



CITY OF
LOS ANGELES

ENCINO NEIGHBORHOOD COUNCIL

(A CERTIFIED NEIGHBORHOOD COUNCIL)

MAIL: P. O. BOX 260439
ENCINO, CA 91426-0439
OFFICE: 4933 BALBOA BLVD.
WWW.ENCINOCOUNCIL.ORG

LOUIS KROKOVER
PRESIDENT

LAURIE KELSON
VICE-PRESIDENT

MICHAEL KAUFMAN
TREASURER

SHELLEY RIVLIN
SECRETARY

GERALD A. SILVER
SERGEANT-AT-ARMS

COUNCIL MEETING AGENDA

Wednesday, March 23, 2011
Encino Community Center
4935 Balboa Blvd. Encino
7:00 P.M.

**Refreshments will be served starting at 6:30 PM
Please bring canned food for donations to the
Encino Food Pantry**

**MEMBERS OF THE PUBLIC WHO WISH TO ASK A QUESTION OR
SPEAK UNDER PUBLIC COMMENTS ARE REQUESTED TO FILL OUT A FORM
AND PROVIDE IT TO THE COUNCIL. MOTION(S), DISCUSSION(S) AND A VOTE
MAY BE TAKEN ON ALL ITEMS POSTED ON THE AGENDA**

1. Call to Order, Pledge of Allegiance, Roll Call, and Determination of a Quorum (7:00 - 7:10 PM)
2. Approval of the February 2011 General Minutes [Motion required, unless no objections] (7:10 - 7:15 PM)
3. Reports from City Officials: (7:15 PM - 7:25 PM)
 - City Council Offices
 - LAPD / LAFD
4. President's Report (Louis Krokover) (7:25 PM - 7:30 PM)
5. Vice-President's Report (Laurie Kelson) (7:30 PM - 7:35 PM)
6. Treasurer's Report (Michael Kaufman) (7:35 PM - 7:40 PM)
7. Public Comment: (7:40 PM - 7:55 PM)
[Non-Agenda Items] Within the "Board's" jurisdiction are limited to **TWO MINUTES** per speaker. This is a NO DISCUSSION PERIOD.
8. Guest Speaker(s) **Fed up with Hunger: Encino Food Pantry (7:55 PM - 8:10 PM)**
9. Committee Reports: (8:10 PM - 8:45 PM)
 - Executive -- Motion to approve donation of \$350.00 to Rec & Parks for the April Easter Egg Hunt
 - By-Laws (See Attached copy file)

- Education(See attached copy file)
- Finance (See attached copy file)
- Outreach (See attached copy file)
- Public Safety (See attached copy file)
- Parks (See attached copy file)
- Traffic / Transportation (See attached copy file)
- Van Nuys Airport (See attached copy file)
- PLU (See attached copy file)

10. Board Member Comments - On subject matters within "THE BOARDS" jurisdiction shall have: TWO MINUTES PER SPEAKER (8:45 PM - 9:00 PM)

11. Future Meetings:

- A. The next Executive Committee Meeting: April 19, 2011
- B. The next General Board Meeting: April 27, 2011

The Encino Neighborhood Council (ENC) is a certified Neighborhood Council of the City of Los Angeles which advises City and other Governmental Officials on issues or concerns that are affecting the community of Encino.

The ENC is made up of elected persons who live, work or otherwise are involved in the community of Encino.

The ENC also makes appropriations of City Funds for Community Projects and needs. The ENC General Meetings are usually on the 4th Wednesday of each month at the: Encino Community Center, 4935 Balboa Blvd at 7:00pm.

For further information – Please go to: www.encinocouncil.org

PUBLIC INPUT AT ENC MEETINGS - An opportunity for the public to address the Council or Speaker on agenda items will be provided before or during consideration of the item. Members of the public who wish to be recognized on any item are requested to complete a question card for each item they wish to address, and present the completed card(s) to the Sergeant-At-Arms. Speaker cards are available at the back of the meeting room.

The Council will also provide an opportunity for the public to speak on any **[Non-Agenda Items*]** during **"Public Comment"**. **The Council may not take any action or discuss matters addressed in "Public Comments"**. However, the Council President may refer such matters to the appropriate Council Committees for further consideration.

* **Public comments are limited to 3 minutes per speaker.**

* **ENC COUNCIL DISCUSSION AND TIME LIMITS** – ENC Councilmember's requesting to speak will be recognized by the President in the order requested. **For any item, the Chairperson of the Committee, or the maker of the original motion shall have up to five (3) minutes to discuss the item. Councilmember's may speak up to TWO (2) minutes each on the matter unless extended by the President or Council.** After all members desiring to speak on a question have had an opportunity to be heard once, **the time for each Member desiring to speak again shall be limited to a maximum of ONE (1) minute unless extended by the President or Council.** A motion calling the **"Previous Question"** may be introduced by any member during a Council debate.

If adopted, this motion will terminate debate on a matter and the matter will then be submitted for a vote.

VOTING AND DISPOSITION OF ITEMS - Most motions require a majority vote of the Councilmember's present and voting will be by hand vote unless otherwise decided by the Council.

Unless requested for further consideration by an ENC Councilmember, any item which has been forwarded to the Council by a unanimous committee vote shall be approved as a "Consent Item" without further discussion.

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 Tom Soong, at (323) 359-2579, toll-free at (866) LA HELPS, or e-mail thomas.soong@lacity.org



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 VOICEMAILTEL: (818) 817-6998
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GERALD SILVER
SERGEANT-AT-ARMS

ENC EXPENSE REPORT: February 2011

| DATE PAID | EXPENSE CODE | VENDOR | AMOUNT PAID | PAYMENT TYPE | DESCRIPTION |
|--------------|--------------|-----------------------|-------------------|--------------|--|
| 10/15/10 | FAC | Time Warner Cable | (\$48.99) | Credit Card | Correction of duplicate entry for Internet Service (10/6/10 - 11/5/10) on November / December 2010 ENC Expense Report initially recorded on 9/28/10. |
| 2/1/11 | MAT | Office Depot | \$5.33 | Credit Card | Document Copying for PLU Meeting |
| 2/1/11 | MAT | Office Depot | \$1.60 | Credit Card | Document Copying for PLU Meeting |
| 2/2/11 | AUD | Sennheiser | \$76.77 | Credit Card | Repair cordless microphone |
| 2/4/11 | OFF | Office Depot | \$243.69 | Credit Card | ENC Office Supplies |
| 2/8/11 | OFF | USPS | \$14.12 | Credit Card | Postage for DONE Audit |
| 2/11/11 | OFF | Automation Printing | \$324.11 | Credit Card | ENC Business Cards (7 names @ 500 cards ea.) |
| 2/14/11 | FAC | Time Warner Cable | \$50.99 | Credit Card | Internet Service (2/6/11 - 3/5/11) |
| 2/15/11 | MAT | USPS | \$88.00 | Credit Card | Postage stamps for PLU |
| 2/15/11 | MAT | Office Depot | \$22.92 | Credit Card | Document Copying for PLU & ENC Meeting |
| 2/18/11 | EVE | Buca di Beppo | \$500.00 | Credit Card | Donation of food for L.A. Rec. & Parks / Encino Community Center Daddy Daughter Prom |
| 2/22/11 | MAT | Office Depot | \$7.84 | Credit Card | Document Copying for General Board Meeting |
| 2/22/11 | MAT | Office Depot | \$3.07 | Credit Card | Document Copying for General Board Meeting |
| 2/23/11 | EVE | Smart & Final | \$51.51 | Credit Card | ENC Meeting Refreshments |
| 2/23/11 | EVE | Mulberry Street Pizza | \$142.81 | Credit Card | ENC Meeting Refreshments |
| 2/28/11 | MAT | Office Depot | \$5.95 | Credit Card | Document Copying for PLU Meeting |
| 2/28/11 | MAT | Office Depot | \$3.92 | Credit Card | Document Copying for PLU Meeting |
| 2/28/11 | FAC | PortaStor | \$65.00 | Credit Card | Storage Container Rental (1/28/11 - 2/27/11) |
| TOTAL | | | \$1,558.64 | | |

FYTD Encumbrances

| | | |
|---------------------|---------------------|--|
| AT&T/MCI | (\$252.00) | (14 mos. @ \$18.00/ mo.) |
| Education Committee | (\$5,000.00) | (Grant per 12/1/10 ENC General Mtg. Minutes) |
| | (\$5,252.00) | |

Annual Expense Summary

| | |
|--------------------------|--------------------|
| 2010 ENC BUDGET | \$45,000.00 |
| FYTD Cash Expense | (\$6,753.16) |
| FYTD Encumbrance | (\$5,252.00) |
| Remaining Balance | \$32,994.84 |



Louis Krokover <lk2newday@gmail.com>

Encino Neighborhood Council Notice of Bylaws Meeting 3-17-11 @ 7 PM

2 messages

Joel M. Simon <jms@asfgslaw.com>

Fri, Mar 11, 2011 at 2:57 PM

To: Louis Krokover <lk2newday@gmail.com>, pkelsondds <pkelsondds@aol.com>, Glenn Bailey <glennbaileyenc@yahoo.com>, Sharon Brewer <qponfreak@yahoo.com>, SHERMAN <SGAMSON@socal.rr.com>, thomas.soong@lacity.org

PLEASE POST TO WEBSITE

NOTICE AND AGENDA BY-LAWS COMMITTEE MEETING ENCINO NEIGHBORHOOD COUNCIL

Thursday, March 17, 2011

7:00 PM

Meeting at 4933 Balboa Blvd., Encino CA 91216 In the Chamber Conference Room

All Encino Neighborhood Council Members and Community Stakeholders are invited to attend and participate (Only Authorized Committee Members can vote)

(MOTION, DISCUSSION AND POSSIBLE ACTION MAY BE TAKEN ON ANY ITEMS NOTED)


1. Call to Order
 2. Introduction and Roll Call of Committee Members
 3. Approval of Agenda
 4. Review / update of Standing Rules including addressing the following:
 - A. Who Chair's a committee in the event that the chair is absent? Since Co-Chairs are not allowed or mentioned. But, it does state that we can have an Alternate for Secretary, so then why can't we add to our by-laws the position of alternate chairs;
 - B. Alternates are not voting members unless they fill the seat of the board member who is absent that they are appointed for. They can voice on any matter, but only as with regard to public comment and not as part of the board comments.
 - D. Proper Posting of agendas and minutes. Currently and according to the City Attorney and DONE -- we must post at not less than five locations - either hard copy posting or web posting combined together.
 - E. We have two By-Laws posted on our web page. According to city attorney and DONE, we can only have one version and that must be the one that is stamped approved and dated.
 - F. Executive Committee expense authority not to exceed \$500 per item
 5. Review / Update of Bylaws: Revise to format of Template from DONE. [copy provided upon request from ENC office]
 6. New Business:
 6. Public Comment
 7. Board Comment
 8. Establish next meeting date
- Adjourn

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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 Tom Soong, at (323) 359-2579, toll-free at (866) LA HELPS, or e-mail tsoong@mailbox.lacity.org

Joel M. Simon

2 attachments

 **bylaws_agenda_110311jms.pdf**
105K

 **NC Bylaws Corrected Template November 2010.doc**
755K

Louis Krokover <lk2newday@gmail.com>

Sat, Mar 12, 2011 at 7:31 AM

To: Encino Neighborhood Council <enc@socal.rr.com>, Robert Adams <rob@thewebcorner.com>

[Quoted text hidden]

--

Sincerely,
Louis Krokover
President
Newday Development, Inc
(DBA) Newday Construction
CSLB # "B" - 601712

5110 Valjean Ave
Encino, Ca 91436-1314

(O) [818-784-9495](tel:818-784-9495)
(F) [818-783-8924](tel:818-783-8924)
(C) [818-612-9894](tel:818-612-9894)

Web -- www.newdaydevelopment.com

Confidential Notice:

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2 attachments

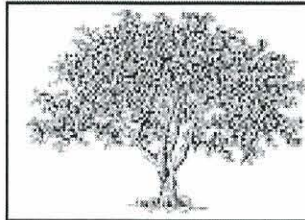
bylaws_agenda_110311jms.pdf

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OFFICERS

Louis Krokover
President

Laurie Kelson
Vice President

**Michael
Kaufman**
Treasurer

Shelley Rivlin
Secretary

Gerald A. Silver
Sergeant at Arms

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7:00 PM

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- 8. Establish next meeting date**

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Louis Krokover <lk2newday@gmail.com>

FW: ENC Bylaws Motion

1 message

Michael Kaufman <kaufman@ucla.edu>

Tue, Mar 15, 2011 at 5:31 PM

To: Joel Simon <jms@asfgslaw.com>

Cc: Encino Neighborhood Council <enc@socal.rr.com>, Laurie Kelson <pkelsondds@aol.com>, "Jerry Silver (Gerald Silver)" <gsilver4@sbcglobal.net>, Louis Krokover <lk2newday@gmail.com>, Shelley Rivlin <srivlin@sbcglobal.net>

Joel:

I received the By-Laws committee meeting agenda today and noticed the issue addressed below was not included. Would it be possible for you to address this issue at the next meeting?

