

GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL POLICY & RULES COMMITTEE MEETING AGENDA

MONDAY, JUNE 8, 2009 – 6:00 pm

GHNNC Office: 11139 Woodley Ave, Granada Hills, CA 91344

The public is requested to fill out a speaker card to address the committee on any item of the agenda prior to the committee taking action on any item.

This agenda is posted for public review at the GHNNC Office (11139 Woodley Ave); How's Market (11900 Balboa Blvd); Sugar Suite (11858 Balboa Blvd); and the two Bee Canyon Park Kiosks (across from 17160 Van Gogh St. and 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 L.A. does not discriminate on the basis of disability and 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 services can be provided. To ensure availability of services, please make your request at least 3 business days prior to the meeting you wish to attend by contacting the Neighborhood Council Project Advocate at (818) 374-9895 or at amelia.herrera-robles@lacity.org.

All agenda items are subject to discussion and possible committee action

1. Call to Order.
2. **MOTION:** That the committee approve the minutes from our May 13, 2009 meeting.
3. Public Comment.
4. Consider the addition of new committee members, if any Stakeholders have petitioned.
5. Review correspondence from DONE approving the bylaws passed at our May 4th Special Meeting.
6. **MOTION:** That the committee present to the GHNNC the following eight analyses which deal with recently posed procedural, legal, and grammatical questions:
 - a) Do committee motions require a second, and to what extent is the order of speaking during committee meetings dictated by *RONR*? (*Robert's Rules of Order Newly Revised* 10th ed., pp. 483, 470)
 - b) What right do Stakeholders have to participate in a meeting if they aren't members of the Board or the committee? (*Brown Act* § 54954.3; *RONR* 10th ed., pp. 93-94, 625, 628; *GHNNC Bylaws* Article 10)
 - c) At the May 4, 2009 Special Meeting, should the Chairperson have granted a Stakeholder request for a roll-call vote of the Board? (*Robert's Rules of Order Newly Revised* 10th ed., pp. 405, 331, 273, 247)
 - d) Was the omission of the nays and abstentions in line 51 of the minutes enough of a problem that tabling the minutes was proper? (*RONR* 10th ed., pp. 176-183, 201-210, 331-332, 343-344, 456-458)
 - e) To what extent must the GHNNC Board and its committees honor requests for agenda packets and other materials to be mailed or faxed to individual Stakeholders, and can a fee be charged for such requests? (*CA Government Code* §§ 54954.1 and 54957.5)
 - f) What is the best way for the Nominating Committee to present candidates to the Board, and how should such be noted in the Board agenda? Was our notice improper for the June 1, 2009 meeting?
 - g) What is the correct use of the definite article ("the") before "GHNNC" in Council documents?
 - h) What are the proper names of highways referenced in our bylaws? (*California Streets & Highway Code* §§ 231, 253, 418; *CA State Senate Resolution 7* [December 1994]; *Caltrans' 2008 Named Freeways, Highways, Structures and Other Appurtenances in CA*; references on *CA DOT website*)
7. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 3.
8. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 14.
9. **MOTION:** That the committee recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 12 (which is significantly modeled after the *Bylaws of the GHSNC*, Article VIII).
10. **MOTION:** That the committee recommend GHNNC adoption of the Chair's proposal for revisions to the Policies & Guidelines (or "Standing Rules," as proposed).
11. New Business: Solicit additional proposed revisions to the Bylaws, Standing Rules, and Code of Civility.
12. Committee Member Comment on non-agenda items.
13. Adjournment.

Please be advised that the Bylaws of the Granada Hills North Neighborhood Council provide a process for reconsideration of actions as well as a grievance procedure. For your convenience, the Bylaws are available on our website: www.ghnnc.org

In compliance with CA Government Code section 54957.5, non-exempt writings that are distributed to the committee in advance of a meeting may be viewed at 11139 Woodley Avenue, Granada Hills, CA 91344, at www.ghnnc.org, or at the scheduled meeting. Additionally, if you would like a copy of any record related to an item on the agenda, please contact the Neighborhood Council Project Advocate at (818) 374-9895 or amelia.herrera-robles@lacity.org, or contact the Committee Chair at erosenberg@ghnnc.org.

GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL POLICY & RULES COMMITTEE

DRAFT MINUTES

For the meeting held **WEDNESDAY, MAY 13, 2009 @ 4:00 pm**

1. Meeting called to order by Chairperson Eric Rosenberg at **4:08pm**.

Committee members present: Eric Rosenberg, Mary Ellen Crosby, Scott Manatt, Sue DeVandry, Joshua Jordahl, Kim Thompson, Ralph Kroy, and Leon Marzillier (*ex-officio*)

Committee members absent: n/a

Stakeholders present: Anne Zilliak, Barbara Iversen

2. **Motion** to approve the April 29, 2009 minutes **passed** unanimously.
3. During the **Public Comment** period, the following Stakeholders spoke:

Kim Thompson spoke about giving public comment at City Hall regarding Neighborhood Council budgets.

Becky Bendikson stated her belief that the May 4, 2009 Special Meeting was not run properly (including the denial of her request for a roll call of Board Members for each vote, and procedural discrepancies that she believed violated *Roberts Rules of Order*), that her rights as a Stakeholder were violated, that the GHNNC Code of Civility was violated, and that, based on this evidence, the meeting was not legitimate or binding. Ms. Bendikson also complained about the Committee Chairperson's failure to specifically notify her individually of today's meeting, and to mail or fax her the meeting agenda and materials ahead of time. Ms. Bendikson also complained that DONE did not return her phone call requesting meeting materials when she called the phone number supplied at the bottom of the agenda notice.

Various people asked if this committee could hold off submitting to DONE the entire amended bylaws that were passed at the May 4th Special Meeting, except for those required articles specifically dealing with the 2010 elections which are due by June 1st. The Committee Chairperson and Board Chairperson responded that this committee didn't have the authority to override the Stakeholder vote, and that such submittal wouldn't preclude this committee from proposing further changes to our bylaws going forward. When the possibility was brought up that the meeting might not have been legitimate or binding, the Board Chairperson reiterated that we had to follow the will of the 2/3 of Stakeholders who voted at the May 4th meeting until such time as any grievance was submitted and resolved. It was also noted that DONE would probably send back the bylaws with corrections requested, giving this committee and Stakeholders another chance to discuss, revise, and vote on the proposed changes before these new bylaws ever became official.

4. The version of the Bylaws passed at the May 4, 2009 Special Meeting was reviewed. Questions about certain changes were answered to the best of the Committee Chairperson's ability.
5. The committee's rationale for the amendments to our bylaws was reviewed. One error in the Article 1 description was corrected, and one unnecessary sentence in the Article 15 description was removed.
6. **Motion** by Rosenberg: "That the Board Chairperson submit to D.O.N.E. the amended and restated GHNNC Bylaws in the exact form as approved at the May 4, 2009 Special Meeting. In such submittal, the Chairperson shall include a conformed copy of the Bylaws, a color redline comparison with our 2007 Bylaws, and the rationale for all changes." The motion did not receive a second, however certain committee members asserted that *Roberts Rules of Order* does not require a second on motions made at committee meetings. During discussion, the Board Chairperson recommended against it because Stakeholders had already given this direction on May 4th and this motion wouldn't be binding without Board approval on June 1st. The motion **failed** unanimously.
7. The committee began discussing Article 14 (Committees) of the Bylaws, and briefly touched on some other sections that may require revision going forward. Due to the length of the meeting, further discussion was tabled until June 8, 2009. For efficiency, the Committee Chairperson requested that all committee members, to the best of their ability, read materials and formulate suggested revisions prior to all meetings.
8. The committee briefly discussed the communication from the Deputy City Attorney in regards to Article 14, but as discussion had been tabled for agenda item #7, this discussion was also tabled.
9. During the **Committee Member Comment** period, no one asked to speak.
10. During **New Business**, the committee selected the 2nd Monday of every month at 6:00pm at the GHNNC Offices as our standing meeting date.
11. Motion for **Adjournment** was made at **6:09pm** and **passed** unanimously.

CITY OF LOS ANGELES

CALIFORNIA

BOARD OF NEIGHBORHOOD COMMISSIONERS

LINDA LUCKS
PRESIDENT

MICHELE SIQUEIROS
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ALBERT ABRAMS
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DANIEL GATICA
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BONGHWAN KIM
GENERAL MANAGER

CLAUDIA M. DUNN
ASSISTANT GENERAL MANAGER
www.LACityNeighborhoods.com

June 2, 2009

Dear Granada Hills North Neighborhood Council Board Members:

The Department of Neighborhood Empowerment received a "Neighborhood Council Application to Change or Adjust Bylaws" dated May 28, 2009, to amend the Granada Hills North Neighborhood Council (GHNNC) bylaws as submitted and signed by Board Members Leon Marzillier and Eric Rosenberg.

It appears that the requested changes are consistent with applicable guidelines for Neighborhood Councils such as the Los Angeles City Charter, City Ordinances, and the Plan for a Citywide System of Neighborhood Councils at this time. The Department has further noted that the application contains all required documentation.

Therefore the "Neighborhood Council Application to Change or Adjust Bylaws" has been **approved**. The current GHNNC certified and amended bylaws shall include the following numbering and language:

Article 1 Name

Previous language

The name of the Council shall be:

THE GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL
(GHNNC)

Amended and Approved language

The name of this neighborhood council shall be THE GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL, herein referred to as the "Council" or "GHNNC", an officially recognized council hereby part of the Los Angeles citywide system of neighborhood councils.

Article 2 Definitions

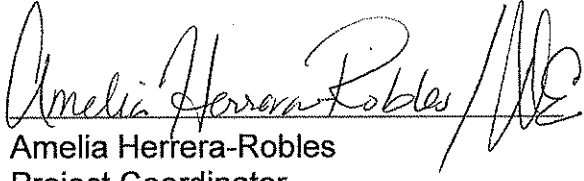
Previous language

None – New section titled Definitions

Should you have any questions, please contact your Neighborhood Council Project Coordinator, Amelia Herrera-Robles who may be reached by phone at (818) 374-9895, via email at amelia.herrera-robles@lacity.org, or toll-free by dialing 3-1-1.

Thank you,



Jonathan Martinez
Senior Project Coordinator

Amelia Herrera-Robles
Project Coordinator

JM/AHR/DE

Att: Granada Hills North Neighborhood Council Bylaws

By e-mail

cc: Leyla Campos, Field Director, Department of Neighborhood Empowerment

BYLAWS

of the Granada Hills North Neighborhood Council

APPROVED

Article 1: Name

The name of this neighborhood council shall be **THE GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL**, herein referred to as the "Council" or "GHNNC", an officially recognized council hereby part of the Los Angeles citywide system of neighborhood councils.

Article 2: Definitions

2.1 The State: The State of California.

2.2 The City: The City of Los Angeles.

2.3 The County: The County of Los Angeles.

2.4 Board: The GHNNC Board of Directors, as defined in Article 6.

2.5 Director or Board Member: A member of the GHNNC Board of Directors.

2.6 Brown Act: The "Ralph M. Brown Act" (California Government Code §§ 54950-54963).

2.7 DONE: The City of Los Angeles Department of Neighborhood Empowerment.

2.8 BONC: The City of Los Angeles Board of Neighborhood Commissioners.

2.9 The Plan: The City of Los Angeles' *Plan for a Citywide System of Neighborhood Councils*.

2.10 The Admin Code: The City of Los Angeles Administrative Code.

2.11 Ethics Ordinance: City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code § 49.5.1).

2.12 GAAP: Any or all provisions of generally accepted accounting principles that apply to a certified neighborhood council, according to the type of entity established by such council.

Article 3: Boundaries

3.1 Overall Boundaries: The boundaries of the GHNNC, herein referred to as the "Neighborhood", shall run along State Route 118 ("SR-118") on the south, from the place where it meets Aliso Canyon at Hesperia Avenue (west of Zelzah Avenue), east to Interstate Highway 405 ("I-405"), then following I-405 north to Interstate Highway 5 ("I-5"), following I-5 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 SR-118.

An Analysis from the Policy & Rules Committee

*regarding whether a second is required when making a motion in committee, and
the extent to which the order of speaking during committee meetings is dictated by RONR*

BACKGROUND:

At a previous Policy & Rules Committee meeting, a member asserted that motions made in committee do not require a second, and that members were speaking out of order. At the time, relevant references in Robert's Rules could not be found, so the question remained open pending a definitive, documented answer.

QUESTIONS:

Do motions made in committee require a second? Is the order of speaking during committee meetings flexible?

