

BOARD MEMBERS

CHAIRPERSON
Leon Marzillier

VICE CHAIRPERSON
Anne Ziliak

Mary Ellen Crosby	Sue De Vandry
Neysa Frechette	Rafael Garcia
Sid Gold	Michael Greenwald
Gary Holmen	Bill Hopkins
Wayde Hunter	Joshua Jordahl
Ralph Kroy	Skip Leifer
Agnes Lewis	William Lillenber
Scott Manatt	Ray Pollok
Eric Rosenberg	Steven Smith
Jan Subar	Joe Vitti

CITY OF LOS ANGELES CALIFORNIA



Policy & Rules Committee
APPROVED MINUTES
For the meeting held August 18, 2009
at 2:00pm, 11139 Woodley Ave.

GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL

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

Telephone: (818) 831-0578

www.ghnnc.org

1. Meeting called to order by Committee Chair Eric Rosenberg at **2:10pm**.
Committee members present: Eric Rosenberg, Barbara Iversen, Sue DeVandry, Scott Manatt, Anne Ziliak, Kim Thompson, Joshua Jordahl (*late*), Leon Marzillier (*ex-officio*)
Committee members absent: Mary Ellen Crosby, Ralph Kroy
Stakeholders present: none
2. **MOTION** to approve the August 10, 2009 minutes **passed** by unanimous consent.
3. During the **Public Comment** period, no one spoke
4. During the **Committee Member Comment** period, no one spoke
5. No committee members resigned or were removed.
6. No Stakeholders petitioned to join the committee.
7. **MOTION** that we recommend GHNNC adoption of the Chair's proposal for amending Bylaws Exhibits I and II **passed** as amended by unanimous consent.
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 **passed** as amended by unanimous consent.
9. Revisions were proposed to Section 9.3 and **approved** by unanimous consent. Revisions were proposed to Article 14 and **approved** by unanimous consent. No other revisions were proposed by any Stakeholder.
10. Agenda for the August 24, 2009 Special Meeting was approved as amended and will be properly noticed by Thursday, August 20, 2009 at 6:30pm.
11. The committee determined that the only materials necessary to hand out at the Special Meeting were the Agenda, the Stakeholder Information Packet, and a copy of our current bylaws. The committee adjusted the wording on the cover page of the Stakeholder Information Packet for clarity.
12. The committee discussed how we would like to see the August 24th Special Meeting run so that it would be a fair, cordial, orderly meeting of reasonable length. The committee asked the Committee Chair to preside over the meeting, with the Board Chairperson concurring. The committee determined that the optimal setup would be eight rows of six chairs auditorium-style with exit and bathroom access on the south side of the room. The Presiding Officer will sit in front of the Stakeholders at a table with a microphone and speaker. The Board Chairperson will receive Stakeholder Verification Forms at the front door and determine each person's eligibility per Bylaws Article 5, giving voting cards to those who qualify. If we reach the fire code limit of 49 people allowed in the office, those persons present who are not GHNNC Stakeholders will be asked to leave to make room for voting Stakeholders. GHNNC notepads and pens will be handed out so Stakeholders may use them to write any amendments or motions they wish to present. Outreach will provide refreshments.
13. Proposals for the Standing Rules were postponed until the next meeting.
14. Proposals for the Code of Civility were postponed until the next meeting.
15. There was no New Business.
16. Meeting was **Adjourned** at **5:50pm** by the Committee Chair.

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 “M3” 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 Geographic Districts, 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 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, 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% 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 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 Stakeholders 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 may be convened by the President, Vice-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 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 be transacted except that for which the Special Meeting was called.

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 a Motion for Reconsideration process.

12.2 Formal Grievance Process:

- a) Those seeking redress of alleged violations relating to matters of procedure or law that concerns the entire Board or its committees, not an individual Director, must submit such grievance 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.

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.

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 Committee Chair and Proceedings: By majority vote, the Board may appoint a presiding officer (the "Committee Chair") to each and every committee unless such Committee Chair is already defined in these Bylaws or selected by such committee. 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 Standing Rules.

14.3 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.

14.4 Committee Members: 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) the Committee Chair of said committee, or (iii) the President of the Board.

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 being defined as a simple majority of such committee's members. 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 six (6) 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.

14.7 Standing Committees: Each respective Standing Committee 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 should encourage full and broad participation in 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:

- a) **Executive Committee:** This committee shall consist of the President, Vice-President, Secretary, Financial Officer, and Treasurer; and shall consider procedural issues, financial

issues, and agenda items. The President shall be the Committee Chair for this committee.

- b) ***Citywide Issues Committee:*** This committee shall include the City Information Officer, who shall be the Committee Chair. This committee 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.
- c) ***Ethics Committee:*** This committee shall 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.
- d) ***History Committee:*** This committee shall record the history of the GHNNC.
- e) ***Outreach and Publicity Committee:*** This committee shall include the Outreach Officer, who shall be the Committee Chair. This committee is responsible for outreach to and communication with Stakeholders and the general community.
- f) ***Parks and Beautification Committee:*** This committee shall study issues that pertain to parks and community beautification, and shall make appropriate recommendations regarding such. The Parks Representative and the Environmental Representative shall both be members of this committee.
- g) ***Planning and Land Use Management Committee:*** This committee shall study and make recommendations concerning land use issues.
- h) ***Policy and Rules Committee:*** This committee shall study bylaws, policies, guidelines, and rules; and recommend updates for all GHNNC governing documents.
- i) ***Public Safety Committee:*** This committee shall study and make recommendations concerning safety issues.

14.8 Ad Hoc Committees: An Ad Hoc Committee may be appointed by a majority decision of the Board 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 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.

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 such Board Members, be advisory, and have no decision-making power. Should any person other than a Board Member be appointed to 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 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.

EXHIBIT I

GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL
STAKEHOLDER VERIFICATION FORM
DECLARATION OF STAKEHOLDER STATUS
WITHIN A CITY OF LOS ANGELES NEIGHBORHOOD COUNCIL

I, _____ do hereby announce and
(Print name in full)

declare that I am a Stakeholder of the Granada Hills North Neighborhood Council based on the following factual basis *(please check one only – see GHNNC Bylaws for eligibility requirements):*

- Live** in the Neighborhood **Own Property** in the Neighborhood **Work** in the Neighborhood
 Affiliated with a local **Educational** institution/program Affiliated with a local **Environmental** group/program
 Affiliated with a local **Faith-Based** institution/program Affiliated with a local **Neighborhood Organization**
 Affiliated with a local **Park** Affiliated with a local **Youth Group** Member of a local **Resident Association** (HOA)
 Affiliated with a **Small Business** in the Neighborhood **Student** (ages 15-25) attending school/living in the Neighborhood

Please provide details: _____

The geographic district in which I declare Stakeholder eligibility is *(please check one only):*

- District One** **District Two** **District Three**

corresponding with the address:

Street number Street Unit #

City State Zip Code

Mailing address *(if different than above):*

Street number Street Unit #

City State Zip Code

Daytime Phone #: (_____) _____ Evening Phone #: (_____) _____
Fax #: (_____) _____ e-mail address: _____

I hereby declare, under the penalty of perjury, that the above statements are true and correct, and that I possess all the legal qualifications of a Stakeholder as required in the GHNNC Bylaws.

Signature

Date

FOR OFFICIAL USE ONLY

Received by: _____ Documentation verified? Yes No