Should you have any questions, please do not hesitate to contact me. Thank you.

Best regards,

Michael Kaufman, AIA, LEED AP
michael kaufman architects
telephone: (818) 995-6270
fax: (818) 995-8215

e-mail: kaufman@ucla.edu

From: Michael Kaufman [mailto:kaufman@ucla.edu]

Sent: Thursday, February 24, 2011 4:35 PM

To: Joel Simon (jms@asfgslaw.com)

Subject: ENC Bylaws Motion

Dear Joel:

Below is a motion that I tried to make at last night's ENC meeting. I have been informed that this motion must originate with the Bylaws committee. Consequently, I am forwarding it to you for your consideration.

By way of background, my Treasurer's trainer at DONE recommended that we implement this policy. I subsequently spoke with Jesse Woods and Tom Soong about this, and they both concur.

The motion is as follows:

"The chair of any committee requesting ENC funds is solely responsible for obtaining all information, providing all documentation, and securing the approvals required by the City of Los Angeles, prior to the distribution of any ENC funds for that request."

Should you have any questions, please do not hesitate to call.

Best regards,

Michael Kaufman, AIA, LEED AP
michael kaufman architects
telephone: (818) 995-6270
fax: (818) 995-8215

e-mail: kaufman@ucla.edu

**NEIGHBORHOOD COUNCIL BYLAWS
TEMPLATE LANGUAGE
NOVEMBER, 2010**

Bylaws Table of Contents

| | |
|-------------|---|
| Article I | NAME |
| Article II | PURPOSE |
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| | Section 2: Internal Boundaries |
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| Article V | GOVERNING BOARD |
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| | Section 2: Quorum |
| | Section 3: Official Actions |
| | Section 4: Terms and Term Limits |
| | Section 5: Duties and Powers |
| | Section 6: Vacancies |
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| | Section 8: Censure |
| | Section 9: Removal |
| | Section 10: Resignation |
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| Article VI | OFFICERS |
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| | Section 1: Standing |
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Section 1: Meeting Time and Place

Section 2: Agenda Setting

Section 3: Notifications/Postings

Section 4: Reconsideration

Article IX FINANCES

Article X ELECTIONS

Section 1: Administration of Election

Section 2: Governing Board Structure and Voting

Section 3: Minimum Voting Age

Section 4: Method of Verifying Stakeholder Status

Section 5: Restrictions on Candidates Running for Multiple Seats

Section 6: Other Election Related Language

Article XI GRIEVANCE PROCESS

Article XII PARLIAMENTARY AUTHORITY

Article XIII AMENDMENTS

Article XIV COMPLIANCE

Section 1: Code of Civility

Section 2: Training

Section 3: Self Assessment

ATTACHMENT A – Map of Neighborhood Council

ATTACHMENT B - Governing Board Structure and Voting

Please note that the Table of Contents cannot be altered in any manner.

For sections that do not apply to the Neighborhood Council, e.g. internal boundaries, please state, “Not Applicable.”

For sections on which the Neighborhood Council chooses to be silent, e.g. removal, censure, please state, “Intentionally Left Blank.”

The Department of Neighborhood Empowerment highly recommends Neighborhood Councils address all the issues in the Bylaws Table of Contents in their bylaws with any

necessary clarifications in standing rules.

ARTICLE I NAME

The name of this Neighborhood Council shall be the [fill in name] Neighborhood Council ("Council").

ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner.

A. The **MISSION** of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;
4. To encourage all Community Stakeholders to participate in activities of the Council;
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and
6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description - The boundaries about the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

1. **North** – [insert description] ;
2. **East** – [insert description] ;
3. **South** – [insert description] ; and
4. **West** – [insert description].

The boundaries of the Council are set forth on the Map of the [fill in name] Neighborhood Council Boundaries, attached as Addendum A.

Section 2: Internal Boundaries [insert description if applicable or if none, state “**Not applicable.**”]

ARTICLE IV STAKEHOLDER

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 who declare a stake in the neighborhood and affirm the factual basis for it. **[this definition is from city ordinance and cannot be changed]** Members of the Council shall be referred to as “Community Stakeholders.”

ARTICLE V GOVERNING BOARD

The Board of Directors (hereinafter “the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan.

Section 1: Composition - The Board shall consist of [insert number, e.g. *fifteen (15)*] Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows:

[sample]

1. **Homeowner Stakeholder Board Members (3)** – Open to Stakeholders 18 years of age or older who owns a residence is located within the NC boundaries.
2. **Renter Stakeholder Board Members (3)** – Open to Stakeholders 18 years of age or older who rent a residence located within the NC boundaries.
3. **Business Stakeholder Board Members (2)** – Open to Stakeholders 18 years of age or older who work or own a business or business property within the NC

boundaries.

4. **Organizational Stakeholder Board Members (2)** – Open to Stakeholders 18 years of age or older who participate in a religious institution, educational institution, community organization, non-profit organization, neighborhood association, school/parent group, faith based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NC boundaries.

5. **Senior Stakeholder Board Member (1)** – Open to Stakeholders 65 years of age or older.

6. **Youth Board Member (1)** – Open to Stakeholders between the ages of 16 and 25. If less than eighteen (18) years of age, the Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts.

7 **At-Large Stakeholder Board Members (3)** – Open to Stakeholders at least 18 years of age.

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”). **[per the Plan]**

Section 2: Quorum - The quorum shall be [insert number] members of the Board. No floating quorums are allowed.

Section 3: Official Actions - A simple majority vote by the Board members present, [select one] not including abstentions OR including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits - Board members shall serve a: [select one] two (2) OR four (4) year OR *four year staggered term commencing after being seated. There are: no term limits. OR Beginning in 2010, Board members may only serve [insert number] consecutive years on the Council Board.

*Description of Staggered terms.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies – Vacancies on the Board shall be filled using the following procedure:

[select one]

Board Fills Vacancies

- a. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.
- b. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- c. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.
- d. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
- e. In no event shall a vacant seat be filled where a general election is scheduled to occur within 60 days of the date that a written application is presented to the Board.

President Fills Vacancies

A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

President Fills Vacancies with Board Approval

A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

Section 7: Absences - Any Board Member who misses [insert number] regularly scheduled consecutive Neighborhood Council Governing Board Meetings or, optionally, [insert number] total Governing Board Meetings during any twelve (12) month period will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal, [select one] the Council Presiding Officer shall notify the Board Member and provide notice to that Board Member that their seat has been declared vacant. OR the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8: Censure - The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action.

Section 9: Removal of Governing Board Members – The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

1. **Petition by Stakeholders**– A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of [select one] fifty (50) OR [insert number] Stakeholders.

a. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.

b. Removal of the identified Board member requires a [select one] majority of the attending Board members (default) OR a two-thirds (2/3) majority of the attending Board Members.

c. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

2. **Petition by Board** - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least [select one] three (3) OR [insert number] Board members.

a. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.

b. Removal of the identified Board member requires a [select one] two-thirds (2/3) majority OR majority of the attending Board Members.

c. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

d. The Board member being removed must first have been censured by the

Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

Section 10: Resignation - A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. Removal of the Board member requires a [select one] two-thirds (2/3) majority of the attending Board members OR majority of the attending Board Members.

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

[Additional Outreach Options]

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.

In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.

Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

a. The President shall act as the chief executive of the Council and shall preside at all Council meetings.

b. The Vice President shall serve in place of the President if the President is unable to

serve.

c. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council.

d. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

Section 3: Selection of Officers -

[select one]

Officer positions shall be filled annually OR every [number] years at the first official Board meeting following their election or selection in Board election years, and at the subsequent [insert number] year anniversary mark of the Officers' election in Board non-election years.

OR

Officer positions are elected during the City Clerk conducted elections of the Council.

Section 4: Officer Terms - The Officers shall serve [insert number] year terms and serve at the pleasure of the Board. They may stand for reelection annually OR every [insert number] years.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees – The Standing Committees of the Council are: [insert committees such as: The Executive Committee, the Budget and Finance Committee, The Outreach and Communications Committee, The Planning and Land Use Committee, The Elections Committee, the Community Activities and Projects Committee, the Bylaws and Procedures Committee, and the Public Safety Committee.]

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

[can be in standing rules instead of bylaws]

- a. **Committee Authority** - All committee recommendations shall be brought back to the full Board for discussion and action.
- b. **Committee Structure** – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of [insert number that is less than a majority of quorum] or less Board members and may include any interested Stakeholders.
- c. **Committee Appointment** – All Committee Chairs shall be appointed by the [select one] President and confirmed by the Board OR by the Board. **optional language - Only those Committee members who are Board members are eligible to serve as Chairman of a committee.** The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- d. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.
- e. **Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.
- f. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

a. **Regular Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

b. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting –

[select one]

- The Executive Committee shall set the agenda for each Council meeting.

OR

- The President shall set the agenda for each Council meeting.

AND can also include a stakeholder option, such as:

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or, at the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council is required to consider the proposal at a Committee or Board meeting, but is not required to take further action on the proposal. Proposals made under the this subsection are subject to the rules regarding reconsideration

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council's five (5) Public Notice Locations specified on the Posting Location Form filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

[select one]

- The Board may reconsider or amend its actions through a Motion for Reconsideration process defined in its standing rules.

OR

- 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 that follows the meeting where the action subject to reconsideration occurred. The Council may also convene 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 that 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 Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

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.

ARTICLE IX FINANCES

[there should be no mention of checking accounts or petty cash in this article]

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Neighborhood Council's election will be conducted by the City Clerk every two (2) years in every even-numbered year in accordance with the rules and regulations promulgated by the City Clerk. The City Clerk will hold these elections between March and June of the even-numbered years. The rules and regulations developed by the City Clerk shall take precedence over any inconsistent language in the Council bylaws.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - All Community Stakeholders aged [insert the desired age which must be at least twelve (12) years old under the City Clerk's proposed rules] and above shall be entitled to vote in the Neighborhood Council Elections.

Section 4: Method of Verifying Stakeholder Status

[select one]

Voters will verify their Stakeholder status through written self-affirmation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing the facts to support that declaration.

OR

Voters will verify their Stakeholder status by providing documentation acceptable to the City Clerk – Election Division. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation acceptable to the City Clerk – Election Division supporting that declaration. Factual basis Stakeholders will also be required to provide a form of documentation to substantiate their factual basis claim.

Section 5: Restrictions on Candidates Running for Multiple Seats

[select one]

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

OR

A candidate may declare their candidacy for more than one (1) position on the Council Board during a single election cycle.

If a candidate seeking multiple Board positions on the Council is declared the winning candidate for more than one of those positions, the candidate will be required to vacate all except one Board position within no more than three days from the day the elections are certified or from the day when any and all election recounts and challenges are resolved for

your 2010 NC election, whichever date is later. These vacated positions shall be filled with the remaining candidate who received the most votes, or if none, via the vacancy clause. Where the candidate does not vacate all except one Board position by the deadline, the candidate will be stripped of all positions except for the position where the candidate received the most votes.

Section 6: Other Election Related Language [insert any other election related language or if none, state "Not Applicable."]

ARTICLE XI GRIEVANCE PROCESS

[sample]

- A. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.
- B. 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.
- C. 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.
- D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary 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.
- E. 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.
- F. Board members are not permitted to file a grievance against another Board member or against the Council.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the: [select one]

Council rules of order when conducting Council meetings as set forth in its standing rules.

OR

Rosenberg's rules of order when conducting Council meetings. If Rosenberg's rules of order

are silent on an issue, the Council shall refer to Robert's rules of order.

OR

Robert's rules of order when conducting Council meetings.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.

B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

D. An amendment to these bylaws requires a [select one] two-thirds OR simple majority vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

[Other Amendment Option]

Any Board member or Stakeholder may propose an amend to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.