ANSWER:

Robert's Rules of Order Newly Revised, 10th Edition ("RONR") includes rules and guidelines for procedural conduct at committee meetings:

RONR, p. 483, line 6 states, "In a standing or special committee...the same informalities and modifications of the regular rules of parliamentary procedure generally prevail as are listed for small boards on pages 470-471 ... In committees, the chairman not only has the right to make and debate motions, but he is usually the most active participant in the discussions and work of the committee...During actual deliberations of the committee, only committee members have the right to be present."

RONR, p. 470, line 17 states, "PROCEDURE IN SMALL BOARDS. In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- [1] Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- [2] Motions need not be seconded.
- [3] There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
- [4] Informal discussion of a subject is permitted while no motion is pending.
- [5] Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.
- [6] The chairman need not rise while putting questions to vote.
- [7] The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and vote on all questions."

Therefore, because **[i]** RONR p. 483 states that committees should follow the "small boards" procedures as outlined on page 470, and **[ii]** RONR p. 470, line 27 states, "Motions need not be seconded," it is agreed that the committee member who asserted such was correct. Also, **[iii]** because RONR allows more flexible and informal meetings, the order in which committee members speak is not important; however, **[iv]** the committee chair needs to balance the logical flow of discussion with the order in which committee members asked to speak so that all members who wish to be heard are given equal time in a fair manner.

An Analysis from the Policy & Rules Committee

regarding the participation of non-members at Board and committee meetings

BACKGROUND:

At several recent meetings, certain Board members have privately expressed concern that some Stakeholders not on the Board or on a respective committee were consistently attempting to monopolize discussions at such meetings, and thereby causing the meetings to run unnecessarily long.

QUESTION:

What right do Stakeholders have to participate in a meeting if they aren't members of the committee or Board?

ANSWER:

The *Brown Act*, the *GHNNC Bylaws*, and *Robert's Rules of Order Newly Revised, 10th Edition* ("RONR") include rules & guidelines as to the extent that non-members may participate in Board and committee meetings:

Brown Act § 54954.3(a) states, "Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body..."

GHNNC Bylaws (June 2, 2009), Article 10 states, "All meetings will be conducted under the provisions of the Brown Act and all meetings will be open to the public...Public testimony shall be taken after the presentation of an item and before the item is voted on by the Board. A public comment period will be a part of each meeting."

RONR, p. 93, line 34 states, "In meetings of many public bodies, such as school boards, the public may attend...These attendees are not members of the meeting body and ordinarily have no right to participate. Some bodies, especially public ones, may invite nonmembers to express their views, but this is done under the control of the presiding officer subject to any relevant rules adopted by the body and subject to appeal by a member. Often, by rule or practice, time limits are placed on speakers and relevance is closely monitored."

RONR, p. 625, line 19 states, "Nonmembers...can be excluded at any time from part or all of a meeting of a society, or from all of its meetings. Such exclusion can be effected by a ruling of the chair in cases of disorder, or by the adoption of a rule on the subject, or by an appropriate motion as the need arises...All persons present at a meeting have an obligation to obey the legitimate orders of the presiding officer. Members, however, can appeal from the decision of the chair...depending on the circumstances of the chair's ruling."

RONR, p. 628, line 23 states, "Any nonmembers allowed in the hall during a meeting, as guests of the organization, have no rights with reference to the proceedings. An assembly has the right to protect itself from annoyance by nonmembers, and its full authority in this regard...can be exercised by the chair acting alone."

Therefore, [i] Stakeholders who attend GHNNC meetings, but who are not elected members of the Board nor appointed members of a respective committee, have no fundamental right to speak or participate except during Public Comment and once before discussion ends on a particular issue prior to a vote; [ii] Stakeholders must be given the opportunity to speak at such appropriate times noted in the foregoing as required by the Brown Act, our bylaws and *RONR*; [iii] such public participation may be subject to a reasonable time-limit; [iv] the presiding officer may, at his or her discretion, allow public comment at other times not mandated by our bylaws or *RONR*; and [v] Stakeholders who attempt to disrupt meetings or continually press dilatory requests should be considered out-of-order and dealt with as allowed by *RONR* and California law.

An Analysis from the Policy & Rules Committee

regarding the request for a roll-call vote made at our May 4, 2009 Special Meeting

BACKGROUND:

At the GHNNC Special Meeting held on May 4, 2009 for the purpose of amending our bylaws, a Stakeholder moved that all votes of the Stakeholders present, excluding those Stakeholders not on the GHNNC Board, be held by roll call. The Chairperson denied the Stakeholder's motion, ruling that it was dilatory and did not apply to this meeting of the GHNNC membership.

QUESTION:

Did the Chairperson infringe upon this Stakeholder's rights, was the Chairperson's ruling incorrect or illegal, and does this Stakeholder have a valid grievance?

ANSWER:

The *GHNNC Bylaws* and *Robert's Rules of Order Newly Revised, 10th Edition* ("RONR") include rules and guidelines for roll call votes:

GHNNC Bylaws (January 29, 2007), Article 11 states, "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."

RONR, p. 405, line 23 states, "In a representative body, if there is no legal or constitutional provision specifying the size of the minority that can order a roll-call vote, the body should adopt a rule fixing the size of such a minority...In the absence of such a special rule, a majority vote is required to order the taking of a vote by roll call—in which case a motion to do so is likely to be useless..."

RONR, p. 405, line 20 states, "[A roll-call vote] should not be used in a mass meeting or in any assembly whose members are not responsible to a constituency."

RONR, p. 405, line 32 states, "In local societies having a large membership but relatively small attendance at meetings, a motion to take a vote by roll call is generally dilatory."

RONR, p. 331, line 15 states, "A motion is dilatory if it seeks to obstruct or thwart the will of the assembly as clearly indicated by the existing parliamentary situation."

RONR, p. 331, line 22 states, "It is the duty of the presiding officer to prevent members from misusing the legitimate forms of motions...merely to obstruct business."

Therefore, because [i] our bylaws provide only for a *request* to be made for a roll-call vote, not an enforceable demand by a specified minority; [ii] the May 4, 2009 meeting was one of the constituency (all Stakeholders, rather than just the Board) which makes a roll-call request dilatory; [iii] nowhere in RONR does it give anyone the right to subject a subgroup of voters to a roll-call; [iv] the request was not seconded per RONR §30, p. 273; [v] no appeal of the Chairperson's decision was made and seconded from the floor per RONR §24, p. 247; and [vi] no California statute or provision contradicts the foregoing; it is the belief of this committee that the Chairperson was within his rights to deny such Stakeholder's request, that such Stakeholder's rights were not infringed, and that such Stakeholder does not have a valid grievance or complaint.

An Analysis from the Policy & Rules Committee

regarding whether or not it is proper to approve minutes that are missing information

BACKGROUND:

At the GHNNC Board Meeting held on June 1, 2009, a Board Member moved to table consideration of the minutes from May 4, 2009 due to a Stakeholder's complaint that the vote tally for one motion was missing the "nay" and "abstention" votes, and because the Recording Officer did not have that information handy. (This analysis omits the Stakeholder's other grievance, about the Chairperson's denying a roll call vote, since a separate analysis determined the complaint had no merit.)

QUESTION:

Was the motion to "Lay on the Table" the previous meeting's minutes proper? Can a body approve minutes even though information is missing and the proper correction can't be immediately determined?

ANSWER:

Robert's Rules of Order Newly Revised, 10th Edition ("RONR") includes rules and guidelines for approving the minutes on pages **343-344** and **456-458**. However, nothing in those sections specifically deals with whether a body can approve minutes that its members know to be incomplete. Therefore, without any documentation, common sense, past practices, and standard practices must be considered.

First, RONR allows any previously approved minutes to be corrected through use of a motion to Amend Something Previously Adopted, so if approval of any minutes are time-sensitive (as these Special Meeting minutes were), then standard practice would be to approve the minutes as is, and then correct them later.

Second, another test is whether or not such an omission would change the meaning of the minutes. If such an omission (such as the number of people who voted "no" or "present" for a motion that obviously passed based on the number of "yes" votes) doesn't affect the fundamental information being conveyed in the minutes (in this case, that the motion passed), then any motions to delay approval of such could be considered dilatory (see **RONR, p. 331**) or improper (see **RONR, p. 332**).

Third, the proper motion to make in this case would be a motion to "Postpone to a Certain Time," which is debatable, unlike a motion to "Lay on the Table" (see **RONR, pp. 176-183 and 201-210**). The reason for this is because a motion to "Lay on the Table" is only used to set aside the pending question *temporarily* when something else of immediate urgency has arisen.

In fact, **RONR, p. 202, line 4** states, "This motion [Lay on the Table] is commonly misused in ordinary assemblies - in place of the motion to *Postpone Indefinitely*, to *Postpone to a Certain Time*, or other motions. Particularly in such misuses, it also is known as a motion 'to table.' By adopting the motion to *Lay on the Table*, a majority has the power to halt consideration of a question immediately without debate. Such action violates the rights of the minority and individual members if it is for any other purpose than the one stated in the first sentence of this section [see last sentence of previous paragraph]. In ordinary assemblies, the motion to *Lay on the Table* is out of order if the evident intent is to kill or avoid dealing with a measure. If a time for resuming consideration is specified in making the motion, it can be admitted only as a motion to *Postpone*, in which case it is debatable."

Therefore, [i] RONR appears to indicate that the motion made to table consideration of the minutes was not proper and should have been debatable as a motion to postpone; and [ii] the minutes in question should have been approved (with the understanding that future incidental corrections might be required), especially since D.O.N.E. required such approved minutes by that same day in order to complete its review of our new bylaws.

An Analysis from the Policy & Rules Committee

regarding the extent to which the GHNNC must provide requested agenda packets

BACKGROUND:

A Stakeholder has requested that the GHNNC Board and every committee fax or mail all agenda packets to said Stakeholder prior to every meeting.

QUESTION:

Does the Board and its committees have to comply with a Stakeholder's request to receive all agenda packets via fax or mail on an ongoing basis? Can the GHNNC charge a fee for such a requested distribution? Can the GHNNC provide such packets at its offices in lieu of faxing or mailing them to individual Stakeholders?

ANSWER:

California Government Code § 54954.1 states, "Any person may request that a copy of the agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body be mailed to that person. If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the *Americans with Disabilities Act of 1990*... Upon receipt of the written request, the legislative body or its designee shall cause the requested materials to be mailed at the time the agenda is posted pursuant to Section 54954.2 and 54956 or upon distribution to all, or a majority of all, of the members of a legislative body, whichever occurs first. Any request for mailed copies of agendas or agenda packets shall be valid for the calendar year in which it is filed, and must be renewed following January 1 of each year. The legislative body may establish a fee for mailing the agenda or agenda packet, which fee shall not exceed the cost of providing the service. Failure of the requesting person to receive the agenda or agenda packet pursuant to this section shall not constitute grounds for invalidation of the actions of the legislative body taken at the meeting for which the agenda or agenda packet was not received."

California Government Code § 54957.5 states, "(a) Notwithstanding Section 6255 or any other provisions of law, agendas of public meetings and any other writings, when distributed to all, or a majority of all, of the members of a legislative body of a local agency by any person in connection with a matter subject to discussion or consideration at an open meeting of the body, are disclosable public records under the *California Public Records Act*... and shall be made available upon request without delay ...

(b) (1) If a writing that is a public record under subdivision (a), and that relates to an agenda item for an open session of a regular meeting of the legislative body of a local agency, is distributed less than 72 hours prior to that meeting, the writing shall be made available for public inspection pursuant to paragraph (2) at the time the writing is distributed to all, or a majority of all, of the members of the body. (2) A local agency shall make any writing described in paragraph (1) available for public inspection at a public office or location that the agency shall designate for this purpose. Each local agency shall list the address of this office or location on the agendas for all meetings of the legislative body of that agency. The local agency also may post the writing on the local agency's Internet Web site in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming meeting ...

(c) Writings that are public records under subdivision (a) and that are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the local agency or a member of its legislative body, or after the meeting if prepared by some other person. These writings shall be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the *Americans with Disabilities Act of 1990* (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(d) Nothing in this chapter shall be construed to prevent the legislative body of a local agency from charging a fee or deposit for a copy of a public record pursuant to Section 6253, except that no surcharge shall be imposed on persons with disabilities in violation of Section 202 of the *Americans with Disabilities Act of 1990*...

(e) This section shall not be construed to limit or delay the public's right to inspect or obtain a copy of any record required to be disclosed under the requirements of the *California Public Records Act* ..."

