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Michael Greenwald
Bill Hopkins
Joshua Jordahl
Skip Leifer
William Lillenberg
Ray Pollok
Steven Smith
Joe Vitti

CITY OF LOS ANGELES CALIFORNIA



Policy & Rules Committee **JOINT MEETING AGENDA** **August 18, 2009 (Tuesday) at 2:00pm** **11139 Woodley Ave, Granada Hills**

GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL

11862 Balboa Boulevard, #137
Granada Hills, CA 91344-2753

Telephone: (818) 831-0578

www.ghnnc.org

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*); HOWS 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.

This meeting is being convened as a JOINT MEETING of the GHNNC Board and Policy & Rules Committee as required by the Brown Act due to more than six Board Members being present and actively participating in the discussion. However, all decisions made shall be that of the Committee, not the Board.

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 August 10, 2009 meeting.
3. Public Comment.
4. Committee Member Comment.
5. Consider the removal of any committee members who have missed two or more consecutive meetings, or who have asked to resign since the previous meeting.
6. Consider the addition of new committee members, if any Stakeholders have petitioned.
7. **MOTION:** That we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Exhibits I and II.
8. **MOTION:** That we recommend GHNNC adoption of the attached proposals for amending Bylaws Section 3.1, Section 3.2, Section 3.3, Section 6.2, Section 6.3, Section 7.4, Section 8.1, Article 9 preamble, Section 9.7, Section 10.2, Section 12.1, Section 12.2, Article 13, Section 14.7, Section 14.8, and Article 15.
9. Consider additional revisions to any other Article of the Bylaws as proposed by any Stakeholder.
10. Determine a proposed agenda for the August 24, 2009 Special Meeting to amend the bylaws.
11. Discuss the Chair's proposal for the suggested materials to be handed out at the August 24th Special Meeting.
12. Discuss how the committee would like to see the August 24th Special Meeting run, such procedures to be sent to the Executive Committee as our recommendation for a fair, orderly meeting of reasonable length.
13. Consider additional revisions to the Standing Rules as proposed by any Stakeholder.
14. Consider additional revisions to the Code of Civility as proposed by any Stakeholder.
15. New Business.
16. 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.

3.1 Overall Boundaries: The boundaries of the GHNNC are as follows:

- a) State Route 118 (“118 Freeway”) on the south from where it meets Aliso Canyon west of Zelzah Avenue at Hesperia Avenue, heading east to Interstate Route 405 (“I-405”);
- b) Following I-405 north to Interstate Route 5 (“I-5”);
- c) Following I-5 northwest to the County line;
- d) Heading south along the County line following the northwestern edge of O’Melveny Park, continuing to Aliso Canyon; and then
- e) South along Aliso Canyon until it intersects again with the 118 Freeway, with the understanding that Aliso Canyon is designated for public use and, as such, is a shared boundary with the Porter Ranch Neighborhood Council under Article III, Section 2(a) of The Plan.

3.2 District One: The boundaries of District One are as follows:

- a) The northwestern section of the Neighborhood bounded by I-5 on the north;
- b) The City/County line on the northwest; and
- c) The zoning line designating Heavy Industry on the south and east.

3.3 District Two: The boundaries of District Two are as follows:

- a) The northeastern section of the Neighborhood bounded by the junction of I-5 and Balboa Boulevard, running southwest to form the northwestern boundary;
- b) Following Balboa Boulevard south to Woodley Avenue, and south along Woodley Avenue to Rinaldi Street to form the west and southwestern boundaries;
- c) Following Rinaldi Street east to I-405 to form the southern boundary;
- d) Following I-405 northwest to its junction with I-5, then continuing on I-5 to Balboa Boulevard to form the northeastern boundary.

6.2 Directors Representing Geographic Districts: The GHNNC area is divided into three gGeographic dDistricts, as defined in Article 3 of these Bylaws. The number of seats on the Board representing Geographic Districts shall be allocated as follows: one (1) seat for Stakeholders in District One, one (1) seat for Stakeholders in District Two, thirteen (13) seats for Resident Stakeholders in District Three, and one (1) At-Large seat for any Stakeholder. The number of Directors from the three Districts shall be determined by population using the most current census figures and canvassing the businesses and industries within the Council boundaries. Based on such population figures, there shall be one seat for approximately every 2,000 Stakeholders. No matter how small the population is in any given district, each district will have at least one Director on the Board.