ARTICLE XIV COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as "the Plan"), the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

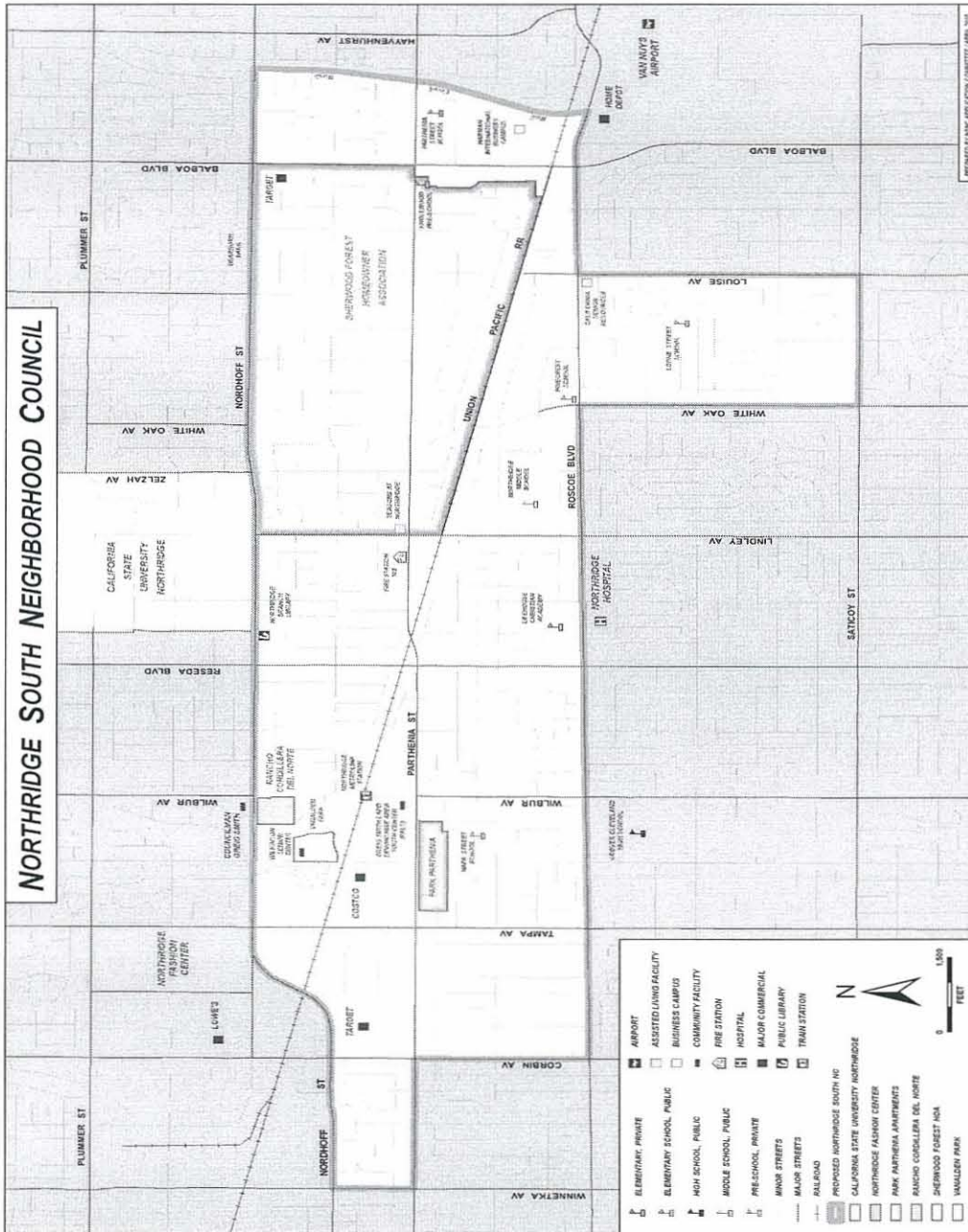
Section 1: Code of Civility – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or

they will lose their Council voting rights.

Section 3: Self Assessment – Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A [NSNC Example]



ATTACHMENT B

| BOARD POSITION | ELECTED OR APPOINTED? | ELIGIBILITY TO RUN FOR THE SEAT | ELIGIBILITY TO VOTE FOR THE SEAT |
|---|-----------------------|--|--|
| <p><i>[Below find sample language for Stakeholder eligibility to run and vote for positions. Where the Stakeholder eligibility for the seat has not been defined, the default eligibility to establish candidacy for the position would be the Neighborhood Council's Stakeholder definition.]</i></p> | | | |
| President | Elected | Stakeholder | Community Stakeholder who is 13 years of age at the time of the election. |
| Community-Based Organization Representative | Elected | Stakeholder who is at least 18 years of age at the time of the election, who is a member of a community based organization or a faith-based group. | Stakeholder who is 16 years of age. |
| At-large Representative | Elected | Any Stakeholder who is at least 18 years of age at the time of the election. | Any Stakeholder who is at least 18 years of age at the time of the election. |
| <p><i>[Below find sample language for candidacy and voter eligibility in districts.]</i></p> | | | |
| Homeowner Representative Area 3 | Elected | Stakeholder who is 16 years of age or older who lives within Area 3 of the council boundaries, and owns and occupies their place of residence whether single- or multi-family. | Homeowner Stakeholder who is 16 years of age or older who lives within Area 3. Must live and own place of residence. |
| Sub-Area Representative At-large Stakeholder Seat | Elected | Stakeholder who may be a resident of the Sub-area or any other Stakeholder category group in the Sub-area. | Community Stakeholder who is 13 at the time of the election. |
| <p><i>[Below find sample language for candidacy and voter eligibility for the factual basis position.]</i></p> | | | |

| | | | |
|---------------------------|----------------|--|--|
| Community Director | Elected | Stakeholder older than 18 years who lives, works, or owns property or those who declare a stake in the neighborhood and affirm the factual basis for it. | Stakeholder who lives, works, or owns property in the neighborhood and also those who declare a stake in the neighborhood and affirm the factual basis for it. |
|---------------------------|----------------|--|--|

**ADD
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STANDING RULES ADOPTED BY ENCINO NEIGHBORHOOD CouncilBoard As Amended Through 8-22-07

[Standing Rules may be approved by the CouncilBoard to supplement the administration of the Bylaws. Such rules shall be in addition to the Bylaws and shall not be construed to change or replace any Bylaws. If there is a conflict between a provision of the Bylaws and a Standing Rule, the Bylaws shall govern. Standing Rules may be adopted, amended, or repealed by a two-thirds (2/3) vote of the CouncilBoard Representatives voting]

1. Board Meetings.

A. Conduct. Unless the ChairpersonPresident announces otherwise at the commencement of the meeting, (i) the conduct of meetings of the CouncilBoard and committees shall be governed by Roberts Rules of Order Revised as articulated in the City of Los Angeles Department of Neighborhood Empowerment Board Orientation Packet's "The Basic Rules of Parliamentary Procedure For Neighborhood Councils"; [Adopted 9-29-05] and (ii) the Sergeant at Arms shall be the parliamentarian for the meeting to provide interpretations of parliamentary procedure as requested from time to time by the presiding officer. [Adopted 12-6-06]

B. Public Comment. Public comment for items not on the CouncilBoard Agenda, including announcements, comments, or requests, shall be Agendized as Public Comment, which shall follow Old Business and New Business. Public Comment speakers shall be limited to two minute each. The total Comment Period shall not last more than ten minutes. At the conclusion of all business, if time allows, the presiding officer may, at his or her discretion, open another Comment Period. The Agenda shall include Board member Comment which shall be limited to one minute per person. The Chair may impose a reasonable time limit on any speaker. [Adopted 9-29-05]

C. Fairness. The CouncilBoard shall make every reasonable effort to host at least two positions of equal time for every issue on which a vote is expected. In the event no alternate point of view is presented, the CouncilBoard may by majority vote of the CouncilBoard Representatives voting defer a vote to the next regularly scheduled CouncilBoard meeting or vote on the issue. [Adopted 9-29-05]

D. Agenda. Copies of Agendas, Minutes, and other materials from meetings will be available for public inspection at the Encino Neighborhood CouncilBoard and to the extent feasible be posted on the website: [www.encinocouncilBoard.org](http://www.encino<u>councilBoard</u>.org). [Adopted 9-29-05]

E. Notice. At least seven days before the regular CouncilBoard meeting, the Proposed Agenda (which shall be subject to revision at the discretion of the President up to 72 hours prior to the meeting) shall be mailed (including electronic mail) or faxed to all CouncilBoard Representatives and Alternates and such other interested persons as requested and as the CouncilBoard directs. The Final Agenda for the regular CouncilBoard meetings shall be posted at least 72 hours in advance at the Encino Chamber of Commerce, and a good faith effort shall be made to also post the agenda at the Encino Community Center, Encino/Tarzana Branch

ENCINO NEIGHBORHOOD COUNCIL STANDING RULES

STANDING RULES ADOPTED BY ENCINO NEIGHBORHOOD COUNCILBOARD As Amended Through 8-22-07

of the Los Angeles Public Library, and such other public places as the CouncilBoard determines All materials mailed (electronically or otherwise), faxed, or distributed to CouncilBoard Representatives and Alternates shall be similarly distributed in a timely manner to members of the public who have so requested receipt of same. A form for this purpose shall be made readily available to interested persons. Copies of the Agenda, Minutes, and other materials distributed to CouncilBoard Representatives and Alternates shall be made available to the public at each meeting. A copy of each item for the current meeting shall be placed in a clearly marked binder which shall be readily available for public review. [Adopted 9-29-05, amended 7-26-06]

F. Consent Items. The Agenda of the Board may have as an item following the approval of the minutes an Item denoted "Consent Items". Consent Items shall consist of recommended actions of a routine nature passed unanimously by a committee for referral to the Board. The presiding officer will ask if there are any objections to the Consent Items, if there are none, they shall be deemed unanimously adopted by the affirmative vote of all Representatives present. If there is an objection to an Item by a Representative, the item shall be heard and acted upon under the report of the Committee that referred the item. Each consent item will be described in 20 words or less. Materials related to the Consent Item shall be available to the Representatives at the meeting. [Adopted 7-26-06]

G, Bylaws. At the first reading of a proposed bylaw amendment no vote or action may be taken until the second reading; however, Board Members may comment or make suggestions regarding the proposed amendment. [Adopted 8-22-07]

H. Voting. At Board meetings only voting Board Representatives and Alternates shall be seated at the table. In the event that a Voting Alternate is seated at the table and the Board Representative is subsequently present, the Alternate shall return to the floor;. they can voice on any matter as permitted for public comment and not as part of the Board comments. Newly elected Representatives will not be seated pending the final results of a recount or an election challenge. The incumbent Representatives will continue in their duly elected/appointed positions until all election challenges are resolved

2 Committees.

A, Executive Committee. The Executive Committee shall consist of the officers of the Board. Two Representatives at large shall be appointed as standby alternates one and two (on a rotating basis as much as possible) by the President (or presiding officer in the absence of the President) for each meeting of the Executive Committee and be eligible to vote in the order designated in absence of one or more officers of the Board. The Executive Committee shall have the authority to set the agenda and scheduling for each Board meeting. The Executive Committee may also discuss and make recommendations to the Board akin to any other committee. Meetings of the Executive Committee may be called by the President, or presiding officer in the absence of the President or any two officers. A quorum for the Executive Committee shall be a majority of the elected officers (excluding any office that is then permanently vacant) and two at large Representatives. In the determination of the Executive Committee that there is not time to defer approval of an appropriation to the next Board meeting,

**STANDING RULES ADOPTED BY ENCINO NEIGHBORHOOD COUNCILBOARD
As Amended Through 8-22-07**

the Executive Committee shall have authority to approve on behalf of and in place and stead of the Board, any monetary expenditure not exceeding \$500.00.

B. Procedures. Committee meetings scheduled back to back should be avoided with a strong preference to have only one meeting scheduled per day and not to have meetings during normal work hours. Committee Agendas should show the committee members. Committee Chairs shall coordinate the meeting dates through the CouncilBoard office before posting notices to avoid conflicting meetings. Committee recommendations shall be decided by majority vote of committee members present and voting. A minority report, if submitted, is to be provided with a written majority report when a recommendation is made to the CouncilBoard. The vote count must be shown on the written recommendation. [Adopted 9-29-05; amended 8-22-07]

C. Funding Requests. The chair of any committee requesting an appropriation of Encino Neighborhood Council (ENC) funds is solely responsible for obtaining all information, providing all documentation, and securing the approvals required by the City of Los Angeles, prior to the distribution of any ENC funds for that request.