Therefore, because [i] CA law provides that every person who requests an agenda packet is entitled to receive one; [ii] CA law requires such packet to be made available upon request once such packet is delivered to a majority of Board Members; [iii] CA law requires that, if written materials are submitted to the Board after the posting of the agenda, then we must designate a location where the public may view the records; [iv] CA law does not allow us to ignore any agenda packet request, even if such is unreasonable or intended only as harassment; and [v] CA law allows us to charge a fee that reimburses us for the cost of photocopying and mailing requested agenda packets; then we must comply with all such Stakeholder requests, but we can require a Stakeholder to reimburse the GHNNC for the cost; providing agenda packets at our office will *not* suffice.

An Analysis from the Policy & Rules Committee

regarding the proper way for the Nominating Committee to present candidates

BACKGROUND:

At the GHNNC Board meeting held on June 1, 2009, the agenda included a report from the Nominating Committee that included a vote on whether to appoint one or more candidates to vacancies on the Board. Such agenda item did not list the names of the candidates under consideration, nor the specific Board seats for which they were being considered. A Stakeholder complained that this agenda item rose to the level of an actionable complaint because of the foregoing omissions.

QUESTION:

Was our notice improper or inadequate for the June 1, 2009 meeting? What is the best way for the Nominating Committee to present candidates to the Board, and how should such be noted in the Board agenda?

ANSWER:

The **agenda item in question** read as follows:

“5. *Nominations* – Michael Greenwald: Report and presentation of candidates followed by election”

The complainant’s entire communication is attached to this document as “**Communication from GHNNC Stakeholder, sent to the Board at 4:01pm on June 1, 2009**” (which includes the text of Bylaws Section 7.3 from the January 29, 2007 approved Bylaws which were in effect on June 1st).

Brown Act § 54954.2 states, “At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words.”

On June 1, 2009 at 4:09pm, Amelia Herrera-Robles notified a Board Member (who, in turn, notified the GHNNC Chairperson at 4:25pm) that the **City Attorney** provided the following guidance regarding the June 1st agenda item #5: “The language is not the best language to use. It certainly could be more clear that the board is contemplating appointing seats for the XYZ seats on the board. You don't necessarily need to state the names, but it would be a better practice to at least state what position is being filled. Although the language could certainly be improved, this does not mean the existing language is legally deficient. The agenda does put people on sufficient notice that persons are being appointed, so it probably satisfies the bare legal requirements.”

Therefore, because [i] Section 7.3 of the GHNNC Bylaws in effect at the time of the meeting do not specifically state that candidates under consideration for appointment to a vacant Board seat must be listed on an agenda; [ii] Section 7.3 does not specifically state that the specific seats the Board intends to fill must be listed on an agenda; [iii] the Brown Act does not specifically require either candidates names or vacant seats under consideration to be listed on an agenda; then while agenda item #5 could have been more informative by listing all candidates and the positions for which the Board was considering them, such agenda notice did not violate our bylaws nor the Brown Act, and would most likely survive any challenge or grievance.

GHNNC Bylaws (June 2, 2009), Section 7.5 (which replaced Section 7.3 with language suggested by the City Clerk) states, “**7.5 Filling Board Vacancies:** A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. Any Stakeholder interested in filling a vacant seat shall submit a written application to the Secretary within ninety (90) days of the date that the seat

becomes vacant. After the lapse of such 90-day period, the Secretary shall forward the names of all applicants to the President. The President shall have discretion to appoint the vacancy from the applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat."

Therefore, because [i] Section 7.5 of the GHNNC Bylaws as approved on June 2, 2009 does not include a requirement to state on an agenda the names of candidates under consideration for appointment to a vacant Board seat; [ii] Section 7.5 also does not include a requirement to state on an agenda the specific seats the Board intends to fill at such meeting; [iii] the Brown Act also does not specifically require the foregoing; then any agenda that does not include such information should still be considered as satisfying the bare legal requirements of our bylaws and all applicable law.

However, the spirit of the Brown Act is one of disclosure and engagement, and a strong argument can be made that a neighborhood council should always strive to provide *more* information to its Stakeholders rather than less. Therefore, this committee believes that any future agenda that deals with the appointment of candidates to vacant Board positions should include at least the first initial and last name of all candidates, and the vacant seat(s) for which each candidate is being considered.

GHNNC Bylaws (June 2, 2009), Section 14.2 states, "**14.2 Ad Hoc Committees:** Ad Hoc committees may be formed by a majority decision of the Board to handle special issues and deal with items not addressed by any Standing Committee. Such committees are not subject to the notice and posting requirements of the Brown Act, provided such committees are comprised solely of Board Members; consist of fewer than seven (7) such Board Members; have a defined purpose and time frame to accomplish such purpose; and be advisory and have no decision-making power. Should any person other than a Board Member be appointed to such Ad Hoc committee, then such committee must operate under the notice and posting requirements of the Brown Act."

Robert's Rules of Order Newly Revised, 10th Edition ("RONR") p. 474, line 24 states, "A *special (select, or ad hoc) committee* is a committee appointed, as the need arises, to carry out a specified task, at the completion of which—that is, on presentation of its final report to the assembly—it automatically ceases to exist. A special committee may not be appointed to perform a task that falls within the assigned function of an existing standing committee."

RONR, p. 484, line 34 states, "A special committee—since it is appointed for a specific purpose—continues to exist until the duty assigned to it is accomplished, unless discharged sooner; and it ceases to exist as soon as the assembly receives its final report. The fact that an annual meeting intervenes does not discharge a special committee, but in an elected or appointed body, as a convention, special committees that have not reported cease to exist when the new officers assume their duties at the next annual meeting."

Therefore, because [i] the Nominating Committee is an Ad Hoc Committee; [ii] there is no recent record of such committee ever having a specific time frame defined by a Board decision; [iii] such committee may have been active continually for quite some time without a specific directive from the Board; [iv] such committee appears to have accomplished the task for which it was formed (namely, finding candidates to fill vacant Board seats at the June 1, 2009 Board meeting); the Policy & Rules Committee recommends that, at the next Regular Meeting, the Board officially discharge the Nominating Committee; and then, if necessary, re-appoint such committee by official Board action to fill, by a certain date, the specific seats that currently remain vacant.

Communication from GHNNC Stakeholder, sent to the Board at 4:01pm on June 1, 2009

GHNNC Boardmembers:

I am writing to you in reference to item #5 on your agenda tonight that is written "*Nominations* – Michael Greenwald: Report and presentation of candidates followed by election".

Some of you were not participating in the neighborhood council during the years I am going to refer to below but it is, or should be, a lesson learned. I believe it is important that you as a board, train your new and incoming boardmembers to do things the correct way, especially since we've already gone through this exact situation before and it is a logical request that any stakeholder would like to know who the "candidate" is before the night of the meeting. This is no different than what we would demand of City Council if they tried appoint someone to CD 2 (now that Wendy won for Controller) without putting that person through a proper vetting at a City Council meeting and the necessary Committees.

Without reading all of the minutes of the dates of the following meetings (which have never been added to the website – the entire year of 2005) but by just looking at the agendas, I remember quite well the sequence of events. We had several grievances filed against us for not having the name of the candidates on our agendas (since it is normally an elected position) and we had to do a demand to cure. (that is just the term that meant we had to fix the problem) Not only did a stakeholder file a grievance but at the February 27, 2006 Board meeting, we had a board member quit so that he could file the demand to cure. The City Attorney walked us through the steps to correct the problem. So here is a list of dates with a description of what the agenda items were. You can look at the agendas in their entirety on the website.

Michael Greenwald was the GHNNC Chair and I was the Vice Chair.

June 6, 2005 - We had a Special Meeting. An ad hoc nominating committee was one of the items on the agenda.

June 29, 2005 - There was an agenda item that said, "Presentation of Candidates".

December 19, 2005 - There was a Special Meeting for Bylaw changes. One of the rationale's for the change was to add an ad hoc nominating committee.

December 19, 2005 - The regular Board meeting was held. (the Special Meeting was immediately before the regular Board meeting) The name of the candidate, David Tipton, was on the agenda.

January 30, 2006 – item #6, there is a vague description of a "presentation of candidates". We had already been warned about this and the stakeholder had filed a grievance.

February 27, 2006 – Item #5, Nomination of Bill Cotter, Leon Marzillier and Tom Tcimpidis. Because of the unnoticed agendas of the Ad Hoc Nominating Committee, most of the Board had no idea who was going to be presented and there was much unhappiness, fighting amongst Boardmembers and a lot of confusion. It was the worst meeting I had ever been in attendance at since the beginning of GHNNC. It was horrible. Bill Cotter resigned and filed a demand to cure. There is much more background to the reasons why but it's enough to say that it was because the names of the candidates were not on the agenda.

March 27, 2006 – Item #4, Discussion of setting aside board action from February 27, 2006 meeting, naming Tom Tcimpidis to the Board for the Neighborhood Organization seat, based on the "demand to cure" filed by Bill Cotter. The City Attorney worked with us to settle it. Elections were held that night and I was elected to Chair.

April 24, 2006 – My first meeting as Chair. I had the Councilman, Greig Smith attend to give Mike Greenwald a cert for his service as our Chair and we formed our committees. Mike Greenwald was named to Chair the Ad Hoc Nominating Committee. These Minutes are on the website.

May 31, 2006 – The agenda had the names of both Nominees. Yvonne Chu as the Student Rep and Anne Ziliak as the Environmental Chair and both votes were unanimous. These Minutes are on the website.

July 31, 2006 – The agenda had both the name of the candidate from District Three, Patrick Casparian and the Boardmember who had volunteered to be the Treasurer, Scott Manatt.

October 30, 2006 – The agenda had the names of two candidates, Ann Wells and Glenn from District 3. Ann Wells was elected by 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.

I send you this not because I am threatening to file a grievance. I'm not, although I do wish you would reconsider voting tonight just because you want to do the right thing. Especially when we have documented history on this very same subject.

It's true that I don't believe that you have followed your bylaws and reappointed a new Nominating Committee ever, so I don't believe that Michael Greenwald being the Chair of the Committee is legal. It's true that as Chair of GHNNC, I once had a grievance filed against me for not hanging the vacancy in the proper amount of posting locations and I had to go back and fix that. I'm glad I did that even though it seemed so small and petty and I hope that you all do the right thing too. It's true that I believe you *should* have a grievance filed against you for not following the above bylaw and because I made it clear in front of more than half of you, including your chair Leon, that I wanted to sit on the Nominating Committee and in fact, I didn't even get a notice that one was taking place on Memorial Day and then again the very next day, Tuesday. (Is that even legal? Or only when you prevent stakeholders from sitting on your committee?) I can say that if I had been able to sit on the Committee, I would have been able to remind the Executive Committee to put the names of the Candidates on the Agenda for tonight. But I won't be the one to file a grievance...

I am asking you to think long and hard, remember your duty to the stakeholders who elected you, consider your reaction if names of your elected were withheld from you, and please do whatever you have to do to be in accordance with your bylaws and stay inclusive.

An Analysis from the Policy & Rules Committee

regarding the use of the definite article in front of certain defined terms and abbreviations

BACKGROUND:

At a recent Policy & Rules Committee meeting, a Stakeholder complained that certain proposed changes to documents were using the definite article (“the”) to refer to defined terms that already included “the” as part of the definition. Specifically, this Stakeholder argued that sentences such as “All meetings of the GHNNC shall conform to the Brown Act” should be written “All meetings of GHNNC shall conform to the Brown Act.”

QUESTION:

What is the proper way to use the definite article (“the”) and a defined term such as “GHNNC” in a sentence?

ANSWER:

Even though the word ‘**The**’ is part of the official name of our neighborhood council as defined in our bylaws (“**The** Granada Hills North Neighborhood Council”), one may still use ‘**the**’ before defined terms our bylaws allow as abbreviations, such as ‘Council’ or ‘GHNNC.’ This is because one is not referring to the literal defined name of the council, but rather to the *concept* of “The Granada Hills North Neighborhood Council” as represented by ‘Council’ and ‘GHNNC.’

For example, one can refer to The Cheesecake Factory as ‘the restaurant’ without any confusion, even though ‘restaurant’ is being used as a replacement term for the words “The Cheesecake Factory.”

One can also refer to both “The Ringling Bros. and Barnum & Bailey Circus” and “The Greatest Show on Earth” as ‘the circus’ without confusion because ‘circus’ refers to the concept of those two names, not the literal words of each.

Finally, we routinely refer to the “The Ralph M. Brown Act (California Government Code §§ 54950-54963)” as ‘the Brown Act’ without anyone complaining that the definite article is somehow redundant.

