



P.O. Box 26385  
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Scott Plante

## BYLAWS & STANDING RULES COMMITTEE

Thursday, December 22nd 2016, 6:30-7:50 pm  
Silver Lake Library 2411 Glendale Blvd. L.A. 90039 Parking Metro:92

### A G E N D A

The City's Neighborhood Council system enables civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of volunteer stakeholders who are devoted to the mission of improving our communities and bringing government closer to us.

The Committee does not take action on behalf of the full Neighborhood Council Board. It considers proposals and forwards Committee-approved recommendations as proposed motions to the full Board. The Board will consider the Committee's recommendations at a future public Board meeting and may take final action on the recommendations.

#### ALL AGENDA ITEMS ARE ACTIONABLE UNLESS OTHERWISE NOTED.

1. **WELCOMING REMARKS:** (5 minutes)
  - A. Call to order
  - B. Committee roll call
  - C. Self-Introductions of guests (Please sign-in! It is voluntary, and will help us stay in touch with you.)
2. **GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS:** (10 minutes)  
Comments from the public on non-agenda items within the Committee's jurisdiction (Up to two minutes per speaker)
3. **ADMINISTRATIVE ITEMS:** (5 min)
  - a. Election of Bylaws and Standing Rules Committee Co-Chair (5 mins)
  - b. Approval of the minutes (2mins)
4. **MOTIONS & RESOLUTIONS:** (40 minutes)
  - a). **(Millar)** Move that the Silver Lake NC Bylaws Committee remove the excused absences phrase from the bylaws and it will read 4 absences are allowed prior to the seat being declared vacant.
  - b). **(Johnson) Bylaws IV:** Addition of defined language to Article IV regarding the definition of "Stakeholder".
  - c). **(Johnson) Standing Rules:** Creation of a new position of Assistant to the Secretary
  - d). **(Johnson) Standing Rule:** Addition of a Second Signer to SR's.
  - e). **(Johnson) Standing Rule #1.04:** Addition of voting process language regarding Second Signer and Asst. To Secretary
  - f). **(Johnson) Standing Rule #1.02 :** Reduction of candidates speakers time and clarification of who can ask questions
  - g). **(Johnson) Standing Rule #1.03:** Clarification of the voting process for officers and replacements
5. **COMMITTEE MEMBER COMMENTS/ANNOUNCEMENTS:** (5 mins)
6. **REQUESTS/MOTIONS FOR FUTURE AGENDA ITEMS:** (5 mins)

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**7. ADJOURNMENT**

Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chairperson.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the SLNC Secretary at (323) 413-7562, toll-free at 311, or e-mail [secretary@silverlakenc.org](mailto:secretary@silverlakenc.org).

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at our website by clicking on the following link: [www.silverlakenc.org](http://www.silverlakenc.org), or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact [secretary@silverlakenc.org](mailto:secretary@silverlakenc.org).

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” to address the Board/Committee on any agenda item before the Board/Committee takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board/Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board/Committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer.

**PUBLIC POSTING OF AGENDAS** – Silver Lake Neighborhood Council agendas are posted for public review as follows:

- Mornings Nights Cafe, 1523 Griffith Park Blvd, Los Angeles, CA 90026
- [www.SilverLakeNC.org](http://www.SilverLakeNC.org)
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at: <https://www.lacity.org/your-government/council-votes/subscribe-meeting-agendas/neighborhood-councils>

**RECONSIDERATION AND GRIEVANCE PROCESS**

For information on the Silver Lake Neighborhood Council’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the SLNC Bylaws. The Bylaws are available at our Board meetings and on our website: <http://silverlakenc.org/about/bylaws/>

**SERVICIOS DE TRADUCCION**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a the SLNC Secretary, al (323) 413-7562 o por correo electrónico [secretary@silverlakenc.org](mailto:secretary@silverlakenc.org) para avisar al Concejo Vecinal.

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**a.**

**Date:** December 22, 2016

**Committee/Requestor:** Rusty Millar

**Text of Motion:** Move that the Silver Lake NC Bylaws Committee remove the excused absences phrase from the by-laws and it will read 4 absences are allowed prior to the seat being declared vacant.

**Committee Vote:**

**Describe the event or project in detail:**

In the original Bylaws governing board members are allowed 4 excused absences. This has been from the beginning of the SLNC a concern to the governing board itself and the stakeholders as many members have used excuses to just not come to meetings. By removing excused absences the burden of an excuse is on the board member and not the governing board or the co-chairs. The meeting dates and frequency of meetings is known in advance to those running for the board. The clarification to the Bylaws will allow the board member to determine what is an excuse and after four absences from governing board meetings and or Bylaws GB meetings such as the Goals and Issues meeting the seat shall be declared vacant by the Co-Chairs and the governing board shall advertise for a replacement. While we realize that this is a voluntary position board members said they would not miss meetings and were cognizant of the meeting schedule. The stakeholders that elected representatives have right to full time representation.

**What is the timeline for the project?**

January 2017 Governing Board meeting.