D. Meetings. Committees must meet at least once each calendar quarter at specified periodic times and written minutes or reports of the meetings must be filed with the Board within seven business days of the meetings. If the Committee does not meet once each calendar quarter, the Vice President may disband the Committee. [Adopted 3-22-06]

E. Vice Chairs. A Vice Chair of a committee may be selected by the Chair of a Committee with the approval of the Vice President, to act as temporary chair of the committee in the absence of the Committee Chair.

73. Grievance Procedures. [Adopted 11-23-05; amended 3-22-06]

A. Any non-conflicted Stakeholder may serve on the ad hoc grievance panel (Grievance Panel”) excluding Alternates and Representatives of the CouncilBoard.

B. The President and the Vice-President, or their designees, shall represent the CouncilBoard in connection with the Grievance. In the event the President or the Vice-President is conflicted, the other of them shall designate the CouncilBoard representatives to participate in the Grievance processes. If both are conflicted, then the Executive Committee shall select the CouncilBoard Representatives. Such designation shall be made within five (5) days of receipt of the Grievance.

C. The Grievance Panel shall set a meeting date within ten (10) days of their appointment for the purpose of have a hearing on the grievance, at which sufficient time shall be set aside to have the aggrieved parties present their concerns and for response by the CouncilBoard representatives and other interested parties. The Grievance Panel shall endeavor to encourage the resolution of the grievance by agreement of the parties. If agreement is not

STANDING RULES ADOPTED BY ENCINO NEIGHBORHOOD COUNCIL BOARD As Amended Through 8-22-07

possible the Grievance Panel shall include in its report the positions of the parties and its recommendation to the Council Board for proposed action on the Grievance.

D. In the event that the Grievance Panel is unable to be selected (there being a lack of five persons who have previously indicated a willingness to serve on the Grievance Panel) or the parties were unable to reach agreement, then the matter may shall be referred to mediation with a professional mediator, preferably who is willing to act on a pro bono basis. It shall be the responsibility of the Secretary (or if the Secretary is conflicted, the President, or if both are conflicted, the Executive Committee) to select the mediator. The mediation shall be held within ten (10) days of the selection of the mediator. The mediator shall be selected within five (5) days of the receipt of the grievance if a Grievance Panel is not able to be selected by the Secretary or within five (5) days of the Grievance Panel reporting that the parties did not reach agreement at the hearing. In the event a Grievance Panel has not been selected or the parties have not been able to reach agreement through the Grievance Panel process and a mediation has not been commenced by the next regularly scheduled Executive Committee meeting more than ten (10) days after the time for the Secretary to select a mediator, the Executive Committee shall cause within five (5) days a mediation to be opened with the City Attorney Dispute Resolution Program or any of its affiliated participating programs (213) 485-8324,

E. An appeal to ~~DONE~~ Department of Neighborhood Empowerment shall not be undertaken until the grievance process has been completed with a vote by the Council Board on the report of the Grievance Panel or the Council Board's rejection of implementation of agreements reached in the Grievance process.

F. The filing of a grievance shall not effect the action of the Council Board to which the grievance applies.

G. The President shall report to the Executive Committee at its regular meetings the pending status of all open Grievances.

4. Conflict of Interest A representative, alternate or committee member who is concerned that he or she may have a conflict of interest in connection with a matter before the Council Board or a committee of the Council Board is encouraged to consult (but is not required to do so) the City Attorney. If a person receives advice that there is a conflict of interest, the board member shall recuse themselves from participating in the decision. Absent an opinion of the City Attorney, it is the responsibility of representative, alternate or committee member to personally determine whether or not he or she has a conflict of interest. The board or committee may determine by a majority vote that an individual board or committee member should seek advice of the City Attorney as to whether or not a conflict exists as to a matter and if the board member refuses to seek advice, then the board member may not participate in the decision, including voting on the matter; in which case, the matter will be put over to the next regular of the Council Board unless two-thirds of the Representatives vote to hear the matter immediately. This rule does not affect the rights, obligations and remedies of the representative, alternate, committee member and any other persons resulting from a representative, alternate or committee

STANDING RULES ADOPTED BY ENCINO NEIGHBORHOOD COUNCILBOARD As Amended Through 8-22-07

member's failure to declare a conflict of interest in connection with the matter voted upon. A board member who does not seek advice of the City Attorney assumes the risk of their behavior and may be subject to civil or criminal liability without the indemnification protections offered by the City Charter. Similarly, someone who "personally determines" their own conflict, assumes the same risk. Expenditure of funds, voting on contracts, or voting on policies that may create contracts, present an entirely different set of ethical concerns under Government Code section 1090. Any board member concerned with a Government Code section 1090 violation should immediately contact the City Attorney, and if warranted, the City Attorney may issue an advice letter voiding the expenditure and preventing the Neighborhood CouncilBoard from entering or voting on the subject. [Adopted 7-26-06]

5. Code of Civility. CouncilBoard Representatives and alternates are encouraged to abide by the following Code of Civility to the best of their abilities:

A. Conduct oneself in a professional and civil manner at all times as a representative of the CouncilBoard.

B. Treat each member of the board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion.

C. Even in the face of disagreement or differences of opinion, to demonstrate esteem and deference for colleagues and the public.

D. Under no circumstances during CouncilBoard meetings, functions, or events to engage in or threaten to engage in any verbal or physical attack on any other individual.

E. Communicate ideas and points of view clearly, and allow others to do the same without interruption.

F. To Not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.

G. Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.

H. To take responsibility for your own actions, and work to fulfill your role and responsibilities as specified in the bylaws

I. To attempt to abide by the applicable laws that govern the CouncilBoard, including bylaws, standing rules, the Brown Act, ethics rules, city ordinances, and the City Charter, and not knowingly violate any of the above.

J. To abide by the CouncilBoard's meeting procedures or rules in order to create a safe and effective environment for conducting business.

K. Promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate these rules of civility that we have pledged to follow, to join fellow board members in demanding that the persons conduct themselves in a respectful and orderly manner even if you agree with the point of view that is being expressed.

L. Seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.

M. Pledge to truly listen to and hear other points of view.

N. Practice the art of being able to disagree without being disagreeable.

**STANDING RULES ADOPTED BY ENCINO NEIGHBORHOOD COUNCILBOARD
As Amended Through 8-22-07**

6. **Copying Costs** for Requests for Copies of Records. Requested copies of public records will be produced at a charge of One Dollar (\$1.00) per request, plus ten cents (\$.10) for each page, plus the actual costs of staff time in excess of the first thirty (30) minutes for retrieving and duplicating the document(s). [Adopted 2-28-07]
7. **Funding Priorities.** In allocating funding for community projects the highest priority shall first be given to expenditures that would be for use within the boundaries of the CouncilBoard. The intent of the program is to provide benefit to the CouncilBoard's geographic area. An expenditure for use not within the CouncilBoard's geographic boundaries (such as for schools that are located outside of the CouncilBoard boundaries but serve Encino children) requires the CouncilBoard to (i) make findings that the funds are not needed for projects of equal or greater need within the boundaries of the CouncilBoard, (ii) be supported by a statement of need from the applicant, including disclosure of the participation of other Neighborhood CouncilBoards within whose boundary the applicant is located or provides services, (iv) be supported by a letter of acknowledgment from the applicant of the request for the assistance, and (v) be approved by DoNE. [Adopted 8-22-07]

ENCINO NEIGHBORHOOD COUNCIL BYLAWS

MARCH __, 2011

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ATTACHMENT A – Map of Neighborhood Council

ATTACHMENT B - Governing Board Structure and Voting

~~Please note that the Table of Contents cannot be altered in any manner.~~

~~For sections that do not apply to the Neighborhood Council, e.g. internal boundaries, please state, “Not Applicable.”~~

~~For sections on which the Neighborhood Council chooses to be silent, e.g. removal, censure, please state, “Intentionally Left Blank.”~~

~~The Department of Neighborhood Empowerment highly recommends Neighborhood Councils address all the issues in the Bylaws Table of Contents in their bylaws with any necessary clarifications in standing rules.~~

ARTICLE I NAME

The name of this Neighborhood Council shall be the fill in name Encino Neighborhood Council ("Council").

ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner.

A. The **MISSION** of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;
4. To encourage all Community Stakeholders to participate in activities of the Council;
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and
6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description - The boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

1. **North** – Victory Boulevard [insert description];
2. **East** – The 405 Freeway [insert description];
3. **South** – Mulholland Drive [insert description]; and
4. **West** – Lindley Avenue to its terminus, then extends southwest (around the terminus of Lake Encino Drive), then southwest following the 91356/91316 zip code boundary (where the Avenida Orienta fire road meets Mulholland Drive) [insert description].

The boundaries of the Council are set forth on the Map of the [fill in name] Encino Neighborhood Council Boundaries, attached as Addendum A.

Section 2: Internal Boundaries – Seven (7) geographical areas shown on Appendix "B". [insert description if applicable or if none, state "Not applicable."]

ARTICLE IV STAKEHOLDER

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 who declare a stake in the neighborhood and affirm the factual basis for it. ~~[this definition is from city ordinance and cannot be changed]~~ Members of the Council shall be referred to as "Community Stakeholders."

ARTICLE V GOVERNING BOARD

The Board of Directors (hereinafter "the Board") shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan.

Section 1: Composition - The Board shall consist of [insert number, e.g. ~~fifteen~~ twenty-one (2145)] Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The composition of the Board shall be as follows:

[sample]

1. Elected Organization Representatives and Alternates Homeowner Stakeholder Board Members (93) – Open to One (1) Representative and Alternate Representative 18 years of age or older for each stakeholder category (other than as provided in Section 2, below), as listed and designated in Appendix "A" attached hereto. All eligible Stakeholders may vote. Candidates must be an eligible stakeholder member of an

~~organization fitting the category in which the candidate is running. Open to Stakeholders 18 years of age or older who owns a residence is located within the NC boundaries.~~

2. ~~**Selected Organizational Representatives and Alternates**~~ **Renter Stakeholder Board Members (3)** – Open to Three (3) Representatives and Alternates 18 years of age or older as designated on Appendix A, to be selected by the following organizations: Encino Chamber of Commerce, one (1) Representative and one (1) Alternate Representative, Encino Property Owner's Association, one (1) Representative and Alternate Representative, and Homeowners of Encino (1) Representative and Alternate Representative, by filing with the Council (i) a duly approved resolution and minutes, including the number of voting members present, attesting under penalty of perjury, to the selection of a Board Members as the organization's Representative and Alternate Representative to the Council at a duly noticed meeting of its Board of Directors, (ii) a print out from the Secretary of State Website showing the organization to be currently active and not dissolved; (iii) its current bylaws certified under penalty of perjury; and (iv) that The Secretary of the organization certify under penalty of perjury that the organization has not less than 150 dues paying members. ~~Stakeholders 18 years of age or older who rent a residence located within the NC boundaries.~~

3. ~~**Area Representatives and Alternates**~~ **Business Stakeholder Board Members (7)** – Open to One (1) Representative and Alternate 18 years of age or older elected from each of the seven (7) geographical areas shown on Appendix "B" attached hereto by those stakeholders residing in each respective area as designated on Exhibit B. Candidates must be an eligible stakeholder residing in the area for which the candidate is running ~~Stakeholders 18 years of age or older who work or own a business or business property within the NC boundaries.~~

4. ~~**At Large Representatives**~~ **Organizational Stakeholder Board Members (2)** – Open to Two (2) Stakeholders 18 years of age or older who and Alternates participate in a religious institution, educational institution, community organization, non-profit organization, neighborhood association, school/parent group, faith-based group, senior group, youth group, arts association, service organization, boys or girls club, cultural group, or environmental group within the NC boundaries.

5. ~~**Alternate Representatives**~~ **Senior Stakeholder Board Member (1)** – The candidate receiving the second highest number of votes shall be the Alternate Representative. If the second highest vote recipient declines the position as Alternate, then it shall be offered to the next highest vote recipient and so on until an acceptance is received. The Alternate Representative shall be a voting member of the Council at any Council meeting from which the Representative is absent and, if a Representative resigns or is removed from office, the Alternate Representative shall become the Representative for the remainder of the Representative's elected term. ~~Open to Stakeholders 65 years of age or older.~~

6. ~~**Youth Board Member (1)**~~ – ~~Open to Stakeholders between the ages of 16 and 25. If less than eighteen (18) years of age, the Youth Board member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations to enter into contracts.~~

~~7 **At-Large Stakeholder Board Members (3)** — Open to Stakeholders at least 18 years of age.~~

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”). ~~[per the Plan]~~

Section 2: Quorum - The quorum shall be 11 ~~insert number~~ members of the Board. No floating quorums are allowed.