Therefore, “**the GHNNC** voted...” or “**the Council** acted...” are both grammatically correct. It is also correct to write “**This document establishes working guidelines for GHNNC meetings.**”

The foregoing explanation was presented to Vicki Marmorstein, **Adjunct Professor of Law at UCLA**; Sabrina Sterritt, **LAUSD English Teacher**; Stacey Rosenberg, **Partner at Latham & Watkins LLP**, and Darren R. Martinez, **Deputy City Attorney for Los Angeles**. All four professionals agreed that this conclusion is correct.

An Analysis from the Policy & Rules Committee

regarding the names of California highways referenced in our bylaws

BACKGROUND:

The GHNNC Bylaws as approved on January 29, 2007 describe the highways bordering our neighborhood council as “the 118 freeway,” “the 405 freeway,” and “the 5 freeway.” At the May 4, 2009 Special Meeting, the Policy & Rules Committee proposed changing those references to “State Route 118,” “Interstate Highway 5,” and “Interstate Highway 405.” Additionally, for efficiency, the committee recommended using defined terms as a method of abbreviating the longer names: “SR-118,” “I-5,” and “I-405.” Certain Stakeholders did not believe the Policy & Rules Committee’s determination that our 2007 bylaws use colloquial references to these highways and that such references needed to be revised to conform with state terminology.

QUESTION:

What are the official names of the 118 freeway, the 405 freeway, and the 5 freeway? Because our bylaws constitute a legal document, should we use these standard names when referencing said highways?

ANSWER:

The **California Streets and Highway Code § 231** states, “As used in this chapter, ‘route’ means State highway route and the route numbers are those given the State highway routes or portions thereof by the commission...”

The **California Streets and Highway Code § 253** states, “The California freeway and expressway system shall include: Routes 5, 6, 7 ... 108, 118, 121 ... 380, 405, 505 ... and 980 in their entirety.”

The **California Streets and Highway Code § 418** states, “Route 118 is from: (a) Route 126 near Saticoy to Route 210 near San Fernando. (b) Route 210 near Sunland to Route 249 north of La Canada.”

California State Senate Resolution 7 [December 1994] states, “...*Resolved*, That the State Highway Route 118 freeway is hereby officially designated the Ronald Reagan Freeway...” (However, because this resolution was neither a concurrent resolution nor a joint resolution, it was never filed with the Secretary of State. Therefore, use of this name is not obligatory.)

2008 Named Freeways, Highways, Structures, and Other Appurtenances in California published by Caltrans states, “Each route in the State Highway System is given a unique number for identification and signed with distinctive numbered Interstate, U.S., or California State route shields to guide public travel. The State Legislature designates all State highway routes and assigns route numbers, while the American Association of State Highway and Transportation Officials has authority over the numbering of Interstate and U.S. routes. In addition to having a route number, a route may also have a name and, in some cases, multiple names.”

The **California Manual on Uniform Traffic Control Devices for Streets and Highways** states, “State Route signs shall be designed by the individual State highway agencies. The State Route Shield (G28-1(CA)) or State Route Marker (G28-2(CA)) shall be used...”

The attached supporting documents offer further examples of references made to these freeways that demonstrate the official terminology in use.

Therefore, based on all the research and evidence presented, the best way to reference the three highways that border the GHNNC are “**State Route 118**,” “**Interstate Route 405**,” and “**Interstate Route 5**.” Such references should be used in our bylaws in order to conform with California’s accepted terminology.

2008 Named Freeways, Highways, Structures and Other Appurtenances in California

STATE OF CALIFORNIA

Arnold Schwarzenegger, Governor

BUSINESS, TRANSPORTATION AND HOUSING AGENCY

Dale E. Bonner, Agency Secretary

DEPARTMENT OF TRANSPORTATION

Will Kempton, Director

DIVISION OF TRANSPORTATION SYSTEM INFORMATION

Office of Performance Measures and Data Analysis
Highway System Engineering Branch

January 2009

PREFACE

2008 Named Freeways, Highways, Structures and Other Appurtenances in California

Named Freeways, Highways, Structures and Other Appurtenances in California is produced by the California Department of Transportation (Caltrans) as a reference on the many named facilities that are a part of the California State Highway System. This publication provides information on officially named freeways; highways; structures such as bridges, tunnels, and interchanges; Blue Star Memorial Highways; Safety Roadside Rest Areas; and memorial plaques. A section concerning historical names is also included in this publication. The final section of this publication includes background information on each naming.

HOW FREEWAYS, HIGHWAYS AND STRUCTURES ARE NAMED

Each route in the State Highway System is given a unique number for identification and signed with distinctive numbered Interstate, U.S. or **California State route** shields to guide public travel. The State Legislature designates all State highway routes and assigns route numbers, while the American Association of State Highway and Transportation Officials (AASHTO) has authority over the numbering of Interstate and U.S. routes.

In addition to having a route number, **a route may also have a name and, in some cases, multiple names.** This publication lists over 700 such names that have been designated for routes, structures and other facilities. These names originate from four different sources: the California State Legislature, the California Highway Commission (no longer in existence and replaced by the California Transportation Commission), local jurisdictions, and through historical or common usage.

Some roads on the State Highway System are associated with historical routes, such as the Pioneer Trail or the Old Spanish Trail. Some of these names reference Native American routes, some reference those of Spanish explorers, some date back to the Gold Rush era, and some have more recent associations. Several of today's State highways follow a path similar to a historic route and are either officially or unofficially named for their historic significance.

When the modern freeway system began being constructed, routes often took the name of a local destination. Freeways in Los Angeles started as spokes radiating outward from the civic center and were named after their destination place, such as Santa Ana, Santa Monica, Pasadena, Hollywood, Ventura, and San Bernardino. Many of these freeway names were made official by the Highway Commission in the 1950s, and some remain unofficially named through local usage.

In the past few decades, the majority of freeway, highway and structure names have been designated through Legislative action and concern the naming of a route segment or structure in memory of an individual, group, or historical event. State Legislators name routes and structures by introducing an Assembly Concurrent Resolution (ACR) or Senate Concurrent Resolution (SCR), depending on the house of the author. Each

Legislative session produces a number of such resolutions. When these resolutions are approved by both houses, they are then filed with the Secretary of State to be chaptered. Concurrent resolutions are chaptered as Resolution Chapters and given a chapter number (abbreviated CH in this publication). When a naming resolution is chaptered, the name of the freeway, highway or structure becomes official and is listed in this publication, along with its associated ACR or SCR number, CH number, and year of passage. Occasionally, a route naming is done by Assembly Bill (AB) or Senate Bill (SB), which requires passage by both houses, the signature of the Governor, and chaptering by the Secretary of State. Chaptered bills are recorded in State Statute and listed as Statute Chapters (also abbreviated as CH in this publication).

POLICY FOR NAMING FREEWAYS, HIGHWAYS AND STRUCTURES

For many years, there were no official Legislative guidelines for naming freeways, highways and structures. The issue of naming routes was discussed during several Legislative sessions in the 1960s (including SCR 8, 1962 and SCR 12, 1963) and, in response, the California Department of Public Works, Division of Highways (the predecessor of Caltrans), submitted reports to the Legislature with recommended policy. However, the Legislature did not adopt any formal criteria until, in the 2004 Legislative session, the transportation committees of the two houses established guidelines for measures naming highways or structures. These guidelines may change from session to session. Current guidelines include:

- The person being honored must have provided extraordinary public service or some exemplary contribution to the public good and have a connection to the community where the highway is located
- The naming must be done without cost to the State
- The author of the bill must represent the district in which the facility is located and identify the specific highway segment or structure being named
- The proposed designation should not supersede an existing designation

These guidelines serve to mitigate questions and controversy in advance of legislative consideration of naming measures, and promote fairness in determining whether a particular facility or segment is to be specially designated.

Cover photo courtesy of Caltrans photographer Jon Hirtz. The California Wildland Firefighters Memorial Highway is a portion of Route 74 in Orange and Riverside counties. Photo taken near Lake Elsinore in Riverside County, February 2007.

Any errors or suggestions for improvement to this publication should be reported to Caltrans, P.O. Box 942874, Sacramento, CA 94274-0001, Attention: Highway System Engineering Branch, Mail Station 38, or by phone at (916) 654-3381.

This publication is also available online at the following Caltrans web page: <http://www.dot.ca.gov/hq/tsip/hseb/products.html>.

LISTING BY ROUTE NUMBER

Section	Name	Route	District	Location	From	To	How Named
FWY	Harbor Freeway	110	7	LA County	San Pedro	Route 101	By Location
FWY	Pasadena Freeway	110	7	LA County (was Route 205 when named)	Route 101 (4-level Structure)	Pasadena	By Commission 11/18/1954
SH	Deputy Bruce Lee Memorial Highway	111	8	RIV County, City of La Quinta	Jefferson Street	Washington Street	SCR 5, CH 15, 2005
SH	Fire Chief F. S. "Pete" Pedroza Memorial Highway	111	11	IMP County	I-8	East Jasper Road near the City of Calexico	SCR 64, CH 116, 2004
SRR	Two Rivers Safety Roadside Rest Area	111	11	IMP County, 2.5 miles south of Calipatria			Undetermined
BTS	Jack D. Maltester - Mario Polvorosa Overpass	112	4	ALA County, City of San Leandro, Muirford Overhead			SCR 52, CH 10, 1978
BTS	Leslie A. Lowden Memorial Bridge	113	3	SUT County, Sutter Causeway Bridge			ACR 34, CH 65, 1991
SH	Vic Fazio Highway	113	4, 3	SOL to YOL County	I-80	I-5	ACR 100, CH 124, 1998
SH	Willard F. Libby Memorial Highway	116	4	SON County	Forestville	Sebastopol	ACR 149, CH 128, 1984
FWY	Ronald Reagan Freeway	118	7	VEN to LA County, passing Simi Valley	Route 126	I-210	SR 7, 12/5/1994, and by local usage

BSM - Blue Star Memorial Highway BTS - Named Bridge, Tunnel or Structure FWY - Named Freeway HU - Historical Usage Name
P - Memorial Plaque or Marker SH - Named State Highway or Road SRR - Safety Roadside Rest Area or Scenic Overlook

California Manual on Uniform Traffic Control Devices for Streets and Highways (FHWA's MUTCD 2003 Edition, as amended for use in California)

PART 2 Signs



STATE OF CALIFORNIA
BUSINESS, TRANSPORTATION AND HOUSING AGENCY
DEPARTMENT OF TRANSPORTATION

A 600 x 600 mm (24 x 24 in) minimum sign size ~~shall~~ **should** be used for Interstate route numbers with one or two digits, and a 750 x 600 mm (30 x 24 in) minimum sign size ~~shall~~ **should** be used for Interstate route numbers having three digits.

Support:

Route shield sizes shown in Table 2D-103(CA) are lower than the above sizes.

Option:

Interstate Route signs may contain the State name in white upper-case letters on a blue background.

Standard:

Off-Interstate Business Route signs (see Figure 2D-3) shall consist of a cutout shield carrying the number of the connecting Interstate route and the words BUSINESS and either LOOP or SPUR in capital letters. The legend and border shall be white on a green background, and the shield shall be the same shape and dimensions as the Interstate Route sign. In no instance shall the word INTERSTATE appear on the Off-Interstate Business Route sign.

Option:

The Off-Interstate Business Route sign may be used on a major highway that is not a part of the Interstate system, but one that serves the business area of a City from an interchange on the system. When used on a green guide sign, a white square or rectangle may be placed behind the shield to improve contrast.

Standard:

~~U.S. Route signs (see Figure 2D-3) shall consist of black numerals on a white shield surrounded by a black background without a border. This sign shall be used on all U.S. routes and in connection with route sign assemblies on intersecting highways.~~

~~A 600 x 600 mm (24 x 24 in) minimum sign size shall be used for U.S. route numbers with one or two digits, and a 750 x 600 mm (30 x 24 in) minimum sign size shall be used for U.S. route numbers having three digits.~~

The U. S. Route Shield (CA Code G26-1) or U. S. Route Marker (CA Code G26-2) shall be used instead with sizes as shown in Table 2D-103(CA).

State Route signs shall be designed by the individual State highway agencies.

Guidance:

~~State Route signs (see Figure 2D-3) should be rectangular and should be approximately the same size as the U.S. Route sign. State Route signs should also be similar to the U.S. Route sign by containing approximately the same size black numerals on a white area surrounded by a black background without a border. The shape of the white area should be circular in the absence of any determination to the contrary by the individual State concerned.~~

The **State Route Shield** (G28-1(CA)) or **State Route Marker** (G28-2(CA)) shall be used instead with sizes as shown in Table 2D-103(CA).

