

Article 12: Reconsideration and Grievance Procedures

12.1 Reconsideration Procedures: Within ten days of a Council Board decision, any Stakeholder may request, in writing, a reconsideration of a Board decision. In order to be considered, the request must state the Stakeholder's name, address and contact phone number, and the title and date of the Board's resolution or motion. It must also specify the exact reason(s) for their objection to the decision and include any documentation available to support the Stakeholders' position for the objection. The Stakeholder must also sign a declaration stating that all information provided, including any accompanying statements or documents are true, correct, and complete, to the best of his knowledge and belief. If such a reconsideration

does not interfere with the timely forwarding of that decision to any legislative or governmental body or agency, the Council shall agendaize the item for possible reconsideration at their next meeting. If a Director wishes to change his or her vote, the Board will reconsider the issue.

12.2 Grievance Procedures: Those seeking redress of alleged violations concerning matters of procedure must request and fill out the forms provided by the Council Recording Officer. These will state Stakeholder status, outline the reason the complaint is being lodged, and any documentation the petitioner wishes to provide. This material will be provided to all Board members and the item will be agendaized within 60 days. Grievances may be appealed to DONE.

Article 13: Ethics and Board of Directors Campaign Spending Limits

13.1 Ethics: No group shall attempt to dominate or control, the GHNNC Board. In addition to abiding with all city, state and federal laws regarding the ethical conduct of the Council, the following standards are adopted: Board members may not receive donations or gifts from anyone whose project will, foreseeable, come before the Board. Board members will keep a record of all meetings with a proponent or opponent of a project, their attorneys, lobbyists, consultants, or other representatives for any project that foresee ably will come before the Board for consideration. This record will be forwarded to the Recording Officer for posting, along with a record of those in attendance. If a Director is voting as a representative of a business, organization, or any other group, that Director must publicly disclose any money, gifts, or gifts of services received by the business, group, or organization they represent, when considering an action which may benefit that entity. This information will be posted on the web site, prior to consideration of a project. The receipt of money, gifts, or services will constitute a conflict. When a conflict arises, the Board member shall recuse him/herself.

13.2 Campaign Spending Limits: Candidates for a Board position will be asked to sign a pledge committing to spend no more than \$75 to promote his/her candidacy. Appeals may be made to the Ethics Committee in case of a dispute.

Article 14: Committees:

The standing Committees, with the exception of the Election Committee, may consist of any interested Stakeholder or Neighborhood Partner who wishes to volunteer. The GHNNC Board will encourage full and broad participation in these committees. The Committees will meet regularly and report to the GHNNC Board, as necessary, or at the GHNNC Board's request. A minority report may also be presented. The GHNNC Board may establish additional committees, as needed. Standing Committees of the GHNNC will include the following:

14.1 Communications Committee: This Committee ~~will~~ may include the City Information Officer, Media Officer, Recording Officer, Correspondence Officer and Community Information and Outreach Officer.

14.2 Election Committee: ~~The Committee will include the~~ The Election ~~Officer~~ Committee Chairperson appointed by the Board will Chair this committee. Service on this committee is limited to Stakeholders.

14.3 Ethics Committee: This Committee ~~will~~ may include the Vice Chairperson and will give guidance on matters concerning disputes and/or improprieties.

14.4 Financial Committee: This Committee ~~will~~ may include the Financial Officer and Treasurer.

14.5 Outreach and Publicity Committee: This Committee ~~will~~ may include the Community Information and Outreach Officer and the Media Officer.

14.6 Parks and Beautification Committee: This Committee ~~will~~ may include the Parks Officer and Environmental Officer

14.7 Research Committee: This Committee will may include the Vice Chairperson and will research other items that come before the Board from Stakeholders and Board Members that do not come under other committees.

14.8 Special Events Committee: This Committee will include the Media Officer and the Community Information and Outreach Officer.

14.8 Planning and Land Use Management Committee: To study and make recommendations concerning land use issues.

14.9 Public Safety Committee: To study and make recommendations concerning safety issues within the community.

14.10 Policy and Rules Committee: To study Bylaws, Guidelines and Standing Rules and recommend updates for these documents.

14.11 History Committee: to record History within GHNNC boundaries.

Article 15: Bylaw Changes

The Bylaws may be changed by a two-thirds vote of the Stakeholders present at a special meeting called for that purpose. The changes then must be submitted to DONE for concurrence. DONE has the responsibility to respond to the GHNNC with a written opinion or their concurrence within the time limit outlined in the DONE guidelines.

GHNNC Bylaws Committee: Submitted by Mary Anna Kienholz on behalf of the Policy and Rules Committee 10-31-06.

Rationale for suggested GHNNC Bylaw amendments.

This article would be taken first and separate from the others because it is under the reconsideration.

Article 6: Nominations and Elections. (Rationale would be the same as presented before.) These changes were necessary to bring the GHNNC Bylaws into compliance with the Citywide Election Procedures. This new paragraph shows who is responsible for the elections. There will be an Election Committee Chairperson and a Committee who will follow the GHNNC Bylaws and the Citywide Election Procedures and bring motions concerning the election to the GHNNC Board for approval. The Citywide Election Procedures call for an Independent Election Administrator (IEA) to conduct the election, this paragraph makes it clear who qualifies to be the IEA and makes the references to this person in the rest of this article clear. It also makes clear when this committee will be appointed and that the Board will do this appointment.

Article 4.2 Neighborhood Partners. By adding "except for the Election Committee" would make this clear and consistent with 14 and 14.2.

Article 5.2: Composition of the Board of Directors Change the word "Group" to "Organization" to be consistent with wording in 5.4.4.

Article 9: Officers of the Board.

Take out the sentence, line 3 and 4 that says the officers would be elected at the Board Meeting within 7 days of the election. It needs to be flexible because the day of the election cannot always be planned within this time limit. Using the first meeting in March accomplishes this.

Article 9.1: The Chairperson.

Since taking out all reference to the Election Officer there is no provision for appointing a Parliamentarian. This would allow the Chairperson to appoint a non-voting Parliamentarian.

Article 9.10: Election Officer: Delete. This is to comply with the Citywide Election Procedures since they state that the IEA will conduct the elections and perform other duties given to the Election Officer, therefore there is no longer a need to have an Election Officer.

Article 14: This is to make clear that the Election Committee must be made up of stakeholders where other committees may have Neighborhood Partners as members. This is consistent with 14.2 that states that service on the Election Committee is limited to stakeholders.

Article 14.7: The Research Committee was formed as allowed in the Bylaws in Article 14, line 6.

Article 14.8: The Special Events Committee was never formed as the Outreach Committee assumed this responsibility. So this article was deleted.

Article 14.8, 14.9, 14.10 and 14.11 were also new committees formed as standing committees as the need became evident. They are listed in the Bylaws in the order they were formed.

Mary Anna Kienholz
10-31-06