



GENERAL BOARD MEETING AGENDA
Thursday, April 28, 2016 - 6:30 PM – 10:05 PM

Sylmar High School / Spartan Hall
13050 Borden Avenue, Sylmar, CA 91342

The Agenda is posted for public review at the Los Angeles Public Library (Sylmar Branch), 14561 Polk Street, Sylmar, CA 91342. As a courtesy, and as time permits, agendas may be emailed to Stakeholders if requested. Agendas may also be found on the SNC website at www.SylmarNC.org. You may also subscribe to receive them via email through the City's Early Notification System (ENS) at the following link: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

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, assistive 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 three business days (72 hours) prior to the meeting you wish to attend by contacting the Sylmar Neighborhood Council by phone at (818) 833-8737 or by email to Board@SylmarNC.org.

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. Unless otherwise specific, public comment is limited to 2 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Comments from the public on agenda items will only be heard when the respective item is being considered. Comments on other matters, not appearing on the agenda that are within the Board's subject matter jurisdiction, will be heard during the Public Comment on Non-Agendized Items period.

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 by visiting our website at www.SylmarNC.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 President Ann Job at Ann.Job@SylmarNC.org.

The below times are only estimates. Items may be addressed in a different order and/or at different times. Below times are inclusive of board discussion and possible vote.

6:30 – 6:32 p.m. **1. Call to Order and Pledge of Allegiance (2)**

6:32 – 6:35 p.m. **2. Housekeeping, Speaker Cards, and Timekeeper (3)**

6:35 – 6:45 p.m. **3. Recognition of outgoing SNC Board (10)**

6:45 – 6:52 p.m. **4. Seating and Roll Call of new Board (5)**
4a. Neighborhood Council Oath (2)

6:52 – 6:55 p.m. **5. Poetry by Trini Rodriguez of Tia Chucha's (3)**

6:55 – 7:25 p.m. **6. Election of Officers (30)**

Public Comment – A total of 5 minutes for this agenda item will be allowed, with a limitation of no more than 1 minute per speaker.

- 6a. President
- 6b. Vice President of Administration
- 6c. Vice President of Communications
- 6d. Treasurer
- 6e. Public Relations Coordinator

- 7:25 – 7:27 p.m. **7. Board designation** of First Signatory, Second Signatory and Bank Card Holder for DONE Funding purposes. (2)
- 7:27 – 7:35 p.m. **8. Appointment by President of Committee Chairs** for standing committees required by the SNC’s Bylaws (8)
- 8a. Budget
 - 8b. Bylaws
 - 8c. Planning & Land Use
 - 8d. Outreach
- 7:35 – 7:45 p.m. **9. Public Official and Community Representative Announcements & Presentations** (5)
- 9a. Questions / Comments from the Public (5)
- 7:45 – 7:55 p.m. **10. Public Comment on Non-Agendized Items** within the Board’s subject matter jurisdiction (10)
Public comments are limited to 10 minutes total, no more than 2 minutes per speaker. Time allocated to one speaker may not be transferred to another speaker. Public speaker cards (forms) are located on the welcome table. Please fill out and submit to the President or Vice President of Administration. Names will be called in the order speaker cards submitted. This period is for comments from the public, on matters not appearing on the Agenda, but within the SNC Board’s subject matter jurisdiction.
- 7:55 – 8:00 p.m. **11. Recess** (5)
- 8:00 – 9:30 p.m. **12. Neighborhood Council Board Orientation**, facilitated by Department of Neighborhood Empowerment staff (90)
- 12a. The role of your NC in your community and for your community
 - 12b. Laws that govern NCs - City Charter, NC Plan, Brown Act PRA, ADA, Conflict of Interest
 - 12c. Getting to know your bylaws
 - 12d. Funding for your NC
 - 12e. Having a great NC meeting
 - 12f. Questions and answers
- 9:30 – 9:50 p.m. **13. Administrative Items** (20)
- 13a. Approval of Minutes of the January 28, 2016 General Board Meetings
 - 13b. Approval of Minutes of the March 26, 2016 General Board Meeting
 - 13c. Review and Adoption of the March Monthly Expenditure Report (MER)
 - 13d. Discussion and possible action to update the Neighborhood Council Board Roster to submit to the Department of Neighborhood Empowerment
 - 13e. Discussion and possible action to update the Neighborhood Council inventory list to submit to the Department of Neighborhood Empowerment
 - 13f. Discussion and possible action related to assigning the handling of Grievances filed against the SNC to either
 - 1) an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a Panel, or
 - 2) a Regional Grievance Panel, overseen by the Department of Neighborhood Empowerment.
- 9:50 – 9:55 p.m. **14. Board designation of NC Liaisons to City Departments** (5)
- 14a. City Attorney
 - 14b. Public Works
 - 14c. Public Safety
 - 14d. Budget Representatives
 - 14e. Animal Services
 - 14f. DWP
- 9:55 – 10:00 p.m. **15. Formation of non-Standing Committees and Appointment of Committee Chairs** (5)
- 10:00 – 10:02 pm **16. Board Member Comments / Announcements** (2)
- 10:02 – 10:04 pm **17. Future Agenda Items** (2)

Write to Executive Board by email at ExecutiveBoard@SylmarNC.org or mail Executive Board c/o Sylmar Neighborhood Council, P.O. Box 921023, Sylmar, CA 91392-1023.

The next General Board meeting will be on May 26, 2016 at Sylmar High School.

10:04 – 10:05 p.m. **18. Closing Remarks, Acknowledgements, and Adjournment.** (1)

Reconsideration of Agenda Items - Bylaws (Article VIII)

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting or at a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a Member of the Board who previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Executive Committee in advance of the deadline for posting notices for the meeting.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

Grievance Process – Bylaws (Article XI)

Any Grievance by a Stakeholder must be submitted in writing to the Board who shall place the matter on the agenda for the next regular Council meeting. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a Panel. Within two (2) weeks of the Panel's selection, the Board shall coordinate a time and place for the Panel to meet with the person(s) submitting a Grievance to discuss ways in which the dispute may be resolved. Within two (2) weeks following such meeting, a Member of the Panel shall prepare a written report to be forwarded to the Board outlining the Panel's collective recommendations for resolving the Grievance. The Board may receive a copy of the Panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board Members until it is heard publicly at the next regular Council meeting.

This Grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which Grievances may be aired publicly at Council meetings. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Directors are not permitted to file a Grievance against another Director or against the Council, except as permitted under the City's grievance policy.

(Remove after April 28, 2016)

Approved by: