



**GLASSELL PARK NEIGHBORHOOD COUNCIL**

**OFFICERS**  
**MOLLY LYNN TAYLOR**  
**CHAIRPERSON**

**MARK QUIROZ**  
**VICE CHAIR**

**VACANT**  
**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**  
**Wednesday October 1, 2014 6pm - 8:00pm**

**Glassell Park Community & Senior Center 3750 N. Verdugo Road**  
**Los Angeles, CA 90065**

3750 N. Verdugo Road Los Angeles, CA 90065 (323) 256-4762 or 256-GPNC  
[GPNC41@sbcglobal.net](mailto:GPNC41@sbcglobal.net)  
[www.glassellparknc.org](http://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-MUNOZ - AREA 7  
BRADLEY - BUS. REP  
JAKE DANIEL SNEIDER - BUS. REP  
VACANT - BUS. REP  
MARGE PIANE - ORG. REP PAVLO  
VLANCO - EDUC. REP /VACANT  
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](http://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](mailto: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, and Make Standing Rules & Bylaws consistent with DONE Policy 2014-01.1 as follows;
  - a) Amend Bylaws to adopt BONC Posting Resolution 2014-01.1, attached, and
  - b) Add section to Standing Rules that GPNC shall post all Agendas at their website ([www.glassellparknc.com](http://www.glassellparknc.com)) as well as the physical location of Super A Market, located at 2925 Division St, Los Angeles CA 90065. and
  - c) Review the recommendation that in he 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, in light of DONE recommendations below.
4. Discussion on handling minutes for Committee meetings
5. Discussion on recommendations by DONE for GPNC:
  - a. Committee Creation: According to the GPNC Bylaws, ARTICLE VII – COMMITTEES AND THEIR DUTIES (they are attached, for ease of reference), the GPNC has the following six (6) standing committees: Executive • Economic

Development and Land Use • Grants and Funding • By-laws • Budget and Finance  
• Outreach and Communications

Article VII, Section 3 further states: Committee Creation and Authorization. The Chairperson may form new GPNC committees with approval of the Governing Board. GPNC Standing Rules define the operation and activities of committees.

According to the above stated language, the GPNC Chairperson may form new GPNC committees with the approval of the GPNC Governing Board.

**b. GPNC Standing Rules:** The above stated language also refers to GPNC Standing Rules. Please be reminded that the Department nor the Office of the City Attorney were made aware that the GPNC had approved Standing Rules. It is our understanding that these were not made public and were only recently shared at the GPNC Board Retreat on 8/2/2014. Furthermore, the document that was shared states that they are Proposed April 2010. Currently, the GPNC cannot show that those are the standing rules. Hence, it is recommended that the NC agenda standing rules and go through them and adopt them.

The Standing Rules need to be made official and public. Once the NC approves standing rules, please post them on your website and have them available for stakeholders.

**c. Populating Committees (committee members):** There is no language in the bylaws that states how committee members are appointed or selected; how many of those are board members; what the term is for the appointments / selection; how can they be removed; how often do they meet?; who decides who the Chairperson for each of the committees is going to be.

With regards to the number of board members on each committee, please be reminded that it is in the Neighborhood Council's best interest to ensure that there are 4 board members or less on each committee (the GPNC quorum is 8) given the quorum of the quorum and serial meetings.

The GPNC must further develop this process to include the above stated topics and update bylaws. The general consensus is that because there have been new board elections and the new board is seated, then committees need to be populated by this new board.

6. Other topics brought up by Committee members for discussion:

- . Calling of Special Meetings
- . Voting process for stakeholder candidates when a Board Vacancy occurs
- . Handling of 'Impartial Panels' under the Bylaws
- . Authorize Chair to appoint a Parliamentarian as needed for General Meetings

. How to handle 'Inactive' Committees, and what constitutes same

7. Request by Committee Members and stakeholders for topics to be covered at the next Bylaws Committee Meeting

8. Adjourn

## **Glassell Park Neighborhood Council - Standing Rules**

May 2010

1. Ad hoc or special committees may be created by action of the GPNC Board. The Executive committee, a Board member, an existing committee, or a stakeholder may request formation of such a committee. The initial members of newly created committees will be those Board members and other stakeholders who identify themselves to the Board at the relevant stakeholder meeting. Subsequently, other individual stakeholders may be added to the committee, by vote of the existing committee members, at the individual's request, at a meeting of the committee.
2. The GPNC Board will establish the scope, duties and responsibilities of each committee.
3. The GPNC Board Chairperson shall appoint an interim organizer for newly forming committees. Committee members will elect officers at its first meeting.
4. Committees may not take any action outside of committee meetings in the name of the GPNC without the explicit approval of the GPNC Board. 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.
5. All committees shall function according to the requirements of the Brown Act. Agendas and minutes of committee meetings must be submitted to the GPNC Executive committee.
6. At least one GPNC Board member shall be a member of each committee. Committees will have at least three and not more than nine members.
7. Each GPNC Board member should be a member of at least one committee.
8. A Board member or other stakeholder may be the Chairperson of more than one committee.
9. Committee officers shall consist of a chairperson and a recorder. 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 that position for so long as the committee chooses to re-elect them.