6.3 Director Positions Reserved for Special Interest Groups: The following Directors will represent the various segments and interests of the various groups that exist in the community. Each will be expected to attend meetings regularly; bring to the Board the concerns of those they represent; and ~~to~~ keep those they represent informed of the Council's actions and items of interest. Because some candidates and voters may qualify in more than one category, the candidates and voters must designate which group they wish to represent or vote for at the time of the forum or at registration and show valid proof of their qualifications at such time. All Directors who hold a Special Interest Group seat must report to the Board no less than once per quarter as to how they are fulfilling their constituent responsibilities. Any such Director who fails to show adequate involvement either with his or her constituency or with the Board shall be subject to removal by the Board by a two-thirds (2/3) vote.

7.4 Voting: ... Each Stakeholder shall receive only one ballot corresponding with his or her Geographic District or Special Interest designation on his or her Stakeholder Verification Form, which shall be substantially in the form attached hereto as Exhibit I. Stakeholders designated as voting for Geographic District Three Representatives may vote once each for up to fourteen (14) Representatives. If a voter's proof of Stakeholder qualification is insufficient, or if insufficient documentation is presented to verify such voter's designation, then such person may vote provisionally. For a provisional ballot to be converted to a regular ballot and be counted, the voter must supply the City Clerk with the appropriate documentation within three days.

8.1 Duties and Privileges of Directors: Newly elected Directors will assume their duties at the first meeting of the Board following certification of the election. The Board may consider matters, make recommendations, and adopt positions relating to the education, recreation, health, safety, aesthetics~~esthetics~~, planning, zoning, and other issues that affect the Neighborhood. The Board may take a public position in support of or in opposition to any ballot measure or pending legislation, within the guidelines of the Brown Act. The Board may work with other citywide neighborhood councils on interests of mutual concern to lend support to the interests of those councils. Any Director may appear as an advocate for a position previously voted on and approved by the Board. Any Director who holds a position in opposition to one taken by the Board may express his or her contradictory position in any public forum, but only as an individual Stakeholder who clearly states such position as being his or her own independent opinion.

Article 9: Officers of the Board and their Duties

The following officers will be elected by the Board from those Directors who wish to serve in those positions. Nominations and elections for these positions will take place utilizing standard election procedures, including run-offs in the case of three or more candidates vying for a single position where one candidate does not receive more than 50% ~~or more~~ of the vote in the first round, during the first Board meeting after the certification of the election. Officers will be elected each year to serve for one (1) year. An Officer may not hold the same office for more than four consecutive years. When a vacancy occurs between elections, it may be filled by appointment by the President and confirmation by a majority vote of the Board. If possible, the new Officer will come from the same category (Geographic District or Special Interest) as the one held by the vacating Officer and will be a member of the existing Board. If a vacancy occurs in the office of the President, the Vice-President will assume that position.

9.3 The Secretary: Will keep the minutes of all GHNNC meetings; maintain a postal mailing and e-mail list; maintain the records of all GHNNC actions; conduct and supervise the necessary correspondence of the Council and keep a file of all communications received and~~or~~ sent; oversee the maintenance and updating of the GHNNC's official web site; and help the President disseminate information to the media, as needed.

9.7 The Outreach Officer: Will be responsible for keeping the community informed; will make a good-faith effort to keep all of the ~~s~~SStakeholders apprised of the issues coming before the GHNNC Board and coordinate with the President, Vice-President, Secretary, and the City Information Officer to assure that the required information is posted on our official web site.

