



Serving the Silver Lake Community Since 2003

P.O. Box 26385
Los Angeles, California 90026

Phone 323-413-SLNC (7562)
Email board@silverlakenc.org
www.silverlakenc.org

Co-Chairs Pending
Pending
Vice Chair Nora Goudsmit
Treasurer Lena Najarian Kaderali
Secretary Seth Copenhaver

**JOINT MEETING
SLNC GOVERNING BOARD
BYLAWS & STANDING RULES COMMITTEE**

Tuesday, July 2, 2019 - 6:00pm-8:30pm
Silver Lake Recreational Center
1850 W. Silver Lake Drive
Los Angeles CA 90026

GOVERNING BOARD MEETING A G E N D A

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.

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, 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.

**TIMES ARE FOR REFERENCE ONLY. ITEMS MAY BE ADDRESSED OUT OF THE ORDER LISTED.
ALL AGENDA ITEMS ARE ACTIONABLE UNLESS OTHERWISE NOTED.**

- 1) Call to Order * 6:00pm
- 2) Roll Call * 6:05pm
- 3) Welcome and rules for actions on agenda items
- 4) Public Comment on Non-Agenda Items * 6:10pm



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BYLAWS & STANDING RULES COMMITTEE 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. 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 & RESOLUTIONS

- A. (Goudsmit/Emmons) Move to discuss and take possible action on the following changes and edits to the *SLNC Bylaws* [NOTE: All changes are defined 1-3:]
 - 1. Items in brackets: "[example]" indicate instructions on changes to be made and location
 - 2. Items in bold italics: "**example**" indicate text to be added (bold text for emphasis only)
 - 3. Items in strikethrough: "~~example~~" indicate text to be removed

- i. Consistently apply throughout Bylaws: Board, Committee, Advisory Committee, Co-Chairs, Co-Chair, Committee Co-Chair; Allow for grammatical changes of no meaning-based consequence
- ii. **[Article IV Stakeholder – Change first paragraph to read:]**

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own property in the neighborhood ~~and also to those~~ **or** who declare a stake in the neighborhood as a community interest stakeholder. **The latter is** defined as a person who affirms a substantial and ongoing participation within the SLNC boundaries and who may be in a Community Organization such as, but not limited to, educational, non-profit and/or religious organizations. ~~A “Community Organization” is defined as a named entity within SLNC boundaries from which it performs verifiable on-going activities and operations while maintaining all required bona fide documentation on a website that demonstrates the organization’s street address, leadership, that it has been established 12 months prior to a SLNC board election, that a member has been a member of the organization at least 6 months within the 12 months prior to a SLNC board election in order claim stakeholder ship, that the organization has minutes or a summary from four meetings within that 12 month period, and a mission statement on how the organization serves Silver Lake.~~

All stakeholders, when running as a candidate or voting, must specify a qualifying address within the SLNC’s boundaries to participate. Stakeholder claims cannot be based on participation occurring outside of SLNC’s boundaries.

[last paragraph to stand as written]

- iii. **[Article V Governing Board - Section 8: Censure – Change first sentence to read:]**

Any board member may submit a Motion to Censure regarding a fellow board member or committee co-chair to the Co-Chairs of the SLNC ***and the Department of Neighborhood Empowerment (hereafter known as DONE or Department) to ensure that the City Attorney is notified and the advice of the City Attorney is sought promptly.***

- iv. **[Article V Governing Board - Section 9 Removal – Change item A7 to read:]**

7. Absences from board meeting (i.) If a board member misses three (3) ***regular meetings of the governing board*** meetings within the first year of being seated, or any successive year, the board co-chairs are authorized to inform the board member by ~~phone and~~ email of: a) the Absence Policy of Article V, sec. 9, b) request the presence of the board member at the next scheduled SLNC Executive Committee Meeting following the last missed board meeting to discuss the cause of the missed meetings, c). instruct the board member they may be removed from the board immediately following the fourth (4th) missed governing board meeting (Special Board or any other additionally called board meetings outside of the monthly, regularly scheduled board meetings, are not included) unless the co-chairs, along with consultation of the Executive Committee, recognizes serious extenuating circumstances provided to the co-chairs and Executive Committee by the board member. If the Executive Committee finds serious extenuating circumstances exists, that determination will be presented to the governing board at the next scheduled board meeting, purely as a report. d) If said board member ignores item (b), he/she will be automatically removed from the governing board after the fourth (4th) missed governing board meeting. ***Co-Chairs are required to inform the Department of Neighborhood***

Empowerment and seek advice from the City Attorney of 7(i) a-d having been met prior to taking any action on the removal of a Board member.

v. [Article VI Officers - Section 3: Selection of Officers – Change paragraph to read:]