Standard:

If County road authorities elect to establish and identify a special system of important County roads, a statewide policy for such signing shall be established that includes a uniform numbering system to uniquely identify each route. The County Route (M1-6) sign (see Figure 2D-3) shall consist of a pentagon shape with a yellow County name and route number and border on a blue background. County Route signs displaying two digits or the equivalent (letter and numeral, or two letters) shall be a minimum size of 450 x 450 mm (18 x 18 in); those carrying three digits or the equivalent shall be a minimum size of 600 x 600 mm (24 x 24 in).

If a jurisdiction uses letters instead of numbers to identify routes, all references to numbered routes in this Chapter shall be interpreted to also include lettered routes.

Guidance:

If used with other route signs in common assemblies, the County Route sign should be of a size compatible with that of the other route signs.

Option:

When used on a green guide sign, a yellow square or rectangle may be placed behind the County Route sign to improve contrast.

California Sign Chart
Sheet 7 of 10 - California Guide Signs

This chart contains commonly used signs in California, and is not meant to be used as a comprehensive sign chart. California codes are designated by (CA). Otherwise Federal codes are shown. For a complete directory of signs, visit www.dot.ca.gov/hq/traffops/signtech/signdel/index.htm.

California Department of Transportation
Signs and Work Zones Branch
September 2006



Redlands 30 →

G1-1 (CA)

↑ Redlands 2
Stockton 5

G1-4 (CA)

↑ Salinas 50
Redlands 30 →

G1-7 (CA)

↑ Salinas 50
Roseville 5
Sacramento 23 →

G1-10 (CA)

↑ Redlands 2
Stockton 5
Orange 13 →

G1-13 (CA)

↑ Mariposa 20
← Fresno 25
Stockton 35 ↗

G1-16 (CA)

Mariposa 20
Fresno 25 →
Stockton 35

G1-19 (CA)

Roseville 5
Sacramento 23
Oakland 110

G5 (CA)

Redlands →

G8-1 (CA)

Chico →

G8-4 (CA)

↑ Oroville
Chico →

G8-7 (CA)

↑ Salinas
Roseville
Sacramento →

G8-10 (CA)

↑ Redlands
Stockton
Orange →

G8-13 (CA)

↑ Mariposa
← Fresno
Stockton →

G8-16 (CA)

Mariposa
Fresno →
Stockton

G8-19 (CA)

Fairview
Road →

G8-22 (CA)

Soda Springs
POP 487 ELEV 2,386

G9-2 (CA)

Cloverdale
CITY LIMIT
POP 874 ELEV 40

G9-5 (CA)

Kern
COUNTY LINE

G10 (CA)

Welcome to
California

G10B (CA)

CUYAMA RIVER
BRIDGE 53-52
101 ORA R144 44

G11-1 (CA)

EEL RIVER
BRIDGE 4-16L
101 HUM R53 27

G11-4.1 (CA)

101 HUM
R144 44

G11-6 (CA)

101 HUM
R144 44

G11-7 (CA)

GEORGE F. BUTLER
MEMORIAL BRIDGE
NAPA RIVER
BRIDGE 21-49
29 NAP R6 22

G11-8 (CA)

MISSION
SANTA CRUZ
2 MILES →
HISTORICAL LANDMARK NO. 342

G13-1 (CA)

MISSION
SANTA CRUZ
NEXT RIGHT
HISTORICAL LANDMARK NO. 342

G13-2 (CA)

SUTTERS FORT
MARKER 500 FT AHEAD
HISTORICAL LANDMARK NO. 525

G14 (CA)

POINT OF
HISTORICAL
INTEREST
→

G15 (CA)

Donner Pass
ELEV 7135 FT

G16 (CA)

ELEVATION
3000 FT

G17 (CA)

Sacramento
RIGHT LANE

G20-1 (CA)

Marysville
Yuba City
RIGHT LANE

G20-3 (CA)

12 EAST
Fairfield
RIGHT LANE

G20-5 (CA)

880 SOUTH
Oakland
San Jose
RIGHT LANE

G20-7 (CA)

5 NORTH
CARPOOL
LANE
RIGHT LANE

G20-9 (CA)

Freeway
South
LEFT LANE
North
RIGHT LANE

G21-1 (CA)

Freeway
South
LEFT LANE
North
RIGHT LANE

G21-3 (CA)

Salinas
RIGHT TURN
1/4 MILE

G22 (CA)

M L King Jr Blvd 3/4
Vernon Ave 1 1/2
51st Street 2 1/4

G23-1 (CA)

M L King Jr Blvd 3/4
Vernon Ave 1 1/2
51st Street 2 1/4

G23-2 (CA)

M L King Jr Blvd 3/4
Vernon Ave 1 1/2
51st Street 2 1/4

G23-3 (CA)

M L King Jr Blvd 3/4
Vernon Ave 1 1/2
51st Street 2 1/4

G23-4 (CA)

M L King Jr Blvd 3/4
Vernon Ave 1 1/2
51st Street 2 1/4

G23-5 (CA)

Spring Street 1
Iowa Avenue 2 1/4
Maple Avenue 2 1/4

G23-6 (CA)

15
San Bernardino

G24-1 (CA)

10 EAST
Los Angeles
San Bernardino

G24-3 (CA)

SOUTH
15 395
Riverside
Los Angeles

G24-4 (CA)

60 EAST
Riverside
↓

G24-5 (CA)

SOUTH Monterey
1 San Diego
↓

G24-6 (CA)

50
Shield

G26-1 (CA)

US
50
Marker

G26-2 (CA)

INTERSTATE
5
Shield

G27-1 (CA)

INTERSTATE
CALIFORNIA
80
Marker

G27-2 (CA)

99
Shield

G28-1 (CA)

CALIFORNIA
99
Marker

G28-2 (CA)

scenic route

G30 (CA)

G30A (CA)

G30B (CA)

→

G33-1 (CA)

NEXT
RIGHT

G58 (CA)

G66-11 (CA)

METHANOL
G66-11A (CA)
DIESEL

G66-12A (CA)

ELECTRIC
VEHICLE
CHARGING
STATION

G66-21 (CA)

1/2 MILE
→

G66-21A (CA)

CNG

G66-22A (CA)

LNG

G66-22B (CA)

G66-55 (CA)

G66-56 (CA)

NEXT
EXIT
OK

G66-56A (CA)

HIGHWAY
PATROL

G66-57 (CA)

BRAKE CHECK
AREA

G66-58 (CA)

BRAKE CHECK
AREA →

G66-59 (CA)

BRAKE CHECK
AREA
1/2 MILE

G66-60 (CA)

SHERIFF

G66-61 (CA)

POLICE

G66-62 (CA)

DIVIDED ROAD
2 MILES
AHEAD

G68 (CA)

PASSING
LANE
2 MILES

G69 (CA)

EXIT 44
G70-2 (CA)

G70-3 (CA)

EXIT 44
44

G70-4 (CA)

EXIT 444 A

G70-5 (CA)

D. L. BLISS
STATE PARK →
G72 (CA)
ROUTE 99 BUSINESS

G76 (CA)

↑ SOUTH
Stockton Blvd
NORTH →

G77-1 (CA)

↑ NORTH
12
SOUTH →

G77-4 (CA)

↑ SOUTH
Harbor Fwy 11
NORTH →

G77-7 (CA)

101
SOUTH →

G78-1 (CA)

Harbor Fwy 11
← NORTH

G78-4 (CA)

NEXT REST 5 MI
G79A (CA)
PATROLLED BY HIGHWAY PATROL

G80B (CA)

Tourist Information
G81-21 (CA)
Tourist Information

G81-24 (CA)

LP GAS

G81-52 (CA)

EMERGENCY-CALL 9-1-1

G81-61 (CA)

EMERGENCY
CALL 9-1-1

G81-62 (CA)

VENDING
MACHINES

G81-63 (CA)

WHEN FLASHING

G81-64A (CA)

RECREATION INFO
TUNE RADIO TO
750 1230
96.3 FM

G81-65 (CA)

FREEWAY →

G82 (CA)

Modesto St
1 MILE

G83-1 (CA)

Los Angeles
EXIT 1 MILE

G83-2 (CA)

CARPools ONLY
Barranca Rd
EXIT ↓ ONLY

G83-3 (CA)

EXIT 444 A
Modesto St
1 MILE

G83-4 (CA)

EXIT 444 A
Modesto St
1 MILE

G83-5 (CA)



- Caltrans Home
- District 7 Home
- Announcements
- Commuter Information
- About District 7
- Current Project Info
- Local Partners
- Legislative
- Traffic Congestion Relief Plan
- Roadside Blight Litter Reporting System
- Site Directory
- Contact Caltrans



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☐ My CA
 ☐ This Site

Route 118 Wildlife Corridor

Caltrans > District 7 > Third Level > This Page

Ventura State Route 118 Wildlife Corridor Multi-Agency Working Group

- Home
- Meetings
- Resources
- Group Documents
- Contact



Mission Statement

I. Description

A multi-agency working group dedicated to evaluating state transportation projects and large scale ecological needs keeping in mind transportation infrastructure and environmental protection. The group works collectively to identify and to discuss opportunities to design transportation projects in ways that will reduce impacts to wildlife movement and habitat connectivity on the Ventura State Route (SR) 118 Wildlife Corridor.

Initial meetings were held to develop a goal and work plan objectives based upon the expectations received from group members and from public participation as follows:

II. Goal

Timely delivery of safe transportation improvements while preserving and enhancing wildlife corridor integrity in the vicinity of State Route 118.

III. Work Plan Objectives

1. Identify and compile existing biological information that indicates wildlife distribution and movement patterns in the vicinity of the SR118.
2. Develop a map that shows protected open space, proposed open space, proposed development footprints and transportation infrastructure projects.
3. Identify opportunities to improve habitat connectivity and wildlife movement across the 118, keeping in mind development projects and needs of wildlife
4. Investigate funding and in-kind opportunities to implement projects/plans identified and make a funding chart, enlist various city and county agencies to help implement specific actions
5. Compile information based on the above work plan objectives for current/future development, transportation needs, and wildlife movement requirements within the Simi Hills and Santa Susana Mountains (including SR118 and local roads).



This Page Last Modified | 02/9/07 12:28



Tuesday, May 26, 2009

article

Feature

State Route 118 Offers a Wider Way to Travel

by Maria Raptis

Caltrans and its Partners Host a Completion Ceremony for Eastbound State Route 118 Widening Project and Celebrate Delivery of One New Lane, Four Soundwalls and Widened Bridges to Ventura County

Caltrans District 7 held an opening ceremony last month in Simi Valley to announce that widening the eastbound Ronald Reagan Freeway (SR-118) from Tapo Street to Kuehner Drive in Simi Valley and parts of Moorpark has completed.



The project widened approximately 2.7 miles of eastbound SR-118 from three to four lanes, widened four bridges at Kuehner Drive, Stearns Street, Kadota Street and Tapo Street, enhanced freeway lighting and constructed four separate soundwalls totaling a distance of nearly 3.7 miles. Eleven miles of fiber-optic cables were installed underneath the pavement, from Tapo Canyon Road to the Los Angeles County line, to provide real-time traffic data to the Caltrans Transportation Management Center for dissemination to the public, the media and the Internet.

Caltrans Director Will Kempton joined the morning celebration on Tuesday, April 21 at a spacious right of way alongside eastbound SR-118 overlooking the freeway at Rocky Peak Road in Simi Valley. The unusually warm spring weather had some guests looking for shade cast by tents and parked heavy-duty construction cranes on the site for an on-going \$9.1 million project to construct one eastbound off-ramp and one westbound on-ramp at Rocky Peak Road.

In his address, Kempton said, "The work that Caltrans does touches people's lives every day. This is an important project as evidenced by so many citizens and representatives of city, county and state government present today. This project is important because Caltrans and its Ventura County partners have jointly produced many successful highway projects that are ensuring that this county remains an attractive place to live, work, play and conduct business."

Kempton also recognized the Caltrans staff involved in this project: Steve Novotny, Area Manager; Joseph S. Tehrani, Construction Senior; Mohammad Toutounchian, Resident Engineer; and Reza Fateh, Project Manager. The contractor for Phase 1 was C.A. Rasmussen of Simi Valley.

Darren Kettle, Executive Director of the Ventura County Transportation Commission, and Caltrans transportation partner in this project said, "This project does something for all of us. Many of the improvements included in this project will provide better access for nearby residents, businesses, recreation and essential services. These are benefits that you, your families and friends can enjoy."