Section 3: Official Actions - A simple majority vote by the Board members present, ~~[select one]~~ not including abstentions ~~OR including abstentions~~, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits - Board members shall serve a: ~~[select one]~~ two (2) ~~OR four (4) year~~ ~~OR *four year staggered term~~ commencing after being seated. There are: ~~no term limits.~~ ~~OR Beginning in 2010, Board members may only serve [insert number] consecutive years on the Council Board.~~

~~*Description of Staggered terms.~~

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies – Vacancies on the Board shall be filled using the following procedure:

~~[select one]~~

Board Fills Vacancies

a. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.

b. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.

c. If only one Stakeholder has made an application for a vacant seat, then a vote of the Board shall be taken and the applicant installed by majority vote of the Board. If more than one Stakeholder has made an application for an empty seat, then an open and fair vote shall be taken at the next regular meeting by all Stakeholders present. The vote shall be presided over by the Council and shall include one vote per Stakeholder.~~The~~

~~Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.~~

d. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.

e. In no event shall a vacant seat be filled where a general election is scheduled to occur within 60 days of the date that a written application is presented to the Board.

~~**President Fills Vacancies**~~

~~A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.~~

~~**President Fills Vacancies with Board Approval**~~

~~A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.~~

Section 7: Absences - Any Board Member who misses ~~[insert number]~~ **three (3) unexcused** regularly scheduled consecutive Neighborhood Council Governing Board Meetings or, optionally, ~~[insert six (6) number]~~ total Governing Board Meetings during any twelve (12) month period will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal, ~~[select one]~~ **the Council Presiding Officer shall notify the Board Member and provide notice to that Board Member that their seat has been declared vacant.** ~~OR the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member.~~ Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8: Censure - The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action.

Section 9: Removal of Governing Board Members – The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

- 1. Petition by Stakeholders**– A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of ~~[select one]~~ **fifty (50)** ~~OR [insert number]~~ **the greater of ten**

percent (10%) of the ballots cast in the last council election or not less than one hundred (100) Stakeholders.

- a. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.
- b. Removal of the identified Board member requires a [select one] majority of the attending Board members (default) OR a two-thirds (2/3) majority of the attending Board Members.
- c. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

~~2. **Petition by Board** — Intentionally omitted. A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least [select one] three (3) OR [insert number] Board members.~~

- ~~a. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.~~
- ~~b. Removal of the identified Board member requires a [select one] two-thirds (2/3) majority OR majority of the attending Board Members.~~
- ~~c. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.~~
- ~~d. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.~~

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

Section 10: Resignation - A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. ~~Removal of the Board member requires a [select one] two-thirds (2/3) majority of the attending Board members OR majority of the attending Board Members.~~

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

[Additional Outreach Options]

- ⊖ The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.
- ⊖ The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.
- ⊖ In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.
- ⊖ Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, ~~and~~ Treasurer and a Sergeant at Arms.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

- a. The President shall act as the chief executive of the Council and shall preside at all Council meetings. The President shall have the power to issue, modify and revoke executive orders to carry out resolutions of the Council or to implement the bylaws or standing rules. Executive orders shall be issued in writing and placed with the minutes of of the Council and notice of thereof provided to all Representatives by the next meeting of the Council.
- b. The Vice President shall serve in place of the President if the President is unable to serve and, in case of vacancy in the office of President, or in the case of the President's unavailability due to sickness, disability, death or resignation, the Vice President shall perform the duties of the President and when so acting shall have all the powers and perform such other duties as the Board or the Bylaws may prescribe. The Vice President shall be responsible for the oversight of all committees designated by the Board. The Vice President shall perform all other duties as the President or the Board may assign from time to time.

c. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council.

d. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

e. The Sergeant at Arms shall ensure that the Board's meetings are undertaken in an orderly and expeditious manner, including the calling of proper authorities should a physical altercation seem to be ensuing. The Sergeant at Arms shall also be the timekeeper for the Board, ensuring that all speakers speak within the required timeframes.

Section 3: Selection of Officers -

[select one]

Officer positions shall be filled ~~annually OR every [number]two (2)]~~ years at the first official Board meeting following their election or selection in Board election years, ~~and at the subsequent [insert number] year anniversary mark of the Officers' election in Board non-election years.~~

OR

~~Officer positions are elected during the City Clerk conducted elections of the Council.~~

Section 4: Officer Terms - The Officers shall serve [insert number]two (2)] year terms and serve at the pleasure of the Board. They may stand for reelection ~~annually OR every [insert number]two (2)]~~ years.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees – The Standing Committees of the Council are: [insert committees such as: {The Executive Committee, the Airport Committee, the Budget and Finance Committee, the Education Committee, {The Outreach and Communications Committee, {The Planning and Land Use Committee, The Elections Parks Committee, the Community Activities and Projects Traffic/Transportation Committee, the Bylaws and Procedures Committee, and the Public Safety Committee and such other committees established by the Board from time to time.}]

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

~~[can be in standing rules instead of bylaws]~~

a. **Committee Authority** - All committee recommendations shall be brought back to the full Board for discussion and action. The rules and authority applicable to the Executive Committee and other Standing Committees in addition to that set forth in these Bylaws include all polices, rules and authority set forth in the Standing Rules adopted by the Board.

b. **Committee Structure** – With the exception of the Executive Committee, Committee membership shall be ~~appointed by the President and ratified by the~~ open to all Stakeholders Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of ~~insert number that is less than a majority of quorum~~ five (1) or less Board members and may include any interested Stakeholders. Each committee shall consist of not more than nine (9) persons, provided that there shall not be more than five voting members that are Representatives and/or Alternates and shall, to the extent possible, include at least one voting member Stakeholder who is not an elected member of the Board. Each Board member shall join at least one committee by the second meeting of the Board after an Election. If more than nine stakeholders desire to serve on a committee, the Chairman shall select the individuals to serve and may designate up to three alternate committee members in order of priority to serve in the absence of a committee member.

c. **Committee Appointment** – All Committee Chairs shall be appointed by the ~~select one~~ Vice President and confirmed by the Board ~~OR by the Board~~. ~~Optional language~~ – Only those Committee members who are Board members or Alternates are eligible to serve as Chairman of a committee. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board. No Alternate may be appointed to be a chairperson of a committee until all elected Board members on the committee have declined to become the chairperson. Each member of a committee shall continue until a successor is appointed, unless the committee is terminated. All committees shall run concurrently with the two (2) year election cycle and each member shall be eligible for reappointment as long as they remain eligible stakeholders.

d. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting. All committee work is to be reported to the Board and no actions can be taken on behalf of the Council without a vote by the Council.

e. **Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes. Vacancies in any committee may be filled by

appointments made by the committee chairperson with the concurrence of the Vice President of the Council.

f. **Removal of Committee Members** – Committee members may be removed if the member has two (2) unexcused absences or four (4) absences, whether or not excused, during the term of the Board election cycle. in the same manner in which they were appointed.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

a. **Regular Meetings** - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

b. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting –

[select one]

The Executive Committee shall set the agenda for each Council meeting.

OR

~~The President shall set the agenda for each Council meeting.~~

~~AND can also include a stakeholder option, such as:~~

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or, at the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council is required to consider the proposal at a Committee or Board meeting, but is not required to take further action on the proposal. Proposals made under the this subsection are subject to the rules regarding reconsideration

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council's five (5) Public

Notice Locations specified on the Posting Location Form filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

[select one]

~~The Board may reconsider or amend its actions through a Motion for Reconsideration process defined in its standing rules.~~

OR

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 that follows the meeting where the action subject to reconsideration occurred. The Council may also convene 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 that 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 Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- 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.

ARTICLE IX FINANCES

~~[there should be no mention of checking accounts or petty cash in this article]~~

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.
- E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Neighborhood Council's election will be conducted by the City Clerk every two (2) years in every even-numbered year in accordance with the rules and regulations promulgated by the City Clerk. The City Clerk will hold these elections between March and June of the even-numbered years. The rules and regulations developed by the City Clerk shall take precedence over any inconsistent language in the Council bylaws.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - All Community Stakeholders aged ~~[insert the desired age which must be at least twelve (12) years old under the City Clerk's proposed rules]~~¹⁸ and above shall be entitled to vote in the Neighborhood Council Elections.

Section 4: Method of Verifying Stakeholder Status

~~[select one]~~

~~☐ Voters will verify their Stakeholder status through written self affirmation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing the facts to support that declaration.~~

~~OR~~

☐ Voters will verify their Stakeholder status by providing documentation acceptable to the City Clerk – Election Division. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation acceptable to the City Clerk – Election Division supporting that declaration. Factual basis Stakeholders will also be required to provide a form of documentation to substantiate their factual basis claim.

Section 5: Restrictions on Candidates Running for Multiple Seats

~~[select one]~~

~~☐ A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.~~

~~OR~~

~~☐ A candidate may declare their candidacy for more than one (1) position on the Council Board during a single election cycle.~~

~~If a candidate seeking multiple Board positions on the Council is declared the winning candidate for more than one of those positions, the candidate will be required to vacate all except one Board position within no more than three days from the day the elections are certified or from the day when any and all election recounts and challenges are resolved for your 2010 NC election, whichever date is later. These vacated positions shall be filled with the remaining candidate who received the most votes, or if none, via the vacancy clause. Where the candidate does not vacate all except one Board position by the deadline, the candidate will be stripped of all positions except for the position where the candidate received the most votes.~~

Section 6: Other Election Related Language Initiative. Upon written petition of stakeholders which describes in detail sufficient to satisfy the requirements of the Brown Act a policy or action within the jurisdiction of the Council and includes the signatures of the greater of 10% of the ballots cast in the last council election or not less than 100 Stakeholders, the policy or action shall be put to the vote of the Stakeholders in the next regularly scheduled Council election of Representatives. The affirmative vote of a majority of the Stakeholders voting in the elections shall be required to adopt the policy or action. . ~~[insert any other election related language or if none, state “Not Applicable.”]~~

ARTICLE XI GRIEVANCE PROCESS

A. Any grievance by a Stakeholder must be submitted in writing to the Board. The Board shall then refer the matter to an ad hoc grievance panel comprised of five (5) Stakeholders in the South

Valley Planning Area who are randomly selected by the Board secretary from a list of volunteers who have previously expressed an interest in serving from time-to-time on such a grievance panel. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

B. Thereafter, a panel member shall prepare, within thirty (30) days, a written report to be forwarded by the Secretary of the Board outlining the panel's collective recommendations for resolving the grievance. Alternatively, an alternative dispute resolution process may be used. The Board may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

C. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Board's Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and Federal law.

[sample]

~~A. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.~~

~~B. 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.~~

~~C. 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.~~

~~D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary 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.~~

~~E. 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.~~

~~F. Board members are not permitted to file a grievance against another Board member or against the Council.~~

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the: **[select one]**

~~Council rules of order when conducting Council meetings as set forth in its standing rules.~~

OR

~~Rosenberg's rules of order when conducting Council meetings. If Rosenberg's rules of order are silent on an issue, the Council shall refer to Robert's rules of order.~~

OR

Robert's rules of order when conducting Council meetings.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

~~A. Any Board member or Stakeholder may propose an amend to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.~~

~~B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.~~

~~C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.~~

~~**DB.** An amendment to these bylaws requires a **[select one]** two-thirds **OR** simple majority vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.~~

~~C. No Bylaw Amendment shall be voted on until it has been read at two consecutive Board meetings.~~

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

[Other Amendment Option]

~~Any Board member or Stakeholder may propose an amend to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.~~

ARTICLE XIV COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “the Plan”), the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights.

Section 3: Self Assessment – Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A [NSNC Example]

APPENDIX A

A. Nine Elected Organizational Representatives:

One (1) Apartment/Condo Representatives

Two (2) Business Representatives, such as

Encino Business Improvement District
Encino Business Property Owners
Any employee, volunteer or business owner.

