



Serving the Silver Lake Community Since 2003

1850 W. Silver Lake Drive L.A.  
Los Angeles, California 90026

Phone 323-413-SLNC (7562)  
Email [board@silverlakenc.org](mailto:board@silverlakenc.org)

**Co-Chairs**

**Vice Chair**

**Treasurer**

**Secretary**

Anne-Marie Johnson  
Scott Plante  
Darius Derakshan  
Terry Jackson  
Betsy Isroelit

## BYLAWS & STANDING RULES COMMITTEE

Tuesday, March 5, 2019 6:30pm-7:30pm

Silver Lake Office 1850 W. Silver Lake Dr. L.A. 90026 Street Parking / Metro 92

### Special Meeting 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:**

- 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:**

Comments from the public on non-agenda items within the Committee's jurisdiction (Up to two minutes per speaker)

**3. Motions & Possible Discussion**

**a. Move to revise Standing Rule #7: Availability of Motions, Reports & Supporting Documents to the Public**

Advisory Committee draft minutes and any requested motion must be available in writing in time for public posting as required by the Ralph Brown Act. Material deemed important by the advisory committee for community discussion and understanding shall be made available on the SLNC website. Office hours are posted on the SLNC website. SLNC documents can be available for viewing during normal SLNC office hours.

Recommended Revisions: Advisory Committee draft minutes and any material relevant to a submitted motion to the board must be made available for public consumption at the time said motion will be vetted by the SLNC board as required by the Ralph Brown Act 54954.2. Additionally, advisory draft committee minutes and other information, relevant to the submitted motion, must be posted on the SLNC website, on the respective committee page, 72 hours prior to a regularly scheduled board meeting or 24 hours prior to a specially called board meeting. SLNC documents can be available for viewing during normal SLNC office hours.

**b. Move to revise Standing Rule #42. Posting of Agendas and Minutes**

Agendas for all regularly scheduled Board and Advisory Committee meetings must be posted 72 hours in advance of the meeting as follows: to the SLNC website, the board designated physical posting location, and emailed to NC Support/ENS with the Board copied. In addition, any Advisory Committee holding co-chair elections must list "and Co-Chair Elections" along with the date of the meeting and name of the advisory committee, in the email subject line. Draft minutes from the previous meeting must be posted on the SLNC website prior to holding a subsequent meeting. Failure to abide by all of these requirements may, based on a determination of DONE and the City Attorney, invalidate any action taken at the meeting in question.

Recommended Revisions: Posting of Board and Advisory Committee Agendas

Agendas for all regularly scheduled Board meetings must be posted 72 hours in advance of the meeting as follows: to the SLNC website, the board the designated physical posting location, and emailed to NC Support/ENS. Agendas for all regularly scheduled Advisory Committee meetings must be posted 72 hours in advance of the meeting as follows: to the SLNC website, the board



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designated physical posting location, and to NC Support/ENS. In addition, any Advisory Committee holding co-chair elections must list “Co-Chair Elections” in the subject line of the emailed agenda. Draft minutes that are to be approved at said meeting must be posted on the committee/board SLNC website page 72 hours prior to a regularly scheduled meeting. Specially called meetings of the board and advisory committees, must follow the same requirements 24 hours prior to a specially called meeting. Failure to abide by these requirements may, upon determination of the Department of Neighborhood Empowerment and the City Attorney, invalidate any action taken at the meeting in question.

### **c. Revise Standing Rule #43: Event Outreach Policy**

The SLNC Advisory Committee putting forth a motion to sponsor an event is the responsible party for organizing and establishing the SLNC presence at the event. This included (but not limited to): a. minimum of one (1) SLNC banner displayed. b. supply of the most current SLNC brochure and in-stock premiums for distribution. c. organizing booth hours and making sure booth has a SLNC representative during the event.

Revised SR: A SLNC Advisory Committees putting forth an advisory motion to the board, to sponsor an event, is the responsible party for organizing and establishing the presence of SLNC at the event if approved by the board. This includes (but not limited to): a. at a minimum one (1) SLNC banner displayed. b. supply of the most current SLNC brochure and in-stock premiums for distribution. c. organizing booth hours and making sure booth has a SLNC representative during the event. All Events approved by the board, must be submitted to the City Clerks Office for approval. The same requirements are not required if the Advisory Committee is proposing a community meeting, seminar or information meeting. Board approval is required if funds are required.

### **d. Move to Remove SR #46 Advisory Committees Required to Submit Committee minutes with Motions**

Advisory committees are required to submit either draft or approved minutes or a link to committee meeting minutes on the SLNC website when submitting a motion for consideration to be placed on the SLNC Governing Board agenda.

e. Move to re-affirm or draft a new Standing Rule that states Advisory Co-Chair elections can only take place during a regularly scheduled Advisory Committee meeting.

## **4. REQUESTS/MOTIONS FOR FUTURE AGENDA ITEMS:**

### **5. 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.



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

- Community Bulletin Board, Silver Lake Recreation Center, 1850 W Silver Lake Drive (at Van Pelt Place) 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.