**What is the total budget for the project? If this is a funding motion, please submit a completed Funding Request Form to the Treasurer at least 3 days before the Governing Board Meeting.**

N/A

**From which budget line(s) are the funds to be drawn? N/A**



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**How will this motion be implemented, and by whom?**

A notice and copy of the minutes will be sent to EmpowerLA for incorporation into the SLNC Bylaws.

**b.**

**Date:** Dec 14, 2016

**Committee/Requestor:** Anne-Marie Johnson

**Text of Motion:** Moves that the Article IV Stakeholder language in the SLNC Bylaws be better define in order to clarify and codify what and who a stakeholder is in Silver Lake.

**Committee Vote:** Yes / No

**Describe the event or project in detail:**

To clarify and codify the description of a Silver Lake stakeholder and to better protect the integrity of the community and the transparency with regard to those who claim a stakeholder position in Silver Lake. As written now, Article IV is at a minimum nebulous and can be easily manipulated and abused by those with special interests goals with regard to involvement in the elections of the SLNC Board.

**What is the timeline for the project?**

Following DONE Bylaw Amendment policies.

**What is the total budget for the project? If this is a funding motion, please submit a completed Funding Request Form to the Treasurer at least 3 days before the Governing Board Meeting.**

N/A

**From which budget line(s) are the funds to be drawn?** N/A

**How will this motion be implemented, and by whom?** The Board once approved by DONE

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If the motion is supported by the SLNC, (INSERT ACTION HERE)

Article IV Stakeholder

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

The Community Organization is define as a named entity, which has a physical street address within SLNC boundaries from which it performs verifiable ongoing activities and operations while maintaining any required bona fide documentation to validate it legitimacy and which is established 12 months prior to a SLNC board election.

The SLNC and its Governing Board will encourage all Community Stakeholders to participate in its activities and will not discriminate in any of its policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sexual orientation, gender identity and expression, age, disability, gender, marital status, homeowner/renter status, income, or political affiliation.

**C.**

**Date:** Dec 14, 2016

**Committee/Requestor:** Anne-Marie Johnson

**Text of Motion:** Moves that the SLNC Standing Rules include the positions of Assistant to the Secretary, a non officer position, to be elected in the same fashion as other board officers.

**Committee Vote:** Yes / No

**Describe the event or project in detail:** Due to the amount of work and responsibilities assigned to the board Secretary, it would be beneficial for both the Secretary and the board, to elect a board member to assist the Secretary with her/his duties. The Assistant to the Secretary will not be an officer position and will not be a voting member of the Executive Committee. The seat will be for one (1) year.

**What is the timeline for the project?** Immediately following a board vote.

**What is the total budget for the project? If this is a funding motion, please submit a completed Funding Request Form to the Treasurer at least 3 days before the Governing Board Meeting.** N/A

**From which budget line(s) are the funds to be drawn?** N/A

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**How will this motion be implemented, and by whom?** Governing Board

If the motion is supported by the SLNC, (INSERT ACTION HERE)

**d.**

**Date:** Dec 14, 2016

**Committee/Requestor:** Anne-Marie Johnson

**Text of Motion:** Moves that the position of Second Signer be included in the SLNC Standing Rules.

**Committee Vote:** Yes / No

**Describe the event or project in detail:**

To codify the requirement of a Second Signer, the position should be memorialized in the Silver Lake Neighborhood Councils' Standing Rules.

**What is the timeline for the project?**

Immediately following approval of the board

**What is the total budget for the project? If this is a funding motion, please submit a completed Funding Request Form to the Treasurer at least 3 days before the Governing Board Meeting.**

N/A

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**From which budget line(s) are the funds to be drawn?** N/A

**How will this motion be implemented, and by whom?** The Board

If the motion is supported by the SLNC, (INSERT ACTION HERE)

**e.**

**Date:** Dec 15th, 2016

**Committee/Requestor:** Anne-Marie Johnson

**Text of Motion:** Moves that the Assistant to the Secretary and Second Signer positions be elected to the board in the same process of the other board officers in SR #1 with added .04 language. *"A second signer and an assistant to the Secretary (non officer positions) will be elected using the same process."*

**Committee Vote:** Yes / No

**Describe the event or project in detail:**

In order to clarify and codify, additional language should be added to Standing Rule #1 regarding the election of both the Second Signer and the newly created Assistant to the Secretary. To not add this language will add confusion and limit the authority of the board regarding these two non officer positions to the board.