Captain Cliff Williams, of the California Highway Patrol (CHP) Moorpark area office, told the crowd that the CHP has noticed that the addition of one new lane has improved congestion during commute hours, but has also increased motorists' speeds, forcing CHP to cite approximately 23 motorists with speeding violations that morning. Williams reminded the public to drive safely and obey the speed limits, especially during freeway construction activity.

Other elected officials present were Ventura County Supervisor Peter Foy; Simi Valley Mayor Paul Miller; Moorpark Mayor Janice Parvin; and Simi Valley City Councilmember Steven Sjoka. Representatives from the region's federal and state elected officials were present from the offices of Congressman Elton Gallegly, Senator George Runner, Senator Tony Strickland, Assemblymember Cameron Smyth and Assemblymember Audra Strickland.

Construction costs for this state-funded \$46.5-million project were approved by the California Transportation Commission (CTC) and distributed through the Ventura County Transportation Commission (VCTC).



[Caltrans](#) > [Travel](#) > Highway Conditions

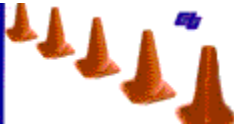
Division of Traffic Operations - Road Information - California Highway Information

Check Current Highway Conditions

Enter Highway Number(s)

You can also call **1-800.427.7623** for current highway conditions. [Mobile](#)

TRAVEL ALERT: EFFECTIVE APRIL 6, 2009, CALTRANS IS TEMPORARILY PROHIBITING ALL 5 AXLE OR GREATER COMBINATIONS FOR 90 DAYS ON STATE ROUTE 2, LOS ANGELES COUNTY, (Angeles Crest Highway) between Interstate 210 (in City of La Canada) and Angeles Forest Highway (Angeles National Forest)



highways.dot.ca.gov

[Slow for the Cone Zone](#)

This highway information is the latest reported as of Tuesday, May 26, 2009 at 12:40 .

SR 118

[IN THE SOUTHERN CALIFORNIA AREA]

NO TRAFFIC RESTRICTIONS ARE REPORTED FOR THIS AREA.

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Tuesday, May 26, 2009

article Feature

State Route 1 Travel

by Maria

*Caltrans and its Partners
Eastbound State Route
Delivery of One New
Bridges to Ventura C*

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Valley to announce the
Freeway (SR-118) from
Valley and parts of M

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Peak Road.

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Darren Kettle, Execu
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project will provide b
benefits that you, you

Captain Cliff Williams
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Caltrans Director Will Kempton joined the opening celebration at the Rocky Peak ramp in Simi Valley on a hot, spring morning. He reminded the crowd of Caltrans commitment to Ventura County as shown by many successful highway projects that have been jointly produced by Caltrans and its Ventura County partners.



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Construction costs for this state-funded \$46.5-million project were approved by the California Transportation Commission (CTC) and distributed through the Ventura County Transportation Commission (VCTC).

California State Route 118

From Wikipedia, the free encyclopedia

State Route 118 is a state highway in the United States state of California that begins running west to east through Ventura and Los Angeles counties in southern California. It travels from Saticoy in Ventura County east to Lake View Terrace in Los Angeles. Route 118 crosses the Santa Susana Pass and the northern rim of the San Fernando Valley along its route.

The freeway portion of Route 118 between Moorpark and Lake View Terrace was originally named the **Simi Valley-San Fernando Valley Freeway** before it was designated as the **Ronald Reagan Freeway** in 1994.^{[2][3]} Named in honor of Ronald Reagan, the 33rd Governor of California and the 40th President of the United States due to the location of his presidential library in Simi Valley.

This route is part of the California Freeway and Expressway System^[4] and is eligible for the State Scenic Highway System^[5].

Contents

- 1 Route description
- 2 History
- 3 Major intersections
- 4 References
- 5 External links

Route description

Route 118 has two distinguishable sections, connected at the intersection of State Route 23.

The Western section (which consists mostly of a two-lane highway known as Los Angeles Avenue (Wells Road in Ventura) goes through the more rural areas of Ventura County.

The Eastern section is an urban freeway that starts in the cities of Moorpark and Simi Valley, and ends in Los Angeles. The freeway has an HOV lane on this section, between the Los Angeles-Ventura County border and Interstate 5. This freeway is also known as the Ronald Reagan Freeway.

A third section, from Route 210 to the unconstructed State Route 249, has been planned since 1965. No plans are in place to complete this portion at this time.

History

SR 118 used to extend past I-210 on Foothill Boulevard; however, this segment was turned back. Before the freeway was built, the eastern segment used Devonshire Street through the San Fernando Valley. The SR 118 freeway begun construction in 1968 and the last section of freeway opened in 1979. The segment of freeway between Balboa Boulevard and Tampa Avenue was one of the last freeway segments to be built in the Los Angeles area. As a result of the Northridge Earthquake in January 1994, a section of the highway between I-405 and I-210 was closed for over one month while damage to an overpass was repaired. The Porter Ranch Drive interchange is relatively new; before it was constructed, that interchange connected to a closed Winnetka Avenue and a Park and Ride lot.

Route 118 from Route 23 to Route 210 was named the "Simi Valley-San Fernando Valley Freeway" by Assembly Concurrent Resolution 145, Chapter 185 in 1970.^[6] In December 1994, the portion of Route 118 constructed to freeway standards was renamed the Ronald Reagan freeway^[7]. The original proposal for this name was introduced by Willie Brown on August 30, 1994 and amended August 31, 1994, as State Assembly Concurrent Resolution 156, however this version of the bill died on the desk in November 1994^[8]. **The name was reintroduced by State Senators Lockyer, Maddy, and Wright as State Senate Resolution 7, amended and enrolled December 5, 1994^[9]. Since it was neither a concurrent resolution nor a joint resolution, it was not filed with the Secretary of State.** The rationale for choosing this name for State Route 118 is that the western end of the highway, at the time the bill was passed, is very close to the Ronald Reagan Presidential Library.



An old SR 118 shield on the turned back segment on Foothill Boulevard, east of I-210. Note that California presently uses green shields, while this one dates to the 1950s or 1960s.

Interstate 405 (California)

From Wikipedia, the free encyclopedia

Interstate 405 (abbreviated **I-405**, and colloquially referred to as **The 405 Freeway** or *the four-oh-five*) is a major north-south Interstate Highway in Southern California. It is a bypass of Interstate 5, running along the western areas of the Greater Los Angeles Area from Irvine to near San Fernando. The entire route is known as the northern segment of the **San Diego Freeway**.

I-405 is a heavily-traveled thoroughfare by commuters and freight haulers along its entire length and has earned its place as one of the busiest and most congested freeways in the world, and the most congested in the United States.^{[2][3]} It has played a crucial role in the development of dozens of cities and suburbs along its route through the Greater Los Angeles area.

This route is part of the California Freeway and Expressway System^[4].

Contents

- 1 Route description
 - 1.1 Points of interest along I-405
- 2 History
 - 2.1 The O.J. Simpson chase
 - 2.2 Other events
 - 2.3 Popular culture
- 3 Exit list
- 4 References

Route description

I-405 begins at the El Toro Y interchange with Interstate 5 in southeastern Irvine. It then runs northwest through Orange County to Long Beach in Los Angeles County. The freeway then roughly follows the outline of the Pacific coast, varying between five and ten miles (16 km) inland before crossing over the Sepulveda Pass in the Santa Monica Mountains. **I-405** then travels due north through the San Fernando Valley, before terminating with I-5 in the Mission Hills district of Los Angeles.



I-405 in the Sepulveda Pass



The San Diego Freeway, close to the interchange with the Ventura Freeway (U.S. Route 101).

The San Diego Freeway's congestion problems are legendary, leading to the joke that the Interstate was numbered 405 because traffic moves at "four or five" miles an hour. Indeed, average speeds as low as five miles per hour are routinely recorded during morning and afternoon commutes, and its interchanges with the Ventura Freeway (U.S. Route 101) and with the Santa Monica Freeway (Interstate 10) each consistently rank among the five most congested freeway interchanges in the United States. As a result of these congestions problems on **I-405**, it may take longer to pass through the entire Los

Angeles area using this bypass route than merely taking the parent I-5 through the city.

Commuters are known to despise the freeway. Steve Harvey of the *Los Angeles Times* once featured a personalized license plate with the text HATE405 in his column. While much of this gridlock has to do with the lack of alternate routes between many of the areas it connects — some of which, such as the Pacific Coast and Laurel Canyon freeways, were proposed but abandoned for political reasons— the freeway would likely be busy even with the addition of other roads and mass transit solutions, as it connects so many important Greater Los Angeles area locations.

Points of interest along I-405

There are a number of points of interest that **I-405** passes by or connects to. For transportation, these include, in the order passed in the direction from south to north, are John Wayne Airport in Orange County, Long Beach Municipal Airport and Los Angeles International Airport. With connections, it reaches very close to the Port of Long Beach and the Port of Los Angeles.

Interstate 405

Auxiliary route of the Interstate Highway System

San Diego Freeway

Defined by S&HC § 615, maintained by Caltrans

Length: 72.415 mi^[1] (116.541 km)

Formed: 1964

South end: I-5 in Irvine

Major junctions:

- SR 133 in Irvine
- SR 55 / SR 73 in Costa Mesa
- SR 22 / I-605 in Seal Beach
- I-710 in Long Beach
- I-110 in Carson
- I-105 near LAX Airport
- SR 90 in Culver City
- I-10 in West Los Angeles
- US 101 in Sherman Oaks
- SR 118 in Mission Hills

North end: I-5 near San Fernando

State highways in California (list - pre-1964)

< US 395 I-505 >

History - Unconstructed - Deleted - Freeway - Scenic

Major cities

Bolded cities are officially-designated control cities for signs

Article 3: Boundaries

3.1 Overall Boundaries: The boundaries of the GHNNC, herein referred to as the “Neighborhood”, shall run along State Route 118 (“SR-118”) on the south, from the place where it meets Aliso Canyon at Hesperia Avenue (west of Zelzah Avenue), east to Interstate ~~Highway~~[Route](#) 405 (“I-405”), then following I-405 north to Interstate ~~Highway~~[Route](#) 5 (“I-5”), following I-5 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 (with the understanding that Aliso Canyon Park is designated for public use and, as such, will be identified as a shared boundary with the Porter Ranch Neighborhood Council under Article III, Section 2 of The Plan), and intersecting again at SR-118.

3.2 District One: The boundaries of District One are comprised of the northwestern section bounded by I-5 on the north, the City/County line on the northwest, and the zoning line designating Heavy Industry on the south and east.

3.3 District Two: The boundaries of District Two are comprised of the northeastern section bounded by the junction of I-5 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 I-405 to form the southern boundary; then following I-405 northwest to its junction with I-5; continuing on I-5 to Balboa Boulevard to form the northeastern boundary.

3.4 District Three: The boundaries of District Three encompass the remaining area within the GHNNC boundaries as defined in Section 3.1 above. Both sides of Woodley Avenue are included in District Three, as are the residents or workers in any plot with a zoning designation beginning with the letter “R.”

On 5/29/2009 2:36 PM, "Darren Martinez" <Darren.Martinez@lacity.org> wrote:

Hello GHNNC board members,

This is in response to the questions raised by Mr. Rosenberg regarding a proposed bylaw amendment for creating committees. Initially, please note that board members should not reply to each other regarding this e-mail because of concerns with avoiding serial communications under the Brown Act. Instead, you may agendaize and discuss the issues presented in this e-mail at your next board meeting.

Mr. Rosenberg raised several questions in his e-mail, and I've provided my responses below.

Question - One question that was brought up at Wednesday's Policy & Rules Committee meeting was whether every proposed provision is necessary, or if some can be removed because they're either standard practice; in Robert's Rules; in the Brown Act or some other law; or implied/said elsewhere in the Bylaws.

Response - Robert's Rules of Order serves as a guide. It does not mandate that your board adhere to any given process. My best recommendation is that you should strive to achieve clarity in any bylaw amendment because you will avoid disputes if the rule is clearly specified. Even if a rule is clear under the Brown Act or the Plan for a Citywide System, there are benefits in also including a statement referencing to binding law in your bylaws.

Question - Another question was whether the members of a committee could select their own chairperson and vice-chairperson, or if having a majority of the Board do this (14.5) is required for some reason.

Response - Either process is suitable.

Question - Also, do we need to specifically state that any Stakeholder, whether or not they're on the Board, can be the chairperson of a committee?

Response - If your bylaws state that the committees, which may be comprised of non-board members who are stakeholders, shall select their own committee chair from among the committee members, then it is clear that the chair may be a non-board member.