10.2 Special Meetings: A Special Meeting, ~~such as a meeting to amend the Bylaws per Article 15,~~ may be convened by the ~~Chairperson~~President, Vice-~~Chairperson~~President, or City Information Officer with written or verbal concurrence of at least two (2) other Directors. A Special Meeting may also be called at any time by at least fifty (50) Resident Stakeholders petitioning the Board, such meeting to be held within forty-five (45) days of the receipt of such petition by any Director or DONE. Notification of ~~a~~such Special Meeting must be posted at least ninety-six (96) hours prior to the meeting. Such notice shall include the names of the two (2) consenting Directors, if not called by Resident Stakeholders. Such meeting shall require a quorum of the Board to be present, and the President or designee thereof shall preside over the meeting. If such meeting is held for the purpose of amending these Bylaws per Article 15, then all qualified Stakeholders present (those who have filled out a valid Stakeholder Verification Form substantially in the form attached hereto as Exhibit I) shall enjoy equal standing during said meeting with complete authority to vote; offer motions, friendly amendments, procedural challenges, etc.; and otherwise participate fully in the process; provided, however, that roll-call votes shall not be allowed at such a meeting of the Board's constituents. No other business ~~may~~can be transacted except that for which the Special ~~m~~MMeeting was called.

12.1 Reconsideration Procedures: The Board is the only body authorized to make decisions for the Council. However, Wwithin ten (10) days of a ~~Council~~ 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 ~~their~~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 ~~Council~~Board shall agendaize the item for possible reconsideration at ~~their~~its next meeting. ~~If a Director wishes to change his or her vote, the~~The Board ~~will~~may reconsider ~~the issue or amend its actions through a Motion for Reconsideration process.~~

12.2 Formal Grievance Process:

- a) Those seeking redress of alleged violations relating to~~concerning~~ matters of procedure or law that concerns the entire Board or its committees, not an individual Director, must submit such grievance~~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.
- b) At the next regularly scheduled general meeting after receipt of the grievance, a list will be compiled by an independent body from a pool of Stakeholder volunteers, excluding Directors, who wish to serve on a grievance panel. The list will remain open for seven (7) days following the meeting to allow Stakeholders to express their interest to serve ~~for~~.

Article 13: Ethics

... If any Director is voting as a representative of a business, organization, or any other group, such Director must publicly disclose any money, gifts of property, or gifts of services received by the business, group, or organization he or she represents, when considering an action which may benefit that entity. This information will be posted on the Council's web site prior to consideration of a project. The receipt of money, gifts, or services shall constitute a conflict. When a conflict arises, such Director shall recuse him/herself.

14.7 Standing Committees: Each respective Standing Committee ~~may include any interested Stakeholder who wishes to volunteer. The GHNNC~~ described below must have at least three Committee Members and, except for the Executive Committee, shall include any number of interested Stakeholders deemed appropriate by the Board, which Board will ~~should~~ encourage full and broad participation in ~~these committees. The committees will meet regularly and report to the GHNNC Board, as necessary, or at the GHNNC Board's request. A minority report may also be presented. Standing Committees of the GHNNC will include the following:~~ all Standing Committees. The Board shall retain authority to appoint and name any Standing Committees not listed in these Bylaws.

The Standing Committees of the GHNNC are:

- b) **Ethics Committee:** This committee shall ~~give guidance on matters concerning research issues that pertain to ethics as it relates to Board conduct and action, adjudicate~~ disputes and offenses as provided for in these Bylaws, and present its findings and guidance to all Stakeholders ~~/or improprieties.~~
- f) **Parks and Beautification Committee:** This committee will study issues that pertain to parks and community beautification, and shall make appropriate recommendations regarding such. This committee shall include ~~†~~ The Parks Representative and the Environmental Representative shall both be members of this committee.

14.8 Ad Hoc Committees: Ad Hoc eCommittees may be ~~formed~~ appointed by a majority decision of the Board as the need arises to ~~handle special issues and deal with items not addressed by any~~ carry out a specified task, at the completion of which—that is, on presentation of its final report to the Board—it automatically ceases to exist. An Ad Hoc Committee may not be appointed to perform a task that falls within the assigned function of an existing Standing Committee. An Ad Hoc Committee shall continue to exist until the duty assigned to it is accomplished, unless discharged sooner, or unless 180 days have passed since such committee's appointment without the Board granting an extension of time.

~~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 six (6) or 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 an~~ 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 15: Changes to These Bylaws

... At such time as the Policy & Rules Committee recommends that the Board schedule a Special Meeting for the purpose of having Stakeholders vote on whether to adopt ~~such~~ the committee's proposal to amend these Bylaws, the Secretary, President, or Vice-President shall place such recommendation on the agenda of the next Council meeting for action by the Board.