

CITY OF LOS ANGELES

CALIFORNIA



Special

General Meeting

All Stakeholders

6:00 pm

Same Location

Telephone (818) 368-0096

www.ghnnc.org

BOARD MEMBERS

CHAIRPERSON
Michael Greenwald

VICE CHAIRPERSON
Mary Edwards

Wayne Aller	Scott Manatt
Theresa Anderssen	Chene Mann
Becky Bendikson	Mark Oerum
Patrick Caspanan	Anjali Parikh
Mary Ellen Crosby	Dev Parikh
David Dean	Ben Pedrick
Rick Gibby	Robert Ricketts
Ginger Fong	Kim Thompson
Sid Gold	Susan Tipton
Wayde Hunter	Joe Vitt
Frank Kiesler	Donna Zero

Granada Hills North Neighborhood Council

Special By-Laws Meeting Agenda

Monday November 29, 2004 6:00 PM

Van Gogh Street School

17160 Van Gogh Street, Granada Hills, Ca. 91344

The public is requested for follow up purposes (but not required) to fill out a "Speaker Card" to address the Board on any item of the agenda prior to the Board taking action on any item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's subject matter jurisdiction will be heard after the Directors Roll call and during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. The Agenda is posted for public review at Albertsons 16201 San Fernando Mission Blvd. HOWS Market located at 11900 Balboa Blvd., Sugar Suite located at 11858 Balboa, Odyssey Restaurant located at 15600 Odyssey Drive, Bee Canyon Park Kiosks (2) - one located across from 17160 Van Gogh St. and the other at the playground between Van Gogh and Sesnon Blvd. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Project Coordinator, Thomas Soong at (323) 359-2579 or e-mail tssoong@mailbox.lacity.org

6:00 Special General Meeting for all Stakeholders to approve By Law changes.

Changes and rational are on www.ghnnc.org In Meetings Tab

or available at 818 368-0095

1. Adjourn to Monthly meeting

This activity is neither sponsored by nor is it in any way connected with the L. A. Unified School District

PROCESS FOR RECONSIDERATION: Within 10 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 Stakeholder's 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/her 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.

Rationale for suggested GHNNC Bylaw amendments from the Policy and Rules Committee for the Special Bylaws Meeting

Monday, November 29, 2004, 6:00PM Van Gogh Street School.

The Policy and Rules Committee, unanimously recommends all of the following changes.

The Committee recommends taking out all language that refers to the first or initial election or any reference to the Pro Tem Election Officer or committee or other such terms. These references are in:

Article 6

6.1

6.2

6.4

6.5 plus adding some words to make the meaning clear.

Article 6.6

Some of the changes recommended are to change the Election from every year to every two years. Having worked on the Election Procedure Working Group and having worked on five Neighborhood Council Elections and talked to many others about the difficulty of doing these elections I made this suggestion. The Election process needs to be started six months before the planned election date. There are Procedures that need to be approved, Administrators and Arbitrators to find and a great deal of outreach to be done and much more. It seemed to the Committee that since the Directors are elected for two years it would take away from the business of the Council to have an Election every year. So the Committee is recommending changing from annually to once every two years.

This Bylaw also said that in case of a tie there would be a run off election. This was thought to be too much work to go through and that many other Neighborhood Councils have a tie breaker in their Bylaws of drawing one winning name of those tied. The Committee is recommending this change.

Article 7:

7.1 Length of Term: If the Election is changed to once every two years this article would need to be changed to reflect this. The committee recommends that this change be made and that for this one time the Directors chosen for three year terms be asked to serve four years as there would be no election after their third year. The committee recommends this.

There are three other recommended minor changes to clean up some wording and be consistent in the Bylaws.

Article 9 Halfway through the paragraph the word "annual" is not needed.

Article 9.8 The GHNNC has a Chairperson and the word President should not be used.

Article 14.1 The Community Information Officer was changed to Community Information and Outreach Officer, this should show that.

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 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 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

6.1 Nomination Procedures: ~~For the initial election the Steering Committee will form a Pro-Tem Election Committee, which, with its Pro-Tem Election Officer, The Election Officer 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, posting at a minimum of five public locations, advertising on Public TV, distributing flyers throughout the community, contacting people through our e-mail and telephone data base within 30 days of our certification. If financially feasible, newspaper ads and 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. ~~For subsequent elections, the Election Officer and Election Committee will perform these tasks:~~

6.2 Nominations of Special-Interest Group Representatives: ~~For the initial election the Pro-Tem-~~**The** Election Officer and Committee will personally contact leaders from the nine Special-Interest Groups. ~~The Pro-Tem-~~ Election Officer and Committee 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 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 ~~Pro-Tem-~~ 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. ~~For Council elections subsequent to the first election, the Election Officer and the Election Committee perform these functions:~~

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 may contact the Election Officer 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 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 ~~Pro-Tem-~~ Election Officer. Time will be provided at this meeting for nominees to give brief introductory speeches. The names of these nominees will be posted on our web site and at five public locations. ~~For Council elections subsequent to~~

~~the first election, the Election Officer and the Election Committee will perform these functions:~~

6.5 Write-in Nominations of Geographic District Representatives: Any interested Stakeholder in a Geographic District not nominated within the time frame indicated above may contact the ~~Pro-Tem~~ Election Officer and put his or her name in nomination for a position representing the District where he/she lives, works or owns property up to 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 90 to 120 days of Council certification, and annually thereafter.~~ within the month of March and every two years thereafter. ~~The initial election will be conducted under the oversight of the Pro-Tem Election Committee.~~ The Election Day will be properly noticed and held within the GHNNC boundaries. At least 30 days prior to Election Day notification will be put on our web site, posted at a 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 case of a tie, a run-off election will be conducted between the candidates who received the same number of votes.~~ In the event that the same lowest winning number of votes is received by more than one candidate, the IEA 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 premitted. 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, a Stakeholder must be 16 years of age or older by **the day of the election** and present documentation including, but not limited to, a picture ID in the form of California Drivers License, California ID,

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 until all the provisional ballots are verified.

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

7.1 Length of Term: ~~Except for the initial year, All GHNNC Directors will be elected for a two-year term. Following the election in the initial year, a random drawing at the first meeting of the Board will determine that 13 Directors will receive three-year term. From that point forward, Directors will be elected for two-year terms, staggered such that 12 Directors will be elected in one year and 13 in the next. No person may serve longer than eight years. or four consecutive terms, whichever is less. For this time only those Directors who received three year terms will be asked to serve four years.~~

7.2 Removal, Resignation and Replacement: Any Director who accrues three consecutive or a total of four absences from regularly scheduled Board meetings in any one calendar-year, shall resign his/her position on the Board, or shall be removed by a majority vote of the Board. When a vacancy occurs, it may be filled by appointment by the Chairperson and confirmation by a majority vote of the Board of Directors with a Representative from the same category (Geographic or Special Interest) as the one vacated, until the time of the next regular election.

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, esthetics,

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 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 terms. An Officer may not hold the same office for more than four consecutive years. When a vacancy occurs between ~~annual~~ 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.

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 city-wide 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 ~~President~~ **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

attorneys, lobbyists, consultants, or other representatives for any project that foreseeably 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 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 Election Officer. Service on this committee is limited to Stakeholders.

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

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