One (1) Public Safety Representative, such as

Codewatch Representatives
Encino Hospital
Neighborhood Watch Groups
West Valley Community Police Advisory Board
West Valley Gray Squad

One (1) Park Advocate/Environment Representative, such as

San Fernando Valley Audubon Society
Balboa Golf Course, Balboa Park
Encino Community Center
Hjelte Sports Center
The Japanese Garden
Lake Balboa Park
Los Encinos State Historic Park
Mulholland Tomorrow
Sepulveda Basin Users Group
Sepulveda Basin Wildlife Areas Steering Committee
Sepulveda Garden Center

One (1) Religious Organization/Institution Representatives, such as

Chabad of Encino
First Presbyterian Church of Encino
Holy Martyrs Armenian Church
Lady of Grace Church
St. Cyril Jerusalem
Catholic Church Temple
Ner Maarav
Torat Flayim
Valley Beth Shalom

One (1) Volunteer/Service Group Representative, such as

Encino Little League
Friends of the Tarzana Encino Library Senior Groups
Sisters of Social Service

One (1) Educational Representatives, such as

Berkeley Hall School
Crespi Carmelite High School
The Curtis School
Emelita Elementary School
Encino Elementary School
Friends of Lanai
Holy Martyrs Armenian School
Lady of Grace School
Lanai Road School
Los Encinos School
Milken Community High School
Temple Nei-Maarav Nursery School
Torat Hayim Nursery School St.
Cyril School
Valley Beth Shalom School

One (1) Planning and Land Use Representative

B. Three Selected (Non-elected) Organizational Representatives:

Two (2) Homeowner Group Representatives (by selection)

Encino Property Owners Association

Homeowners of Encino

One (1) Encino Chamber of Commerce Representative (by selection)

APPENDIX B

Districts shall be roughly the same population size.

Area 1 Bounded by: Victory Boulevard (N) Burbank Boulevard (S) Lindley Avenue (W) Balboa Avenue (E)

Area 2 Bounded by: Victory Boulevard (N) Ventura Boulevard (S) Balboa Boulevard (W) 405 Freeway (E)

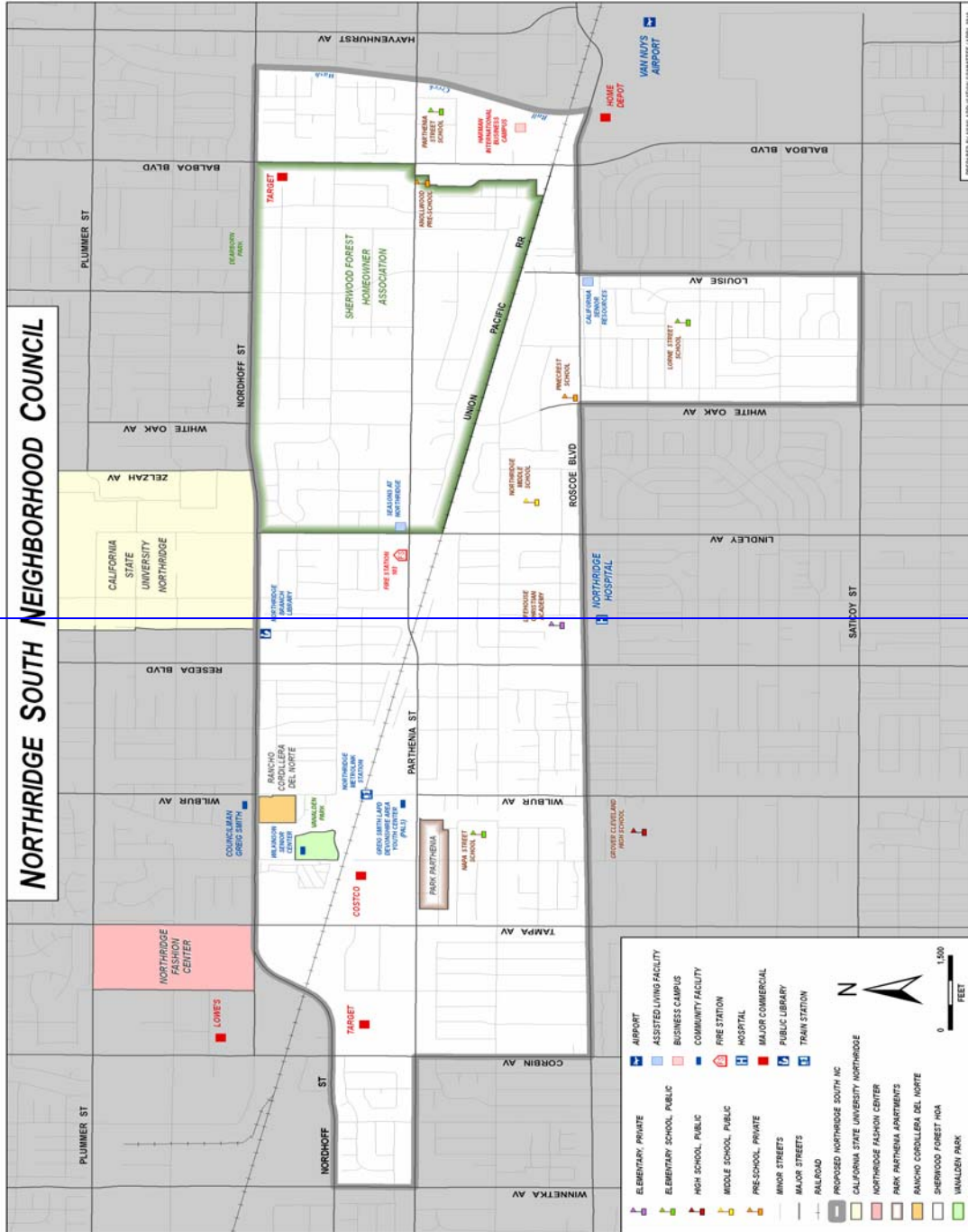
Area 3 Bounded by: Burbank Boulevard (N) Ventura Boulevard (S) Lindley Avenue (W) White Oak Avenue (E)

Area 4 Bounded by: Burbank Boulevard (N) Ventura Boulevard (S) White Oak Avenue (W) Balboa Boulevard (E)

Area 5 Bounded by: Ventura Boulevard (N) Mulholland Drive (S) Lindley Avenue to its terminus, then extends southwest (around the terminus of Lake Encino Drive), then southwest following the 91356/91316 zip code boundary (where the Avenida Orienta fire road meets Mulholland Drive) (W) Louise Avenue to its terminus, then a line due south to Mulholland Drive (E)

Area 6 Bounded by: Ventura Boulevard (N) Mulholland Drive (S) Louise Avenue to its terminus, then a line due south to Mulholland Drive (W) Libbit Avenue, Noeline Avenue, Darcia Place, Garvin Drive, Lanai Road, Hayvenhurst Drive, Ballina Drive, Ballina Canyon Road, Westfall Drive, Delivale Place, Calneva Drive (E)

Area 7 Bounded by: Ventura Boulevard (N) Mulholland Drive (S) Libbit Avenue, Noeline Avenue, Darcia Place, Garvin Drive, Lanai Road, Hayvenhurst Drive, Ballina Drive, Ballina Canyon Road, Westfall Drive, Dellvale Place, Calneva Drive (W) 405 Freeway (E)

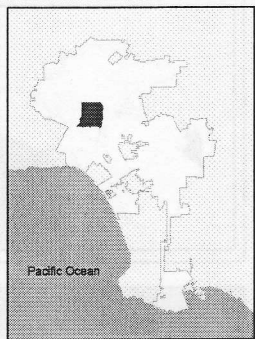
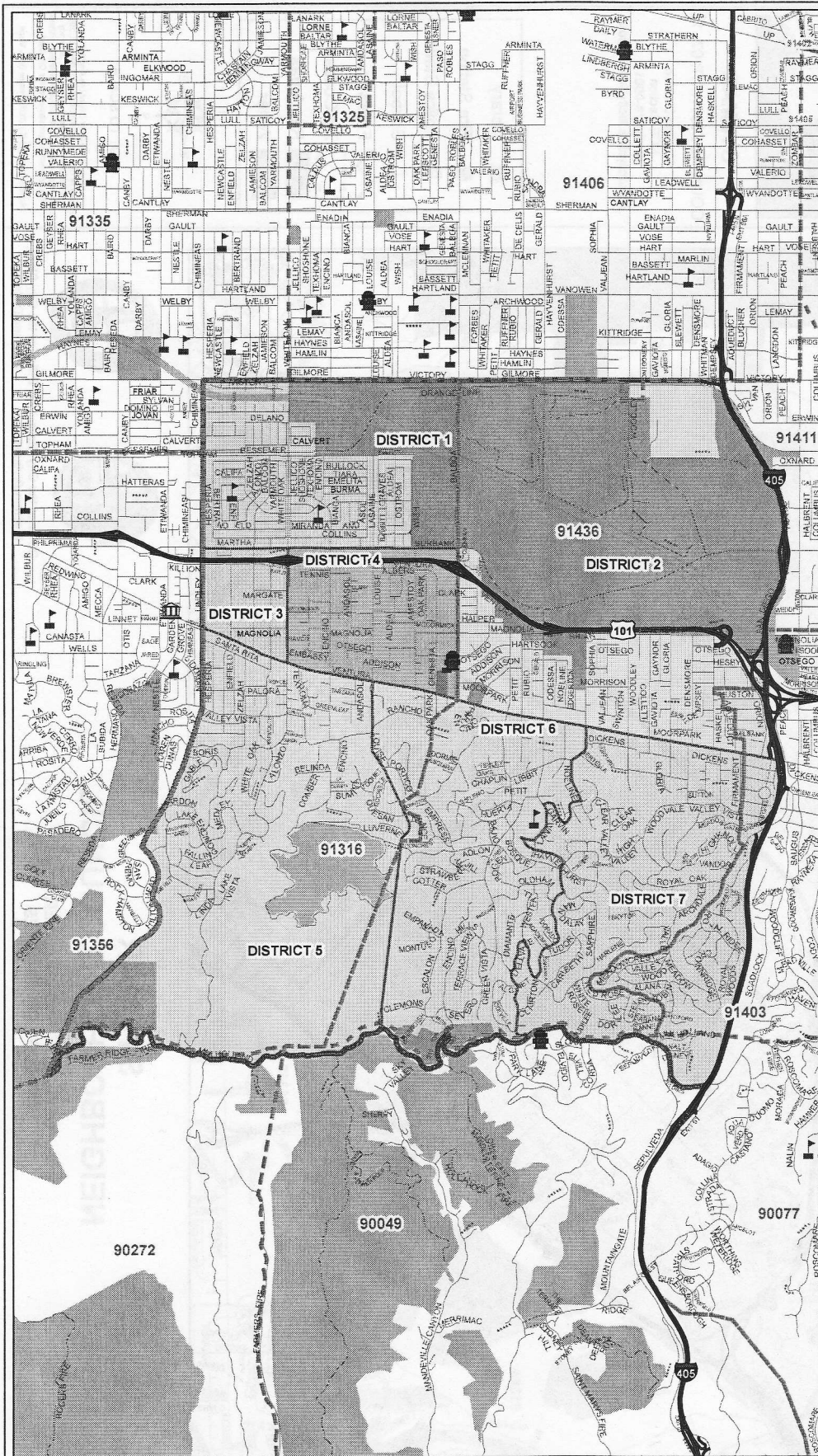


[\[correct map to be inserted\]](#)

ATTACHMENT B

[template from last election to be inserted/update]

| BOARD POSITION | ELECTED OR | ELIGIBILITY TO RUN | ELIGIBILITY TO |
|--|------------|---|--|
| <p><i>[Below find sample language for Stakeholder eligibility to run and vote for positions. Where the Stakeholder eligibility for the seat has not been defined, the default eligibility to establish candidacy for the position would be the Neighborhood Council's Stakeholder definition.]</i></p> | | | |
| President | Elected | Stakeholder | Community Stakeholder who is 13 years of age at the time of the election. |
| Community Based Organization Representative | Elected | Stakeholder who is at least 18 years of age at the time of the election, who is a member of a community based | Stakeholder who is 16 years of age. |
| At large Representative | Elected | Any Stakeholder who is at least 18 years of age at the time of the election. | Any Stakeholder who is at least 18 years of age at the time of the election. |
| <p><i>[Below find sample language for candidacy and voter eligibility in districts.]</i></p> | | | |
| Homeowner Representative Area 3 | Elected | Stakeholder who is 16 years of age or older who lives within Area 3 of the council boundaries, and owns and occupies their place of residence whether single or multi family. | Homeowner Stakeholder who is 16 years of age or older who lives within Area 3. Must live and own place of residence. |
| Sub-Area Representative At large Stakeholder Seat | Elected | Stakeholder who may be a resident of the Sub-area or any other Stakeholder category group in the Sub-area. | Community Stakeholder who is 13 at the time of the election. |
| <p><i>[Below find sample language for candidacy and voter eligibility for the factual basis position.]</i></p> | | | |
| Community Director | Elected | Stakeholder older than 18 years who lives, works, or owns property or those who declare a stake in the neighborhood and affirm the factual basis for it. | Stakeholder who lives, works, or owns property in the neighborhood and also those who declare a stake in the neighborhood and affirm the factual basis for it. |



ENCINO

COUNCIL DISTRICT:
02, 03, 05, 06, 11, 12

Election Division
NCE Section
(213) 978-0001
<http://cityclerk.lacity.org/election>

- Library
- Fire Station
- Police Station
- School
- Freeway
- Zip Codes
- Rec Areas
- Water



NOT TO SCALE

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**ENCINO
NEIGHBORHOOD COUNCIL**

OFFICE OF THE CITY CLERK
CITY OF LOS ANGELES

ANTONIO R. VILLARAIGOSA
MAYOR



Office of the City Clerk
Election Division



Office of the City Clerk
Systems Division

ATTACHMENT B BOARD SEAT DESCRIPTIONS

The following chart contains information regarding board seats for this election

| BOARD POSITION | # OF SEATS | ELECTED OR APPOINTED? | QUALIFICATIONS TO RUN FOR THE SEAT | QUALIFICATIONS TO VOTE FOR THE SEAT |
|---|------------|-----------------------|---|--|
| At-Large Representatives Term: 2 years | 2 | Elected | Stakeholders who live, work, own property, or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older. | Stakeholders who live, work, own property, or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older. |
| Apartment/Condo Representative Term: 2 years | 1 | Elected | An apartment/condo tenant or owner who is 18 years or older. | Stakeholders who live, work, own property, or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older. |
| Business Representatives Term: 2 years | 2 | Elected | Business representatives such as (but not limited to): Encino Business Improvement District, Encino business property owners, any employees, volunteers or business owners who work within the ENC boundaries and who are 18 years or older. | Stakeholders who live, work, own property, or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older. |
| Education Representative Term: 2 years | 1 | Elected | Member of, or otherwise involved with an educational institution such as (but not limited to): Berkeley Hall School, Crespi Carmelite High School, The Curtis School, Emelita Elementary School, Encino Elementary School, Friends of Lanai, Holy Martyrs Armenian School, Lady of Grace School, Temple Ner Maarav Nursery School, Torat Hayim Nursery School, St. Cyril School, Valley Beth Shalom School, and who is 18 years or older. | Stakeholders who live, work, own property, or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older. |

The following chart contains information regarding board seats for this election

| BOARD POSITION | # OF SEATS | ELECTED OR APPOINTED? | QUALIFICATIONS TO RUN FOR THE SEAT | QUALIFICATIONS TO VOTE FOR THE SEAT |
|--|------------|-----------------------|--|--|
| Park Advocate/Environment Representative Term: 2 years | 1 | Elected | Member of, or otherwise involved with a park, recreation center, or open space group such as (but not limited to): San Fernando Valley Audubon Association, Balboa Golf Course, Balboa Park, Encino Community Center, Hjelte Sports Center, The Japanese Garden, Lake Balboa Park, Los Encino State Historic Park, Mulholland Tomorrow, Sepulveda Basin Users Group, Sepulveda Basin Wildlife Areas Steering Committee, Sepulveda Garden Center, Sierra Club of San Fernando Valley, and who is 18 years or older. | Stakeholders who live, work, own property, or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older. |
| Planning and Land Use Representative Term: 2 years | 1 | Elected | Stakeholder who live, work, own property, or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who is 18 years or older | Stakeholders who live, work, own property, or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older. |
| Public Safety Representative Term: 2 years | 1 | Elected | Member of a public service organization such as (but not limited to): Codewatch Representatives, Encino Hospital, Neighborhood Watch Groups, West Valley Community Police Advisory Board, West Valley Gray Squad, and who is 18 years or older. | Stakeholders who live, work, own property, or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older. |
| Religious Organization/Institution Representative Term: 2 years | 1 | Elected | Member of, or otherwise involved with a religious organization/institution such as (but not limited to): Chabad of Encino, First Presbyterian Church of Encino, Holy Martyrs Armenian Church, Lady of Grace Church, St. Cyril Jerusalem Catholic, Church Temple Ner Maarav, Torat Hayim, Valley Beth Shalom, and who is 18 years or older | Stakeholders who live, work, own property, or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older. |

The following chart contains information regarding board seats for this election

| BOARD POSITION | # OF SEATS | ELECTED OR APPOINTED? | QUALIFICATIONS TO RUN FOR THE SEAT | QUALIFICATIONS TO VOTE FOR THE SEAT |
|---|------------|-----------------------|---|--|
| Volunteer/Service Representative Term: 2 years | 1 | Elected | Works/participates in a volunteer/service group such as (but not limited to): Encino Little League, Friends of the Tarzana Encino Library Senior Groups, Sisters of Social Service, and who is 18 years or older. | Stakeholders who live, work, own property, or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older. |
| Area 1 Representative Term: 2 years | 1 | Elected | Resident in Area 1, who is 18 years or older. | Stakeholders who reside in Area 1 and who are 18 years or older. |
| Area 2 Representative Term: 2 years | 1 | Elected | Resident in Area 2, who is 18 years or older. | Stakeholders who reside in Area 2 and who are 18 years or older. |
| Area 3 Representative Term: 2 years | 1 | Elected | Resident in Area 3, who is 18 years or older. | Stakeholders who reside in Area 3 and who are 18 years or older. |
| Area 4 Representative Term: 2 years | 1 | Elected | Resident in Area 4, who is 18 years or older. | Stakeholders who reside in Area 4 and who are 18 years or older. |
| Area 5 Representative Term: 2 years | 1 | Elected | Resident in Area 5, who is 18 years or older. | Stakeholders who reside in Area 5 and who are 18 years or older. |
| Area 6 Representative Term: 2 years | 1 | Elected | Resident in Area 6, who is 18 years or older. | Stakeholders who reside in Area 6 and who are 18 years or older. |
| Area 7 Representative Term: 2 years | 1 | Elected | Resident in Area 7, who is 18 years or older. | Stakeholders who reside in Area 7 and who are 18 years or older. |



Louis Krokover <lk2newday@gmail.com>

Public Safety Committee

1 message

Tonya Barseghian <tbarseghian@ucla.edu>

Thu, Mar 17, 2011 at 8:57 AM

To: lk2newday@gmail.com

Cc: pkelsondds <pkelsondds@aol.com>

Hello Louis,

The following two motions are consent items for the general meeting next week:

Victoria Jarvis, 2nd by Todd Rubinstein

The Public Safety Committee moves to donate \$150.00 to First Presbyterian Church of Encino for use of facilities on 5/3, 5/10, 5/17, 5/24, 5/31, 6/7, and 6/14 from 6:30pm-9:30pm for CERT training instruction.
[Consent Item]

Eliot Cohen, 2nd by Tonya Barseghian

The Public Safety Committee hereby requests up to \$100 to cover costs for purchasing labels and printing in order to update the CERT flyers for distribution. [Consent Item]

Thank you,

--

Tonya Barseghian
Public Safety Chair/Rep.
Encino Neighborhood Council

Presentation on City's proposed Sidewalk Repair Ordinance.

We will need five minutes for the presentation and an additional five minutes for questions/discussion for a total of ten minutes.

Thank you.

Glenn Bailey
Area 1 Representative
Encino Neighborhood Council



Offering



CERT Training Program – Level 2
(Community Emergency Response Team)
Including C.P.R. and First Aid

Saturday
March 26th
9 a.m. to 3 p.m.

Cost is \$40

Class held at:

Encino Chamber of Commerce
4933 Balboa Blvd.
Encino

Please RSVP
To
Encino Chamber
818-789-4711



2nd Annual Table-Top Drill The Encino Chamber of Commerce

**Invites you to participate in a
Disaster Preparedness Table-Top Drill & Summit
Get real-time experience in handling a major**

**Providence Tarzana Medical Center
18321 Clark St., Tarzana
Auditorium**

April 4, 2011

9:00 AM—11:00 AM

**Exercise will last approximately 90 minutes and
will conclude with an action plan for each attendee**

Don't Be Left Out!

**R.S.V.P. To the Encino Chamber
By March 28th at 818-789-4711
diana@encinochamber.org**

If you are unable to attend, please send a representative from your organization.

**These community
leaders have already
committed to joining
this summit...**

**Assemblymember
Bob Blumenfield**

Dr. Stephen Yu

Encino Chamber of Commerce

Encino Community Center

Encino Neighborhood Council

L.A.F.D./C.E.R.T.

**Providence Tarzana
Medical Center**

West Valley Medical Center

Sponsored by:



CITY OF
LOS ANGELES



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LOUIS KROKOVER
President
LAURIE KELSON
Vice President
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SHELLEY RIVLIN
Secretary
GERALD SILVER
Sergeant at Arm

MAIL: P. O. BOX 260439
ENCINO, CA 91426-0439
(818) 817-6998
www.encinocouncil.org

Planning & Land Use Committee and General Meeting Report/Minutes

Encino Community Center
4935 Balboa Blvd.
Wed. Mar. 2, 2011 – 7:00 PM

MEMBERS OF THE PUBLIC WHO WISH TO SPEAK ARE REQUESTED TO FILL OUT AND TURN IN A SPEAKER CARD. ANY QUESTIONS TO THE SPEAKERS SHOULD BE IN WRITING ON THE PROVIDED CARDS. MOTION, DISCUSSION, AND VOTE MAY BE TAKEN ON ALL ITEMS ON THE AGENDA.

ENC BORAD MEMBERS: John Arnstein, Talar Dardarian, Michael Kaufman, Diane Rosen, Jerry Silver

Alternate Board Members: David Hudgins, Kobi Moses, Laurie Kelson

STAKEHOLDERS: Paul Kelson, Al Mass, Norma Landau, Sue Tuberman

Alternate Stakeholder Members: Norma Landau, Carol Levine

VALLEY COLLEGE PLU INTERN: Robert Malka

1. CALL TO ORDER: Meeting called to order at: 7:05 PM

CHAIR REQUESTED THAT ALL CELL PHONES BE TURNED OFF.

GUEST SIGN-IN SHEET AND SPEAKER CARDS DISTRIBUTED.

REVIEW PLU "CODE OF CIVILITY";

ROLL CALL and DETERMINATION OF A QUORMUN

COMMITTEE MEMBERS PRESENT: John Arnstein, Michael Kaufman, Kobi Moses,

David Hudgins, Diane Rosen, and Jerry Silver, Al Mass, Norma Landau, NON-VOTING INTERN

Robert Malka Valley College Intern.

COMMITTEE STAKEHOLDERS PRESENT: Al Mass, Norma Landau

ALTERNATE STAKEHOLDER MEMBERS:

EXCUSED COMMITTEE MEMBERS: Peter Noce, Paul and Laurie Kelson, Talar Dardarian,
Carol Levine, Sue Tuberman

Un-Excused Committee Members: None

VOTING MEMBERS: John Arnstein, Michael Kaufman, Kobi Moses, Diane Rosen, Jerry Silver (,

AI

Mass, and Norma Landau

TOTAL VOTING MEMBERS 7

ENC BOARD MEMBERS PRESENT: Louis Krokover and Sharon Brewer, Eliot Cohen

INTRODUCTIONS:

GUEST INTRODUCTIONS: David Rankel, Brad Rosenheim, Lauren Rosenblum (Encino Patch), Greg Taylor, Sharon Brewer, Eliot Cohen, Robert Malka, Mark Price, Nasim Shariatpanahi, to be completed...