**What is the timeline for the project?**

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Immediately upon approval by the board

**What is the total budget for the project? If this is a funding motion, please submit a completed Funding Request Form to the Treasurer at least 3 days before the Governing Board Meeting.**

N/A

**From which budget line(s) are the funds to be drawn?** N/A

**How will this motion be implemented, and by whom?** Board

If the motion is supported by the SLNC, (INSERT ACTION HERE)

Standing Rule #1 .04

*.04 A second signer and an assistant to the secretary (non officer positions) will be elected using the same process.*

**f.**

**Date:** Dec 15th, 2016

**Committee/Requestor:** Anne-Marie Johnson

**Text of Motion:** Moves that the Assistant to the Secretary and Second Signer positions be elected to the board in the same process of the other board officers in SR #1 with added .04 language. *"A second signer and an assistant to the Secretary (non officer positions) will be elected using the same process."*

**Committee Vote:** Yes / No

**Describe the event or project in detail:**

In order to clarify and codify, additional language should be added to Standing Rule #1 regarding the election of both the Second Signer and the newly created Assistant to the Secretary. To not add this language will add confusion and limit the authority of the board regarding these two non officer positions to the board.

**What is the timeline for the project?**



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**What is the total budget for the project? If this is a funding motion, please submit a completed Funding Request Form to the Treasurer at least 3 days before the Governing Board Meeting.**

N/A

**From which budget line(s) are the funds to be drawn?** N/A

**How will this motion be implemented, and by whom?** Board

If the motion is supported by the SLNC, (INSERT ACTION HERE)

Standing Rule #1 .04

*.04 A second signer and an assistant to the secretary (non officer positions) will be elected using the same process.*

**g.**

**Date:** Dec 14, 2016

**Committee/Requestor:** Anne-Marie Johnson

**Text of Motion:** Moves that regarding SR#1 .03: the election of board officers and/or vacancy replacements, a plurality of votes will suffice for two (2) or fewer candidates for a seat/position and a simple majority vote will suffice for more than two candidates for a seat/position. And to offer the choice of a raised hand or a roll-call vote in order to clearly dispense with these duties.

**Committee Vote:** Yes / No

**Describe the event or project in detail:**

The language in SR #1 .03 with regard to process of election is unclear. To make the process of officer elections and/or vacancy replacements, Standing Rule #1 needs to be specific as to the process and the form of voting needed to properly and fairly elect officers and replacements to the Silver Lake Neighborhood Council. To add to the clarity of these elections, the choice of either a vote by the raising of hands or a roll-call vote should be allowed.

**What is the timeline for the project?**

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Immediately following board approval

**What is the total budget for the project? If this is a funding motion, please submit a completed Funding Request Form to the Treasurer at least 3 days before the Governing Board Meeting.**

N/A

**From which budget line(s) are the funds to be drawn?** N/A

**SR #1:**

.03 A vote by show of hands *or roll call vote* will then be taken. *If only two candidate are running for an officer seat, then a **plurality of votes** of board members who vote, wins the seat. If more than 2 candidates are running for an officer seat and no candidate receives a **simple majority** of board members who lodge a vote, then the name of the candidate with the fewest votes will be removed from the list of candidates and if necessary, the voting will proceed. The process will continue until one candidate receives a **simple majority of the votes of those board members voting. The same process will be repeated for the other co-chair position and for the remaining officer position of vice chair, secretary and treasurer.***

**SLNC Bylaws and Standing Rules Meeting August 29th Draft Minutes:**

Meeting called to order by 6:05pm

6 people in attendance, including 3 SLNC board members.

Comments On Non Agenda Items:

Announcement of DWP September 20th Silver Lake Reservoirs Project Update Announcement of September National Public Lands Day

Discussion and Possible Action Items:

Item #4a . Approval of the June 23rd minutes were tabled until later in the agenda.

Item #5a: To rethink SLNC's Bylaw Article IV regarding how Stakeholders are to be clearly defined will be thoroughly discussed at the next Bylaws & SR meeting but there was a good deal of interest in strengthening the language.

Item 5b: A motion was moved and seconded to change the age of eligibility to run for a SLNC board seat from 14 yrs old to 18 yrs old. Discussion included the importance of all board members being of age in order to vote on funding issues and contract agreements. It was expressed that the SLNC should not be used as a "training ground" for teens. Motion was made by Dacea and seconded by Jerome.

Motion passed 4-1-1.

Dacea moved to match the voting age to the eligibility age. Betsy seconded motion. Discussion was similar to the previous discussion. The age of 16 was proffered without support. Motion passed 4-1-1.

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Item c: To revisit newly revised SR #10 regarding the locations of SLNC governing board meetings. It was suggested by the chair that meetings take place 6 months at each location (Ivanhoe and Holy Virgin Mary) It was moved/seconded by Jerome and Darcy. Consensus of the discussion was continuity of meetings work better for the board and stakeholders. Less confusion regarding meeting location. Motion passes without objection.

Item d: Revise SR #4 with regard to co-chairs authority to adjust speaker time during public comment and agenda and non agenda items. Updated language of SR #4 should be consistent to what is SLNC agenda forms which is "Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer." M/S by Dacea and Jerome. Motion passes.

Return to Item #4. June Minutes: Correction to the spelling to Dacea's name. Minutes are approved 4-0-2.

Future Items:

-Proposal to stagger the board election to eliminate the running of all 21 seats each election. -Eliminate some of the At-Large seats to allow for designated seats, (i.e. Renters Rep, Religious Organization Rep. etc...)

Meeting adjourned 7:10 p.m.