The ***Silver Lake Neighborhood Council (SLNC)*** shall elect its Officers at the first ~~Board~~ ***scheduled Regular Meeting*** following the ~~board election~~ ***seating of the newly elected Board***. ~~The Silver Lake Neighborhood Council (SLNC) shall elect its Officers at the first meeting following the Board election. Co-chairs must have served as a board member for at least one (1) year within the past four (4) years of the Co-Chair election.~~ ***The Department of Neighborhood Empowerment (DONE) designates the date of seating as the certification date of the election, per the City Clerk. Newly elected board members are considered seated once the election has been certified and thus hold the duties and obligations of an elected person to the SLNC.*** All ~~other~~ Officers may serve without having previously served on the Board. If there are more than two (2) candidates running for a single seat or position, the board will use plurality voting to ~~fill the or position~~ ***reduce the nominee field to one person. To fill the seat or position of Officers a majority vote is required.***

vi. [Article X Elections - Section 3: Minimum Voting Age – Change sentence to read:]

All Community Stakeholders aged ~~eighteen (18)~~ ***sixteen (16)*** and above shall be entitled to vote in the SLNC's elections. **[ATTACHMENT B to reflect change from 18 years to 16 for age of voting entitlement]**

[Article X Elections – Section 4: Method of Verifying Stakeholder Status – Change sentence to read:]

Voters will establish their Stakeholder status by providing acceptable documentation or written self-affirmation on a form provided by the ~~SLNC~~ ***City Clerk***. Stakeholder status ay also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation supporting that declaration in ***accordance with Article IV***.

vii. [Article XIV Compliance – Description paragraph to include the following as the last sentence:]

In event of a conflict with these Bylaws, L.A. City Code and DONE regulations supersede SLNC bylaws.

- B. (Goudsmit/Emmons) Move to discuss and take possible action on the following changes and edits to the *SLNC Standing Rules* [NOTE: All changes are defined as:]
1. Items in brackets: “[example]” indicate instructions on changes to be made and location
 2. Items in bold italics: “example” indicate text to be added (bold text for emphasis only)
 3. Items in strikethrough: “example” indicate text to be removed
- i. Consistently apply throughout Standing Rules: Board, Committee, Advisory Committee, Co-Chairs, Co-Chair, Committee Co-Chair; allow for grammatical changes of no meaning-based consequence

ii. **[Standing Rule 1 - Process for Election of Board Officers – Change text to read:]**

The procedure used to elect officers for the SLNC Governing Board is as follows:

- a. Nomination will be opened from the floor for each Officer position beginning with the **first seat of Co-Chair, followed by the second seat of Co-Chair. Positions shall be considered separately and voted upon separately.** ~~To be eligible for co-chair, candidates must have served on the SLNC Board for one (1) full year prior to the nomination.~~ Board members may nominate or self-nominate. Nominees must be present to accept or refuse the nomination.
- b. Each candidate will have two (2) minutes to speak on their own behalf. Members of the board will be provided one (1) minute each to ask questions or provide a comment of any of the candidates, if so desired.
- c. A roll call vote of the board will be taken for each seat. If there are more than two (2) candidates per seat, plurality voting will be used **to reduce the field of interested persons to two (2). Plurality voting is defined as taking a pole to determine the top vote getter(s).** If there are two (2) candidates per seat, a simple majority will suffice. If there is one (1) candidate per seat, a roll call vote or a vote without objection will suffice. The process will be repeated for the remaining Officer positions of Co-chair, Vice Chair, Secretary, Treasurer, Second signer (non-officer position), Assistance to the Secretary (non-officer position), and Parliamentarian (non-officer position).

iii. **[Standing Rule 3 - Placement of Items on Agenda – Change text to read:]**

Agenda items may be entered for consideration on the Governing board agenda in one of four ways:

- a. by passing a motion at a Governing Board meeting under “Agenda Items for “Next Meeting.”
- b. by Governing Board members submitting a motion to both Co-Chairs only, for the draft agenda, 11 days before the meeting and for the final agenda, 7 days before the meeting for consideration for possible placement on the agenda. **Motions can be submitted on the silverlakenc.org website or via email to Co-Chairs.**
- c. by a stakeholder’s request submitted to both Co-Chairs (only) for consideration for possible placement on a regularly scheduled meeting agenda eleven (11) days before the meeting and/or seven (7) days before the regularly scheduled meeting for consideration for possible placement on the agenda. **Motions can be submitted on the silverlakenc.org website or via email to Co-Chairs.**
- d. Advisory Committee Co-Chairs may also request committee reports, motion, and other matters for inclusion on the agenda by submitting the request to both Co-Chairs. If included, advisory committee co-chair(s) will have up to two (2) minutes to speak to their motion and answer questions from the board.

iv. **[Standing Rule 6 – Procedure of Presenting a Motion to the Board – Change text to read:]**

c. Co-chairs will then recognize board members for comments or questions. ~~All questions for the presenter will be noted and then answered at the conclusion of the question period.~~ **Board members will have 2 minutes to make comments or ask questions of the presenter. The presenter may answer each question as asked. Time to answer will not count against the questioner’s time. The questioner may, at the conclusion of the answer, “recall the balance of my time”.**

v. **[Standing Rule 10]**

Consider amending alternate locations for the governing board meetings.

vi. **[Standing Rule 12 - Order of Business – Change text to read:]**

All agenda items are considered actionable unless clarified by the co-chairs. The following is the accepted order of business. (Note: The co-chairs may arrange the order of business with a majority vote of the board or committee).

-Call to Order

-Roll Call

-**Welcoming Remarks and rules for actions on agenda items** [made by Co-Chair]

-Public Comment on Non-Agenda Items

-**Announcements** [move up in order]

-Special Reports or Presentations from city or state representatives

-**Committee Reports**

-Administrative

-Consent Calendar

~~-Old Business~~ **Unfinished Business**

-New Business

-Approval of the Draft Minutes

-Report from Board Officers

-Future Agenda Items

~~-Announcements~~

-Adjournment

vii. **[Standing Rule 21 - Limited Number of Board members on Each Advisory Committee*]**

In order to comply with the City Attorney's interpretation of the Ralph Brown Act, no more than five (5) SLNC board members may vote or participate in any advisory committee, although more may observe. If more than five (5) board members attend an advisory committee meeting, each board member in attendance must declare themselves as a participant or an observer, and the distinction shall be noted in the minutes. ***As an observer the Board member may not vote or engage in discussion during the Committee meeting.***

[Remaining paragraph stands]

viii. **[Standing Rule 26. - ~~Roll Call~~ – Change text to read:]**

Rename: ***"Voting on Motions"***

At the discretion of the Chair or at the request of a board member and with a second to the motion, a voice vote on motion(s) [not including funding motion(s)] may be taken. Any board member may request a Roll Call vote without a second, before or after a voice vote is taken. The scribe or designated minute taker will conduct a roll call vote for any voice vote not unanimous or record the name(s) of "nay" vote(s), and record the results of the vote.

All funding motions require a roll call vote. The board scribe or designated minute taker shall record in the minutes a Roll Call vote for any motion on which the Governing Board does not reach unanimous decision. Abstentions will not be recognized. Statements of "present and not voting" will only be recorded. This applies to all board and committee meetings.

ix. **[Standing Rule 29 - Advisory Committee Co-Chairs Elected Annually*** - change text to read:]

All SLNC advisory committees shall elect co-chairs within four (4) weeks of the ~~seating of the new Governing Board~~ **first Regular SLNC Meeting of the newly elected Governing Board** and every twelve (12) months thereafter.

x. **[Standing Rule 31 - Issuance of Office Keys** – Change text to read:]

The SLNC distributes keys to the outer office of the SLNC to members of the SLNC Executive Committee only. **All keys held by Officers shall be returned to the Secretary following the end of each Officer's term.**

xi. **[Standing Rule 38 - Community Impact Statements** – Change text to read:]

The SLNC Co-Chairs, ~~and the Secretary~~ **and two selected Board members** will be granted the password to access the Early Notification System to submit Community Impact Statements (CIS). **DONE allows for a maximum of (5) filers to submit CIS(s).**

xii. **[Standing Rule 42 - Posting of Agendas and Minutes** – Change 2nd sentence to read:]

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: **“[Advisory] Committee, [Month, Day, Year] & *Committee Co-Chair Elections will be held*.”**

xiii. [Update SLNC Advisory Committee list to include: LGBTQIA and Latinx]

Arts and Culture
Budget and Finance
Bylaws and Standing Rules**
Elections*
Executive*
Governmental Affairs
Green
History Collective
Homelessness In Silver Lake
Housing and Tenants
Latinx
LBGTQIA
Mature Adult Advocates
Neighborhood Business
Outreach
Silver Lake Reservoir
Transportation and ~~Neighborhood~~ Safety
Urban Design & Preservation Advisory Youth

b. (Goudsmit) Discussion with present Board members to determine who may be interested in participating as committee members in Bylaws and Standing Rules Committee, up to 5 Governing Board Members per Brown Act at future Committee meetings.

4. COMMITTEE MEMBER COMMENTS/ANNOUNCEMENTS

- A. Co-Chair Emmons
- B. Co-Chair Goudsmit
- C. Members

5. REQUESTS/MOTIONS FOR FUTURE AGENDA ITEMS

6. ADJOURNMENT

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

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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 para avisar al Concejo Vecinal.

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 ACCESS OF RECORDS

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: www.silverlakenc.org or at the scheduled meeting of the Governing Board, and/or if you would like a copy of any record related to an item on the agenda, please contact secretary@silverlakenc.org.

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

- Silver Lake Recreation Center, 1850 West Silver Lake Drive, Los Angeles, CA 90026
- 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>

Bylaws. The Bylaws are available at our Board meetings and on our website: <http://silverlakenc.org/about/bylaws/>

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

STATE OF CALIFORNIA PENAL CODE SECTION 403

(Amended by Stats, 1994, Ch. 923, Sec. 159. Effective January 1, 1995.) – Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.