Question - One last question was whether we need to state that the "Board shall appoint standing committees" (preamble) since all standing committees are already listed in these proposed Bylaws (14.9), or if this, as worded, means that the Board shall appoint all committee members to standing committees? If the latter, does it conflict with 14.5 which list several ways for Stakeholders to join committees?

Response - You could state in your bylaws that the Board shall retain authority to appoint and name any standing committees not listed in the bylaws.

Further Comments - I had intended to provide detailed comments on the draft you sent me. However, I must apologize because I have a number of other urgent matters to address at this point. However, I will make several broad comments.

1. You should eliminate the introduction.
2. Combine 14.1 with 14.6.
3. I'm assuming that you anticipate a committee to meet, make a recommendation to the board, then if the board agrees with the recommendation, it appoints a member of the committee to be the board's spokesman on the issue? That is the only way I see this provision working.
4. I would move how the committee takes action in 14.4 to 14.7 and re-label the heading as "Quorum and Action by the Committee." I've previously discussed my concern that it is preferable to have the quorum for the committee specifically listed in the bylaws - that doesn't mean you can't try it the way you're proposing - it is just not the best practice.

Please let me know if you have any further questions.

Darren R. Martinez, *Deputy City Attorney*
Los Angeles City Attorney's Office, Neighborhood Council Advice Division
General Counsel Practice Group
Telephone: (213) 978-8132

Article 14: Committees

The Board shall establish standing committees as set forth in Section 14.7 of these Bylaws (herein, "Standing Committees"). Additionally, as necessary, the Board may appoint temporary *ad hoc* committees as set forth in Section 14.8 of these Bylaws (herein, "Ad Hoc Committees").

14.1 Oversight and Purpose: Any actions and/or recommendations of committees shall be subject to approval by official action of the Board. All committees shall investigate the subject(s) assigned to them, shall attempt to arrive at recommendations, and shall report their findings and recommendations to the Board. A minority report may also be presented to the Board by any Committee Member who dissents with the majority report. Every committee shall seek, so far as possible within the limits of its function and authority, to involve broad participation in its activities by GHNNC Stakeholders; provided, however, that Stakeholders and Directors who are not Committee Members may not make motions, may not vote on matters brought up at such committee meetings, and shall not count towards quorum.

14.2 Authority: The Board may, at its discretion, grant approval for any Committee Chair, or designee thereof, to speak on behalf of the GHNNC regarding matters directly related to his or her committee's jurisdiction. The Board may, at any time of its choosing, revoke such approval. Without such authorization by the Board, no committee has authority to speak for the GHNNC, to hold itself out as representing the GHNNC, to adopt any public position in the name of the GHNNC, or to enter into any contract or to incur any financial liability in the name of the GHNNC. Any Committee Member who violates the foregoing shall be subject to removal from such committee at the discretion of the Chairperson and/or shall have his or her actions be subjected to a review by the Ethics Committee.

14.3 Proceedings: A Committee Chair shall have the power to prescribe the manner in which his or her committee's proceedings shall be conducted, subject to any specific direction from the Board, these Bylaws, and the current Policies & Guidelines and/or Standing Rules.

14.4 Committee Members: By majority vote, the Board shall appoint a committee chairperson ("Committee Chair") to each and every committee unless such Committee Chair is already defined in these Bylaws.

A "Committee Member" shall be defined as a Stakeholder who has been appointed to a Standing Committee by (i) a majority vote of the Board, (ii) a majority vote of the members of such committee, (iii) the Committee Chair of said committee, or (iv) the Chairperson.

A Committee Member may be removed from a committee (i) by the Chairperson or such Committee Chair, unless two-thirds (2/3) of all members of such committee or a majority of the Board overrule said removal; (ii) by a two-thirds (2/3) vote of such Committee Members in favor of said removal; or (iii) by a majority vote of the Board in favor of said removal. Any Committee Member who misses three (3) consecutive committee meetings shall automatically be considered removed from such committee at the meeting during which such third absence occurs.

14.5 Quorum and Action by the Committee: No vote or other official action may be taken by a committee in the absence of a quorum, such quorum having been defined in Section 14.7 of these Bylaws. The meetings and other actions of committees shall be governed by the Brown Act and by provisions of these Bylaws applicable to meetings and actions of the Board. No more than twelve (12) Directors may actively participate in any committee meeting without such meeting being duly noticed as a joint Board and committee meeting. Unless otherwise specified, a majority vote of Committee Members is required to take any appropriate action that resides within such committee's purview.

14.6 Minutes: Minutes shall be kept of each meeting of each committee and shall be duly presented at Regular Meetings of the Board during such committee's report. The minutes of a committee meeting shall include the names of the Committee Members present and absent; a statement indicating if quorum was

achieved; a reasonably thorough summary of all discussions, conclusions, and motions; and the times at which the meeting was called to order and adjourned. The minutes shall follow the order of the agenda.

14.7 Standing Committees: Each respective Standing Committee described below must have at least two (2) Directors but no more than six (6) Directors, and, except for the Executive Committee, shall include any number of interested Stakeholders deemed appropriate by the Board. The Board shall encourage full and broad participation in all Standing Committees, with the goal of having each Standing Committee contain at least double the number of people as is required for quorum. The Board shall retain authority to appoint and name any Standing Committees not listed in these Bylaws.

The Standing Committees of the GHNNC are:

- a) **Executive Committee:** This Standing Committee shall include the Chairperson, Vice Chairperson, Recording Officer, Financial Officer, and Treasurer. The Chairperson shall be the Committee Chair for this Committee. The quorum for this committee shall be three (3) committee members.
- b) **Citywide Issues Committee:** This Standing Committee shall include the City Information Officer, and shall research other items and issues that come before the Board from Stakeholders and Directors that do not reside within the purview of other committees. The quorum for this committee shall be three (3) committee members.
- c) **Ethics Committee:** This Standing Committee shall give guidance on matters concerning disputes and/or improprieties. The quorum for this committee shall be three (3) committee members.
- d) **History Committee:** This Standing Committee shall record the history of the GHNNC. The quorum for this committee shall be two (2) committee members.
- e) **Outreach and Publicity Committee:** This Standing Committee shall include the Community Information and Outreach Officer, who shall be the Committee Chair. This committee is responsible for outreach to and communication with Stakeholders and the general community. The quorum for this committee shall be four (4) committee members.
- f) **Parks and Beautification Committee:** This Standing Committee shall include the Parks Representative and the Environmental Representative. The quorum for this committee shall be four (4) committee members.
- g) **Planning and Land Use Management Committee:** This Standing Committee shall study and make recommendations concerning land use issues. The quorum for this committee shall be four (4) committee members.
- h) **Policy and Rules Committee:** This Standing Committee shall study bylaws, policies, guidelines, and rules; and recommend updates for all GHNNC governing documents. The quorum for this committee shall be three (3) committee members.
- i) **Public Safety Committee:** This Standing Committee shall study and make recommendations concerning safety issues. The quorum for this committee shall be three (3) committee members.

14.8 Ad Hoc Committees: Ad Hoc Committees may be formed by a majority decision of the Board to handle special issues and deal with items not addressed by any Standing Committee. Such Ad Hoc Committees are not subject to the notice and posting requirements of the Brown Act, provided such committees are comprised solely of Board Members; consist of fewer than six (6) such Board Members; have a defined purpose and time frame to accomplish such purpose; and be advisory and have no decision-making power. Should any person other than a Board Member be appointed to such Ad Hoc Committee, then such committee must operate under the notice and posting requirements of the Brown Act. The quorum for any Ad Hoc committee shall be a simple majority of all such committee's members.

Article 12: Reconsideration and Grievance Procedures

12.1 Reconsideration Procedures: The Board is the only body authorized to make decisions for the Council. However, within ten (10) days of a Board decision, any Stakeholder may request, in writing, a reconsideration of a Board decision (a “Motion for Reconsideration”). 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 his or her 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 or 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 Board shall agendaize the item for possible reconsideration at its next meeting. The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- a) The Board's approval of a Motion for Reconsideration must occur within the following specific periods of time:
 - i) During the same meeting where the Board initially acted; or
 - ii) During the Board's next regularly scheduled meeting that followed the meeting where the action subject to reconsideration occurred.

These specific time frames do not prevent the Council from convening any special meetings within the specified time frames to address a Motion for Reconsideration.

- b) Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining in the affirmative that an action should be reconsidered, the Board then has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within limitations that are stated in the Motion for Reconsideration.
- c) The Motion for Reconsideration shall only be proposed by a Director of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the “Moving Director”). The Moving Director may make the Motion for Reconsideration by either:
 - i) An oral motion that is made during the same meeting where the action that is the subject of reconsideration occurred, or
 - ii) By properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- d) If the Motion for Reconsideration is made subsequent to the meeting where the action that is the subject of reconsideration occurred, then the Motion for Reconsideration must be placed on the agenda by the Moving Director submitting a memorandum to the President and Secretary at least three (3) days in advance of the deadline for posting notices for the meeting. The Moving Director's memorandum must briefly state the reason(s) for requesting the reconsideration and provide the President and the Secretary with the language necessary to complete the information that must be stated in the agenda. The language that must be stated in the agenda is an adequate description of:
 - i) The Motion for Reconsideration and its description of the item that is to be reheard; and
 - ii) A proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

- e) When a Motion for Reconsideration is brought before the Board for reconsideration, then that motion may be seconded during the public hearing by any Board Member.
- f) This reconsideration process shall be conducted at all times in accordance with the Brown Act, including that any discussion on the issue remain within permissible discussion parameters; that any decision is made during the public hearing; and that, if the Motion for Reconsideration is considered at a subsequent meeting to the meeting where the act that is the subject of reconsideration occurred, then the Motion for Reconsideration is properly listed on that meeting's agenda.

12.2 Formal Grievance Process:

- a) Those seeking redress of alleged violations concerning matters of procedure or law that concerns the entire Board, not an individual Director, must submit such concerns in writing to the Board substantially in the form attached hereto as Exhibit II. Such form will state Stakeholder status, outline the reason the complaint is being lodged, describe the grievant's proposed remedy, and include any documentation the petitioner wishes to provide.
 - i) This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings; those types of disagreements can be aired at all meetings during the public comment period. This grievance process is intended to address matters involving procedural disputes (i.e., the Board's failure to comply with these Bylaws; or its failure to comply with the City's charter, the Plan, local ordinances, State law, and/or Federal law).
- b) At the next regularly scheduled general meeting after receipt of the grievance, a list will be compiled of Stakeholders, excluding Directors, who wish to serve on a grievance panel. The list will remain open for Stakeholders to express their interest to serve for seven (7) days following the meeting.
- c) At that time, the Secretary shall randomly draw three (3) names to serve on the grievance panel. The Board shall determine the method of randomness.
- d) The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting the grievance to discuss ways in which the grievance may be resolved. The meeting shall be held within fourteen (14) days of the grievance panel being selected. The Secretary shall facilitate the meeting.
- e) After hearing the grievance, the panel will discuss possible solutions and draft a report and recommendation to be heard at the next regularly scheduled general meeting of the Board.
- f) The Secretary will add the grievance panel's recommendation to the agenda of the next regularly scheduled general meeting. The Board may receive a copy of the panel's report and recommendations prior to the meeting, but the matter shall not be discussed among the Directors until the matter is heard at a meeting of the Board pursuant to the Brown Act.
- g) The Board shall hear the grievance, take into consideration the grievance panel's recommendation, and shall vote by official action at that time on the matter.
- h) In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to DONE for consideration or disputed in accordance with the Plan.

~~POLICIES & GUIDELINES~~

STANDING RULES

of the Granada Hills North Neighborhood Council

INTRODUCTION

This document establishes working guidelines for ~~the~~ GHNNC meetings and other activities. It ~~is never intended to~~ does not replace ~~or~~ nor supersede any part of the Bylaws.

The rules, policies, and ~~codes~~ guidelines mentioned in this section represent the values and procedures that ~~we hope~~ the Board expects each member ~~will make every effort to observe. They~~ to uphold. Such policies and guidelines are representative of important goals, but they are not subject to the GHNNC grievance procedure procedures at outlined in Article 12 of the Bylaws. Consistent infractions in one area that ~~are impairing~~ impair the function of the Council may be addressed by the Ethics Committee in a spirit of working together to seek compliance.

All defined terms used herein are the same as found in the Bylaws.

