



neighborhood council
el consejo del vecindario de glassell park

Our Voice to the City
Nuestra voz a la Ciudad

**GLASSELL PARK
NEIGHBORHOOD
COUNCIL
OFFICERS**

MOLLY LYNN TAYLOR
CHAIRPERSON

MARK QUIROZ
VICE CHAIR

AVA POLANCO
SECRETARY

ANDRE SAHAKIAN
TREASURER

MICHAEL DIVIC
MEMBER-AT-LARGE

**CITY OF LOS ANGELES
CALIFORNIA**



ERIC M. GARCETTI
MAYOR

**GLASSELL PARK NEIGHBORHOOD COUNCIL
BYLAWS COMMITTEE MEETING MEETING
Wednesday August 27, 2014 6pm – 7:00pm
Glassell Park Community & Senior Center
3750 N. Verdugo Road
Los Angeles, CA 90065**

**GLASSELL PARK
NEIGHBORHOOD COUNCIL**
3750 N. Verdugo Road
Los Angeles, CA 90065
(323) 256-4762 or 256-GPNC
GPNC41@sbcglobal.net
www.glassellparknc.org

(LIST OF BOARD MEMBERS)
LORENZO TOVAR - AREA 1
VACANT - AREA 2
CRYSTAL-LYNNE OROZCO - AREA 3
MOLLY LYNN TAYLOR - AREA 4
FRANCISCO CONTRERAS - AREA 5
ANDRE SAHAKIAN - AREA 6
GLADYS PINTO-MUÑOZ - AREA 7
BRADLEY - BUS. REP
JAKE DANIEL SNEIDER - BUS. REP
VACANT - BUS. REP
MARGE PIANE - ORG. REP
PAVLO VLANCO - ORG. REP
AVA POLANCO - EDUC. REP
RUBY DeVERA - FAITH-BASED
MICHAEL DIVIC - AT LARGE REP

The public is requested to fill out a "Speaker Card" to address the Board on any item of the agenda prior to the Board taking 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 is within the Board's subject matter jurisdiction will be heard during the Public Comment period. The timelines indicated are for the purposes of moving agenda items along only and do not constitute official times to discuss and/or take actions on items presented. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. Agenda is posted for public review at Super A Foods Store 2925 Division Street, Glassell Park Post Office 3950 Eagle Rock Blvd., Out Of The Closet 2425 N. San Fernando Road, Public Storage 3810 Eagle Rock Blvd., and Glassell Park Recreation Center 3650 Verdugo Road. 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 3 business days (72-hours) prior to the meeting by contacting Department of Neighborhood Empower, at (213) 978-1551 or toll-free at 311. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at the Glassell Park Neighborhood Council Constituent Service Center located at 3750 N. Verdugo Road (in back of the Public Storage Bldg) or visiting our website by clicking on the following link: www.glassellparknc.org at an upcoming scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the GPNC Office at (323) 256-4762 or 256-GPNC or Communications@GlassellParkNC.org. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the GPNC Secretary or Board Members separately.

Agenda items may be subject to discussion and/or possible action by a simple majority of a quorum of the Committee present at this meeting.

1. Welcome and Introductions:

2. Public Comment on Non-Agenda Items

3. Discussion/Action to amend Bylaws Article VIII (Meetings) Section 3. Notifications

- 1) Make Standing Rules & Bylaws consistent with DONE Policy 2014-01.1 as follows;
 - a) Amend Article 8 Section 3 of Bylaws to delete current language regarding Notices being posted in 5 locations and substitute: "Notices shall be posted consistent with DONE Policy 2014-01.1."
 - b) Add section to Standing Rules that GPNC shall post all Agendas at their website (www.glassellparknc.com) as well as the physical location of _____.
 - c) In the event any Committee has five (5) or more Board members on it, the Agenda shall list the meeting as a Joint Board and Committee meeting.

4. Action to Review & Recommend amendments to the GPNC Standing Rules

(I) Handle operation of standing and ad hoc committees as follows:

- a) Committees shall be between 3 and 9 members

- b) In the event that any Committee falls below 3 members, the Chair will appoint an Acting Chairperson for the Committee to schedule a Committee meeting.
- c) Membership in Committees will consist of stakeholders who identify themselves at the initial Committee Meeting. In the case of Standing Committees, the current members of any Standing Committee shall constitute its membership, subject to the provisions of these Standing Rules below.
- d) Subsequent membership in Committees will be by vote of the existing Committee members, at the individuals request, at a meeting of the Committee
- e) Committee officers shall consist of a chairperson and a recorder. Election of Committee officers shall take place in July of each year at a Committee meeting
- f) For standing committees, the term of office of the chairperson shall be one year, with a limit of two consecutive terms in that position. For ad-hoc or special committees, the term of office of the chairperson shall be one year, but a person may continue in the position so long as the committee continues to re-elect them with a limit of three years
- g) Ad hoc and special committees shall be reviewed by the Board in August of each year to determine whether or not they as still needed
- h) Each GPNC Board member should be a member of at least one committee
- i) A Board member or stakeholder may be the chairperson of more than one committee
- j) All committees shall be subject to the Brown Act, with Agendas and Minutes submitted to the GPNC Executive Committee and to DONE
- k) A quorum for a committee is the simple majority of its membership, and recommendations shall be made by majority vote of those present, with a record of the vote made by the recorder.
- l) All Committee rosters shall be posted on the GPNC website, together will email contact information for the chairperson of each committee, and agendas and minutes of committees shall be forwarded to the GPNC webmaster for inclusion on the website.
- m. All Committee meetings should be posted on the GPNC website calendar
- n. Committees may not take any action outside of committee meetings in the name of the GPNC without the explicit approval of the GPNC Board.
- o. Positions taken by the governing Board of the GPNC may only be communicated in writing by the Chair or Vice Chair. The vote tally and date of action shall be included in such communications

(II) General Policy Issues for the Board

- a. The official email address for board business shall be the Board members name @GlassellParkNC.org
- b. There shall be only two sets of keys to the Community Center/GPNC offices. One set shall go to the Chair; the second set to a Board member elected each year at the June meeting
- c. Official minutes of the Executive Committee and General Stakeholder meetings shall be made as follows;
 - Apple One or other designated notetaking service shall provide the Secretary with 'raw' minutes.
 - The Secretary shall then take the raw minutes and prepare Draft Minutes for consideration at the next general stakeholder meeting.
 - The 'raw' minutes shall be kept in a publicly available binder at the GPNC offices
 - Approved minutes will consist of the Draft minutes,as modified and voted on at a general stakeholder meeting.
 - All approved minutes and vote tallies shall be forwarded to DONE and be posted on the GPNC website

5. Review & Recommendations for Amendments to January 2014 GPNC Bylaws

6. Adjourn