10. The quorum of a committee is the simple majority of its membership.
11. Committee chairpersons or designated representatives should report on committee activity at every GPNC Board meeting. The report may be oral, but written reports are encouraged.
12. The Treasurer will submit the records of GPNC's financial actions, as listed in GPNC Bylaws Article XII E., to the GPNC central office on a monthly basis; in order that that they may be officially retained and available for inspection by committees, Board members, or stakeholders.
13. These Standing Rules are to be reviewed annually by the Bylaws committee and, by August, its recommendations presented to the GPNC Governing Board at a stakeholder meeting for authorization.

JWH: 4/8/2010

## RESOLUTION

Be it resolved that the Board of Neighborhood Commissioners creates the following policy:

### NEIGHBORHOOD COUNCIL AGENDA POSTING REQUIREMENTS

**WHEREAS**, the Board of Neighborhood Commissioners established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders to recommend changes to the Plan for a Citywide System of Neighborhood Councils;

**WHEREAS**, the Working Groups recognized stakeholders are increasingly using the internet and that it allows Neighborhood Councils to communicate with their stakeholders efficiently and inexpensively;

**WHEREAS**, the Working Groups recognized that any change in the physical posting policy should be accompanied by increased use of other media for outreach;

**WHEREAS**, the Working Groups recommended that the posting requirements for Neighborhood Councils be changed to require only one physical Brown Act compliant posting while maintaining the Board of Neighborhood Commissioners other outreach requirements;

**WHEREAS**, Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners "shall be responsible for policy setting and policy oversight...and the promulgation of rules and regulations but not be responsible for day to-day management".

**WHEREAS**, this policy supersedes all other posting policies previously adopted by the Board of Neighborhood Commissioners; including the August 3, 2010, Commission Policy on "Neighborhood Council Agenda Posting Requirements" (Policy No. 2010-02), which was also revised at the December 17, 2012, Commission meeting, and the May 6, 2014, Commission Policy on "Neighborhood Council Agenda Posting Requirements" (Policy No. 2014-01), which was also revised at the July 21, 2014, Commission meeting.

**NOW, THEREFORE, IT IS RESOLVED** that the Board of Neighborhood Commissioners establishes this policy regarding the posting of agendas for Neighborhood Councils.

**POLICY NUMBER: 2014-01.1**

Neighborhood Councils are required to post meeting agendas for Board and Committee meetings as follows:

Board of Neighborhood Commissioners  
Resolution: Policy No. 2014-01.1 (Revised August 18, 2014)  
Neighborhood Council Agenda Posting Requirements

1. Neighborhood Councils shall physically post at least one Brown Act compliant agenda for all Board and Committee meetings.
2. Neighborhood Councils shall post agendas of all Board and Committee meetings on their web site or, on a page made available to them on the EmpowerLA web site. Such postings shall be Brown Act time compliant.
3. Neighborhood Councils shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS). The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system. Accordingly, posting the notices of meetings to the ENS system will not be required to comply with the Brown Act's time limits for posting agendas.
4. Neighborhood Councils that maintain an email list of stakeholders may email either a copy of the agenda for all Board and Committee meetings or an announcement of the meeting with a link to the agenda. Distribution to the email list shall occur at the time meeting information is disseminated to the board or committee members.
5. Neighborhood Councils shall inform the Department of (a) the physical location of their posting site, (b) the address of their web site, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. Neighborhood Councils shall be required to submit this information on a form approved by the Department.
6. Neighborhood Councils that do not maintain a web site or, a page on the EmpowerLA web site, if available, shall continue to comply with the five (5) to seven (7) physical locations posting requirements imposed during their certification process; one (1) of the posting locations shall be Brown Act compliant; the remaining posting locations shall be within the Neighborhood Council boundaries and shall comply with Brown Act time limits for posting.
7. This Posting Policy does not restrict or prevent a Neighborhood Council from posting any additional notices of its meetings beyond the notices required under this policy in any other locations or within any timeframes determined by the Neighborhood Council in its discretion.

Board of Neighborhood Commissioners  
Resolution: Policy No. 2014-01.1 (Revised August 18, 2014)  
Neighborhood Council Agenda Posting Requirements

8. These posting requirements shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance.
9. If a Neighborhood Council is notified by the Department prior to any Board or Committee meeting that a confirmed violation of this policy has been reported the Neighborhood Council shall repost in accordance with this Policy. If the scheduled meeting cannot be reposted in compliance with this Policy, the Neighborhood Council shall cancel the meeting and make reasonable efforts to inform its stakeholders. If it becomes necessary to cancel Board or Committee meetings Neighborhood Councils are encouraged to contact the City Attorney for further guidance.
10. If a Neighborhood Council is found to be in violation of this Policy three (3) times within the current fiscal year the Board and any non-Board member committee chairs shall be required to take additional training as may be determined by the Department. If after receiving additional training the Neighborhood Council is again found to be in violation of this policy during the current fiscal year, then exhaustive efforts to remedy this matter, including loss of funding may be taken by the Department pursuant to Article VI section 4 and Article X section 3 of the Plan for a Citywide system of Neighborhood Councils.


Moved by:

  
Member, Board of Neighborhood Commissioners

Seconded by:

  
Member, Board of Neighborhood Commissioners

Witnessed by:

  
Staff, Department of Neighborhood Empowerment

**VOTES:**

AYES: 6

NAYS: 0

DATE: 8/18/14