I. LAUSD REQUIREMENTS FOR USE OF THEIR PREMISES FOR PUBLIC MEETINGS

- A. All meetings of the GHNNC held at any LAUSD facility ~~will~~ shall begin with the ~~p~~ Pledge of ~~a~~ Alliance to the flag of the United States of America.
- B. All meetings of the GHNNC which are held at any LAUSD facility shall have a disclaimer read aloud that “the LAUSD does not sponsor, approve, nor disapprove of business conducted at ~~such~~ these meetings, nor is ~~it~~ the GHNNC in any way ~~connected~~ affiliated with the LAUSD.”
- C. If the preceding announcement is distributed in printed form, such statement must appear in an equally large and prominent ~~type~~ typeface as the main body of said document.

II. RULES OF CONDUCT ~~OF MEETINGS~~ FOR GHNNC MEETINGS

A. ~~1.~~ All Board Meetings:

- 1. ~~A.~~ All questions and discussion will be directed to and through the Chairperson.
- 2. ~~B.~~ Board ~~m~~ Members should not engage in cross ~~t~~ talk.

3. ~~C.~~ All Board ~~m~~Members are expected to conduct themselves in a civil manner as outlined in the Code of Civility as adopted by the GHNNC.
 4. ~~D.~~ Any ~~b~~Board ~~m~~Member leaving the meeting ~~will~~shall inform the Recording Officer ~~of the~~immediately prior to such departure, and the Recording Officer will duly note the absence.
 5. ~~E.~~ Private discussions between Board ~~m~~Members during ~~the~~any meeting shall be conducted outside of the meeting room.
 6. ~~F.~~ All meetings ~~will~~shall be conducted using ~~the Robert's~~ Rules of Order Newly Revised 10th Ed. ~~as contained in any edition as approved by~~ DONE.
 7. ~~G.~~ The ~~Board~~ Chairperson should recognize each speaker and ~~a microphone should be provided,~~ if necessary, provide a microphone.
 8. ~~H.~~ No vote ~~will~~shall be taken on any resolution, including any amendments, until the Recording Officer or ~~P~~presiding ~~O~~officer has prepared and stated the final motion before the Board.
 9. ~~I.~~ A Board ~~m~~Members ~~will~~ shall inform the ~~Board~~ Chairperson ~~of their inability~~ if he or she will be unable to attend or be on time at a ~~r~~Regular or ~~s~~Special ~~m~~Meeting.
 10. ~~J.~~ All public commentary by ~~GHNNC Board, Committee~~ Members and committee members ~~and appointed Neighborhood Partners~~ shall be limited to the ~~exact position~~ specific subject matter that has been approved by the ~~GHNNC Board~~. All Board, ~~Committee~~ Members and committee members ~~and Neighborhood Partners~~ shall, in public forums, state that their public commentaries are made as independent individuals and are not to be taken as GHNNC positions or policies.
- B. 2. All Committee Meetings:
1. ~~A.~~ All committee members are expected to conduct themselves in a civil manner as outlined in the Code of Civility adopted by the GHNNC.
 2. ~~B.~~ All committee meetings ~~will~~shall be conducted using the *Robert's Rules of Order* as contained in any edition as approved by DONE.
 3. ~~C.~~ The ~~Committee Chairperson ("CC") or Committee Vice Chairperson ("CVC")~~ will committee chairperson or designee thereof ("CC") shall be responsible for ~~arranging for~~ scheduling relevant guest speakers at Board meetings if so requested ~~be~~by the ~~Board~~ Chairperson.

- 4. D.** In order to assure a quorum, when ~~C~~committee members are made aware of the date of a ~~C~~committee meeting, (either via direct communication or under the “future events” paragraph of a GHNNC agenda), ~~they~~such members shall contact the CC as soon as possible ~~the CC/CVC~~ to advise if whether they are, ~~or are not~~ available to attend such meeting.
- 5. E.** ~~All Committees shall have the Minutes of all duly noticed meetings approved by the originally constituted Committee members and submitted, to the Board Chairperson and Recording Officer in binder form for~~For permanent record keeping purposes of ~~GHNNC~~the GHNNC, the CC shall submit to the Chairperson, in binder form on or before April 30 of each year, the approved minutes of all duly noticed committee meetings from the previous calendar year.

III. COMMITTEE ACTIVITIES

- A.** ~~Standing Committee meetings~~Meetings for standing committees shall be held on a regularly scheduled ~~basis at~~day and times that meets the needs of the ~~Committee [or as committee, unless~~ directed otherwise by the Board].
- B.** The ~~Committee Chairperson (“CC”)~~ will CC shall prepare ~~the agenda~~such meeting agendas in the appropriate format for the ~~C~~committee after consulting with ~~C~~committee members.
- C.** The CC ~~will~~shall post ~~the~~meeting agendas by the required deadline and provide ~~same~~said agenda to the ~~Board~~ Chairperson and CC of the Communications Committee in a timely fashion for ~~appropriate~~timely distribution to stakeholders.
- D.** Committee reports shall be prepared for ~~the Board~~ ~~meeting as needed~~meetings as required and requested, and should include any written motions for actions with rationale approved by the ~~C~~committee.

IV. EDUCATION FOR ~~THE BOARD MEMBERS~~ AND STAKEHOLDERS ~~+~~

- A.** All Board Members and Stakeholders ~~will~~shall be encouraged to attend at least one educational forum ~~in regard to~~ at which the subject matter primarily concerns the Brown Act.
- B.** ~~The Board~~Every two years, the Chairperson ~~will attempt to~~shall establish ~~a teaching an~~ educational forum ~~every two years for~~ at which the Board ~~to~~will familiarize ~~themselves with~~ Parliamentary Procedures itself with standard parliamentary procedures.

- C. The Board shall allocate funds to purchase ~~one of the abridged versions~~ a copy of *Robert's Rules of Order* for ~~each member of the~~ any and all Board Members upon request.

V. REQUESTS TO THE BOARD

- A. ~~The Board Chairperson should refer any person to the appropriate Committee whenever possible~~ Whenever possible, the Chairperson shall refer persons who have questions, concerns, or suggestions about any item to the committee whose jurisdiction most adequately includes such items.

VI. CAMPAIGNING FOR ~~THE ELECTIONS FOR THE OFFICERS~~ AN ELECTION OF ~~THE~~ BOARD ~~+~~ OFFICERS

- A. ~~Campaigning for any position as an Officer~~ All campaigning done in conjunction with an election that is to be held for selecting officers of the Board ~~shou~~ all be done in compliance with the Brown Act.

STANDING RULES

of the Granada Hills North Neighborhood Council

INTRODUCTION

This document establishes working guidelines for GHNNC meetings and other activities. It does not replace nor supersede any part of the Bylaws.

The rules, policies, and guidelines mentioned in this section represent the values and procedures that the Board expects each member to uphold. Such policies and guidelines are representative of important goals, but they are not subject to the GHNNC grievance procedures as outlined in Article 12 of the Bylaws. Consistent infractions in one area that impair the function of the Council may be addressed by the Ethics Committee in a spirit of working together to seek compliance.

All defined terms used herein are the same as found in the Bylaws.

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- A.** All meetings of the GHNNC held at any LAUSD facility shall begin with the Pledge of Allegiance to the flag of the United States of America.
- B.** All meetings of the GHNNC which are held at any LAUSD facility shall have a disclaimer read aloud that “the LAUSD does not sponsor, approve, nor disapprove of business conducted at these meetings, nor is the GHNNC in any way affiliated with the LAUSD.”
- C.** If the preceding announcement is distributed in printed form, such statement must appear in an equally large and prominent typeface as the main body of said document.

II. RULES OF CONDUCT FOR GHNNC MEETINGS

- A.** All Board Meetings
 - 1.** All questions and discussion will be directed to and through the Chairperson.
 - 2.** Board Members should not engage in cross-talk.
 - 3.** All Board Members are expected to conduct themselves in a civil manner as outlined in the Code of Civility as adopted by the GHNNC.

4. Any Board Member leaving the meeting shall inform the Recording Officer immediately prior to such departure, and the Recording Officer will duly note the absence.
5. Private discussions between Board Members during any meeting shall be conducted outside of the meeting room.
6. All meetings shall be conducted using *Robert's Rules of Order Newly Revised, 10th Ed.*
7. The Chairperson should recognize each speaker and, if necessary, provide a microphone.
8. No vote shall be taken on any resolution, including any amendments, until the Recording Officer or presiding officer has prepared and stated the final motion before the Board.
9. A Board Member shall inform the Chairperson if he or she will be unable to attend or be on time at a Regular or Special Meeting.
10. All public commentary by Board Members and committee members shall be limited to the specific subject matter that has been approved by the Board. All Board Members and committee members shall, in public forums, state that their public comments are made as independent individuals and are not to be taken as GHNNC positions or policies.

B. All Committee Meetings

1. All committee members are expected to conduct themselves in a civil manner as outlined in the Code of Civility adopted by the GHNNC.
2. All committee meetings shall be conducted using the *Robert's Rules of Order* as contained in any edition as approved by DONE.
3. The committee chairperson or designee thereof ("CC") shall be responsible for scheduling relevant guest speakers at Board meetings if so requested by the Chairperson.
4. In order to assure a quorum, when committee members are made aware of the date of a committee meeting, either via direct communication or under the "future events" paragraph of a GHNNC agenda, such members shall contact the CC as soon as possible to advise whether they are available to attend such meeting.
5. For permanent record keeping purposes of the GHNNC, the CC shall submit to the Chairperson, in binder form on or before April 30 of each year, the approved minutes of all duly noticed committee meetings from the previous calendar year.

III. COMMITTEE ACTIVITIES

- A.** Meetings for standing committees shall be held on a regularly scheduled day and time that meets the needs of the committee, unless directed otherwise by the Board.
- B.** The CC shall prepare such meeting agendas in the appropriate format for the committee after consulting with committee members.
- C.** The CC shall post meeting agendas by the required deadline and provide said agenda to the Chairperson and CC of the Communications Committee in a timely fashion for timely distribution to stakeholders.
- D.** Committee reports shall be prepared for Board meetings as required and requested, and should include any written motions for actions with rationale approved by the committee.

IV. EDUCATION FOR BOARD MEMBERS AND STAKEHOLDERS

- A.** All Board Members and Stakeholders shall be encouraged to attend at least one educational forum at which the subject matter primarily concerns the Brown Act.
- B.** Every two years, the Chairperson shall establish an educational forum at which the Board will familiarize itself with standard parliamentary procedures.
- C.** The Board shall allocate funds to purchase a copy of *Robert's Rules of Order* for any and all Board Members upon request.

V. REQUESTS TO THE BOARD

- A.** Whenever possible, the Chairperson shall refer persons who have questions, concerns, or suggestions about any item to the committee whose jurisdiction most adequately includes such items.

VI. CAMPAIGNING FOR AN ELECTION OF BOARD OFFICERS

- A.** All campaigning done in conjunction with an election that is to be held for selecting officers of the Board shall be done in compliance with the Brown Act.

CODE OF CIVILITY

of the Granada Hills North Neighborhood Council

Collectively and individually, the members of the Board of Directors of the Granada Hills North Neighborhood Council agree to abide by a Code of Civility to ensure that our Neighborhood Council's business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for our Neighborhood Council.

The freedom to express one's views about public matters is a cornerstone of the democratic process. The Granada Hills North Neighborhood Council welcomes the diverse views and opinions of our other Board Members and Stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.

By adoption of this motion, and by affixing our signatures to this document, we collectively and individually agree to abide by our Code of Civility to the best of our abilities.

1. I will conduct myself in a professional and civil manner at all times as a representative of the Granada Hills North Neighborhood Council.
2. I will treat each member of the Board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion.
3. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public.
4. Under no circumstances during Neighborhood Council meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.
5. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption.
6. I will not use language that is abusive, threatening, obscene, or slanderous; including profanities, insults, or other disparaging remarks or gestures.
7. Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.
8. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the Bylaws.

9. I will commit to learn the applicable laws that govern neighborhood councils, including bylaws, standing rules, the Brown Act, ethics rules, city ordinances, and the City Charter; and will not knowingly violate any of the foregoing.
10. I will abide by the Neighborhood Council's meeting procedures and rules in order to create a safe and effective environment for conducting business.
11. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow Board Members in demanding that such members of the public conduct themselves in a respectful and orderly manner, even if I agree with the point of view that is being expressed.
12. I will seek to present information truthfully; and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
13. I pledge to truly listen and hear other points of view.
14. I will practice the art of being able to disagree without being disagreeable.
15. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters.
16. I will commit to good-faith efforts to resolve any grievances that come before the Board as specified in the Bylaws.
17. I owe it to my fellow Board Members, the public, and the decision-makers who we are trying to influence to make the best possible effort to understand the issues before me. I will "do my homework."