NON-VOTING COMMITTEE MEMBERS: David Hudgins,

2. Feb. 2, 2011 Minutes: Approved with spelling corrections. 3/b Existing restaurant Next Meeting Date April 6, 2011
3. CD-5 Councilman Paul Koretz's Valley PLU Field Deputy SHAWN BAYLISS update:
Not present
4. ACTION ITEMS: Vote may be taken on the following items. Ten minutes will be allowed for presentations with an additional ten minutes for responses.* (* May be adjusted by chair.)
 - A. 17401 W. Ventura Boulevard, Suite A-7 Case No. ZA-2010-3412-ZV/ENV-2010-3413- CE
Pet grooming & boarding Presentation by: Brad Rosenheim
Brad Rosenheim: bought copies of 6 letters of approval for the project from the adjacent neighbors.
 - BRAD ROSENHEIM: Were asked to reach out to adjacent neighbors, had 3 positive responses Mr. Goldstein who had previously objected is now supportive of boarding facility.
 - Both Michael Kaufman AIA & Kobi Mosses AIA, agreed that proposed soundproofing was such that neighbors would not be sound impacted.
 - MONITORING: Animals will be monitored by 24 hr. cameras. Pets will be unattended
Mon/Fri. from: Sat/Sun from: Maximum number of overnight stays to be determined by Animal Services.
 - NOTICE TO NEIGHBORS: Rosen stated
 - 200 "Encino PLU Notice To Neighbors" by direct mail to residents within the 500 property radius,
 - Hung 100 "Notice To Neighbors" in neighborhood
 - E-MAIL BLAST- in excess of 500

MOTION #4/A by: Michael Kaufman 2nd by: John Arnstein

"Move that we support the project as presented with the letters of support from neighbors subject to the approval of Animal Services and the Planning Department."

VOTE: For (7) Against (0) Abstain: (0) UNANIMOUS SEND TO CONSENT CALENDAR

- B. 16624 VENTURA BLVD. (Old Uncle Chen's) Restaurant Remodel-
 - CASE: DIR 2011-158: Demo of 490 sqft & construction of 2790 sqft to existing restaurant Presentation by: Greg Taylor
 - Taylor: There will be shared parking with B/A (owner owns both properties). Increase pk'g to 47. Parking entrance to restaurant is off Ventura.
 - SILVER: Does this project fit in with the design guidelines.
 - Will have tinted glass, outdoor siting, could be splitting the property - may have two restaurants.
 - ROSENBLOOM: Pennara Red looking to lease a portion of the property.
 - TAYLOR: Planning Dept. only required project be presented to EDAC. No other requirement.

MOTION #4/B: by: Kobi Mosses 2nd by: Michael Kaufman

"Move to support the project as presented"

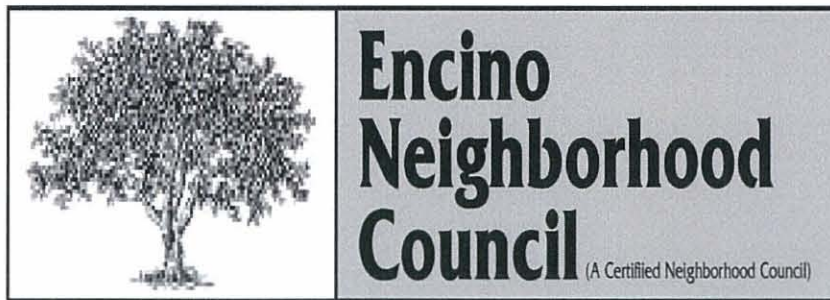
NO PLU MOTION NECESSARY.

- B. ARCHITURAL GUIDELINES: Motion tabled at ENC, referred back to PLU;

Committee Discussion:
EDAC (Encino Design Advisory Committee) APPLICANT'S FORM next page:

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CITY OF
LOS ANGELES



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LOUIS KROKOVER
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LAURIE KELSON
Vice President
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MAIL: P. O. BOX 260439
ENCINO, CA 91426-0439
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E-DAC

Encino Design Advisory Sub-Committee
Established 2010

Board Members (5)

Diane Rosen, Laurie Kelson, Louis Krokover, Michael Kaufman,

Mission

The E-DAC acts to assure that buildings, structures, signs and other developments are of a good design, compatible with their surroundings, and in general contribute to the preservation of Encino as a place of beauty, spaciousness and quality.

Responsibilities, Jurisdiction, Authority

The sub-committee is responsible for conducting design review of new development and alterations for both residential and commercial projects in the community of Encino. We review proposed architectural style, materials, compatibility with the existing

neighborhood character, aesthetic quality, signage, lighting, landscape and sustainable building practices. The sub-committee may approve as submitted, approve with conditions, disapprove or request redesign and re-submittal of any project

Composition

The subcommittee shall consist of five stake holders of the community. A minimum of one member shall be a licensed architect, one building professional and one lay person.

Architectural Review Check List

Notice to Applicants

I. The E-DAC shall review new construction, additions or remodel of an existing building, for both commercial and residential and make recommendations to the regulatory agencies having jurisdiction thereof. The Sub-Committee will review exterior elevations, landscaping, parking lots, mechanical equipment screening, and signs within the community of Encino.

II. The applicant, representative or legal owner familiar with the project must be present at both the E-DAC and PLU meetings. Those scheduled projects that do not have a representative will be considered withdrawn from the process, and no further action will be taken by E-DAC. It is the responsibility of the applicant to contact E-DAC when a postponement is requested or no representative was present for a scheduled agenda item.

III. The Sub-Committee may approve as submitted, approve with conditions, disapprove or request redesign and re-submittal of any project. A written decision will be sent to both the ENC/PLU and the Los Angeles City Planning Department.

REQUIRED APPLICATION MATERIALS FOR E-DAC (ENCINO DESIGN ADVISORY COMMITTEE) REVIEW

I. Completed Application for E-DAC Review. All the information requested on the application must be provided.

II. Copy of Application fee paid to the City of Los Angeles. (If required, pending city council approval)

III. Two sets of collated plans are required. Plans shall be one-half size, e.g. 11" x 17". In addition, one size set of architectural plans are required.

1. PLOT PLAN: Must be of adequate scale to show dimensions and size of each lot to be built upon or otherwise used. Show:

- (a) The size, shape, location and use of existing and proposed buildings.
- (b) The locations and layout of parking areas including; parking spaces, driveways, walls and fences.
- (c) Trash enclosures.
- (d) Streets and alleys.
- (e) Existing adjacent buildings, street trees, street lights, sidewalks and hydrants.
- (f) The location of all mechanical equipment to be placed outdoors in public view.

2. DIMENSIONED EXTERIOR ELEVATIONS: Show all sides of proposed structure and adjacent existing buildings. For additions to existing buildings show both proposed and existing exterior elevations. Elevations must show all proposed exterior colors and materials for windows, frames, doors, trim, roofing, mechanical equipment screening, fences and walls, and all other building features. Elevations of all mechanical equipment and mechanical equipment screens, as well as trash enclosures shall be included on plans submitted for E-DAC approval.

3. ROOF PLAN: Show placement of all roof top structures, equipment, and enclosures and indicate height.

4. **LANDSCAPE PLANTING PLAN:** Indicate the location, species, common name and sizes of proposed trees, shrubs and groundcover. All existing trees and major shrubs shall be indicated noting which plants to be removed or retained.

5. **LANDSCAPE ELEVATIONS:** Show planting superimposed on building elevations at two years maturity growth with plants labeled.

6. **PHOTOS:** Two sets of color photographs showing the entire building and site, adjacent buildings or properties. And, if new signage is proposed, all existing signage and proposed sign locations. Include the same information for adjacent properties. Photographs must be labeled and mounted on letter or legal size paper.

7. **FORMAT:** The E-DAC only gives recommendations regarding building design, color and materials for new projects or remodeled projects. Applicants are required to provide at the meeting, samples for building finishes, color chips, and other prominent materials used in the overall design. Because material boards are often oversized and bulky, please provide, in writing, a reference guide indicating color and material choices on a sheet/board no larger than 11" x 14" and no thicker than 1/4", or on the plans. This material reference guide shall be submitted with the plans as part of the application.

EDAC STATEMENT OF INTENT - REGARDING GUIDELINES

Michael Kaufman, AIA: ENC Board Member, ENC /PLU Committee Member

In an effort to maintain and improve the quality of architectural design in Encino a sub committee of the PLU was established last year called the Encino Design Advisory Sub-Committee or EDAC that Sub-Committee is composed of Diane Rosen, Laurie Kelson who is not here, Louis Krokover and myself (Michael Kaufman).

For four months the EDAC researched and evaluated Architectural Guidelines for the cities of Pasadena, Glendale, Santa Monica, Scottsdale, and Los Angeles. That research led us to the following conclusions: The preparation of professional quality architectural guidelines, such as those used by other small independent cities, would cost hundreds of thousands of dollars and therefore is non-practicable for a small volunteer organization.

Numerous Architectural design guidelines already exist for the Encino Neighborhood. They include the Ventura Cahuenga Blvd. Corridor Specific Plan, the Mulholland Scenic Parkway Specific Plan, the Encino Streetscape Plan and Design guidelines, the City of Los Angeles Residential Design Guidelines, the City of Los Angeles Commercial Design Guidelines, the City of Los Angeles Urban Design Principles, and the City of Los Angeles Walkability Checklist. All of the above Architectural Guidelines provide specific recommendations for achieving high quality design in our community without resorting to arbitrary and capricious bands and/or selections of particular architectural styles.

In as much as numerous thoroughly reviewed high quality architectural guidelines already exist for the Encino Neighborhood, the EDAC concluded that the task was not to re-invent the wheel by creating new possibly inferior and legally questionable guidelines, but to create a streamline design review process whereby the EDAC can assist property owners and designers in achieving the integration of their own design goals with the objectives of the existing architectural guidelines for the Encino Neighborhood.

Based upon the review of submitted architectural design documents the EDAC makes

recommendations to regulatory agencies regarding the compatibility of projects with the goal of preserving Encino as a place of beauty, spaciousness, and quality. The document in your package which has been provided to the Board describes the objectives of the Architectural and Landscape Design Review, the composition of the Review Panel, the Review Process, the required submittal materials, the design elements that will be reviewed, and the possible outcomes of the review.

Therefore I move that the PLU adopt these EDAC Architectural Review Guidelines

MOTION #4/C by: Michael Kaufman 2nd by: Diane Rosen

"I move that the PLU adopt these (above) EDAC Architectural Review Guidelines"

DISCUSSION:

- SILVER: This sub-committee does not comport to the City's requirements for a Design Review Board.
- ELIOT COHEN: Would like to see a more detailed list of standards be required by EDAC. Definitive criteria are required as a set of standards.
- DAVID HUDGINS: Compatibility to adjacent and surrounding buildings.
- SILVER: Reading from Mulholland/Cahuanga Blvd. Corridor Specific Plan. stating that we need similar requirements.
- MOSESS: Only quality of materials and workmanship should be considered.
- ARNSTEIN: We are concerned with not getting a project built *on the cheap*. How do we define quality?
- KAUFMAN: Architects look at projects quality differently, they look at: massing, scale, proportion, performance, the criteria is found in the Ventura Blvd Guidelines.
- ARNSTEIN: Want a chance to see these materials and study them.
- MOSES: Unclear
- KAUFMAN: Appropriate materials, difficult to define.

MOTION #4/C by: 2nd by: Kobi Mosses

"I move that the PLU adopt these EDAC Architectural Review Guide lines -with the friendly amendment by Kobi Mosses that there ~~be~~ 2 architects on the EDAC Committee as opposed to just one".

*or 1 Arch
Diane, Andrew, Arad*

VOTE: For (6) Against (1) Abstain: (0) MOTION PASSED

5. INFORMATION ITEMS: Information items will be allowed 10 minutes for discussion and 10 minutes for questions.

A. 16817 VENTURA BLVD. MERMAID-CAFÉ ENTERTAINMENT: Police Permit Update

No report

B. LOS ANGELES CITY PROPOSED COMMUNITY CARE ORDINANCE Case No. CPC-2009-800-CA ENV-20090801-ND COUNCIL FILE: 07-3427

No report

C. 15800 VENTURA BLVD. LAND ROVER: South Valley Planning Commission Hearing Feb 27, 2011. Update by David Hudgins:

1500 gallon above ground gas tank moved to East side of parking lot

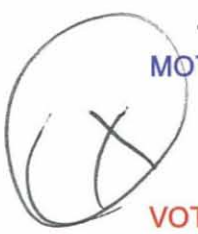
6. OLD BUSINESS:

A. VENTURA/CAHUENGA BLVD. CORRIDOR SPECIFIC PLAN SIGN REGULATION SUMMARY:

By JOHN ARNSTEIN: Bifold Signs on Ventura used for advertising businesses are not up to code

ROSEN: PRB would like each Council along the Blvd. to distribute the new flyer.

7. NEW BUSINESS: **INFORMATION ONLY – NO VOTE**



None

8. PUBLIC COMMENTS: Comments from the public on non-agenda items within the Board's jurisdiction.

None

9. BOARD MEMBER COMMENTS: Comments from the Board on subject matters within the Board's jurisdiction.

None

10. ADJOURNMENT: Meeting was adjourned at: 9:12 PM

Minutes taken by:

David Hudgins,
ENC Board Member, Area 7 Rep.