



**Officers**

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Vice President

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Sergeant at Arms

**NOTICE AND AGENDA**  
**ENCINO NEIGHBORHOOD COUNCIL**  
**SPECIAL BOARD MEETING**

**Thursday, April 16, 2015 – 7:00 p.m.**  
**Encino Woman's Club -**  
**4924 Paso Robles Ave., Encino Ca 91316**

[www.encinonc.org](http://www.encinonc.org)

*Email your comments and or questions to: [info@encinonc.org](mailto:info@encinonc.org)*

**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**

**At the discretion of the President this agenda may be modified as to time slots for agenda items or speakers to accommodate changes at that time**

*NOTICE TO ALL IN ATTENDANCE: Speaker cards are available at the back of the meeting room and any personal information contained therein could be released upon a timely and valid request pursuant to the CA Public Records Act.*

- 1. Call to Order, Pledge of Allegiance, Roll Call, Excused Absences, Determination of a Quorum, Sign-in Sheet, Public Speaker Cards, Code of Civility, & Appoint Parliamentarian**
- 2. Officer's Reports:**
  - a. President's Report (1 min): New forms from DONE; voting, NPGs, MERs, etc.
  - b. Vice-President's Report (1 min): Positions available. Area 1 Alternate / At-Large Alternate / Business Alternate / Public Safety Rep and PS Committee Chair (see ENC Website for other vacancies).
  - c. Treasurer's Report (1 min): Update on Funding and ENC Finances
  - d. Secretary's Report (1 min): - Voting on funding matters
  - e. Sergeant-at-Arm's Report (1 min): Update Board members' ethics and funding training
- 3. Committee and General Action Items: (New & Old Business):**
  - a. Open Board Position (10 min) – At-Large Rep election. Board members, Alternates, and Stakeholders all vote for candidate.

- b. Officer Elections (Executive Committee) (10 min): Any board member wishing a position may run. Only Board members vote for officers.
- c. ByLaws Committee (20 min) - Motion(s) to amend the ENC By-Laws pursuant to and in compliance with DONE "Neighborhood Council Administrative and 2016 Election Procedures Stipulation Worksheet" (Stip Sheet) passed at the Bylaws Committee Meeting held on Tuesday, April 7, 2015 in the following manner:
  - 1. Article V - Governing Board, Section 3: Official Actions – Simple majority vote by the board members present, including abstentions, which act as a "yes" vote. Motion carried 4-1-0
  - 2. Article VIII - Meetings, Section 3: Notifications/Postings – Neighborhood Councils with a website will default to 1 physical posting location. ENC has a website and will have 1 physical posting location at: Encino Chamber of Commerce. Motion carried 5-0-0
  - 3. Article XI – Grievance Process – The City Council passed CF 13-1689 establishing seven regional Neighborhood Council Grievance Panels – South, Central, Harbor, West, East, North Valley and South Valley. Each Neighborhood Council may appoint one board member or stakeholder to serve on a pool of panelists. These panelists will review grievances and election challenges. NO RECOMMENDATION.
  - 4. Article XIV – Compliance, Section 1: Code of Civility - The Commission passed a Neighborhood Council Board Member Code of Conduct Policy, and the following language will be added to this section in addition to any other Neighborhood Council requirements. "Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy."
  - 5. Article XIV – Compliance, Section 2: Training - The Department requires board members to take ethics and funding training prior to voting on funding related items. There is no grace period for board members to take these trainings. The following language will be added to this section in addition to any other Neighborhood Council requirements: "All board members must take ethics and funding training prior to making motions and voting on funding related matters."  
ARTICLE X – ELECTIONS:
  - 6. Online and Telephone Voting – ENC does not want online voting (default) Motion carried 3-2-0
  - 7. Telephone voting - ENC does not want telephone voting. Motion carried 5-0-0.
  - 8. Vote-by-Mail (for self-affirmation voters only) - Not Applicable. Motion carried 5-0-0.
  - 9. Board Vote Structure - Maintain the current board voting structure (default). Motion carried 3-2-0
  - 10. Candidate Filing Requirements - Should Neighborhood Council candidates be required take a 5-10 minute video training (produced by the City) about the Neighborhood Council system and their responsibilities as a candidate during the election process prior to completing their registration? ENC votes Yes. Motion carried 5-0-0.
  - 11. Elected Board Members Seating Period – for 2016 Election cycle. ENC voted to keep the current staggered seating of the board (existing). Motion carried 5-0-0
- 4. **Public Comments: [Non-Agenda Items]** Within the "Board's" jurisdiction are limited to **TWO MINUTES (2)** per speaker. This is a NON-DISCUSSION PERIOD.
- 5. **Board Member Comments:** On any subject matter within "The Board's" jurisdiction shall have – one (1) Minute per speaker. These are NON-DISCUSSION items between Board members and the public.
- 6. **Adjournment: 8:00 PM**

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The Encino Neighborhood Council (ENC), is a Certified Neighborhood Council of the City of Los Angeles which ADVISES City, other Governmental Officials' and the Community on issues or concerns that are affecting the community of ENCINO. The ENC is made up of VOLUNTEERS who are elected by the community 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 as requested and approved by various committees and the general board.

The ENC meetings are usually held on the 4th Wednesday of each month at the: **Encino Community Center, 4935 Balboa Blvd starting at 7:00pm.** For further information – Please go to: [www.encinonc.org](http://www.encinonc.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 **TWO (2) minutes per speaker.**

**ENC BOARD DISCUSSION AND TIME LIMITS** – an ENC Boardmember's request 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 THREE (3) minutes to discuss the item. Boardmembers may speak for 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 Boardmember'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 that has been forwarded to the Council by a unanimous committee vote shall be approved as a "Consent Item" without further discussion.

**TO BE FURTHER NOTED TO ALL IN ATTENDANCE:**

***Posting of your personal information to the ENC or any public organization can be released upon a request to the ENC according to the CA Public Records Act. You are not required to post your personal information unless you choose to do so.***

Pursuant to CA State Law, the agenda is posted for public review at: (1) the Encino Chamber of Commerce (viewable all hours), (2) Encino Community Center, (3) Balboa Sports Center, (4) Encino-Tarzana Branch Library, and (5) The Coffee Bean & Tea Leaf store (17301-1 Ventura Blvd). The agenda and report(s) related to an agenda item will be available for review at [www.EncinoNC.org](http://www.EncinoNC.org). In Compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, on the website, [www.encinonc.org](http://www.encinonc.org), may be viewed at the scheduled meeting. In Addition, if you would like a copy of any record related to an item on the agenda, please contact Encino NC Staff at: 818-971-6996 or by email at: [enc@socal.rr.com](mailto:enc@socal.rr.com) or [info@encinonc.org](mailto:info@encinonc.org).

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 Amber Meshack, at (213) 978-1551, toll-free at (866) LA HELPS, or e-mail [amber.meshack@lacity.org](mailto:amber.meshack@lacity.org).

**PROCESS FOR RECONSIDERATION:** The Board of Directors may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular RNC meeting. The Board of Directors, on either of these two days, shall: (1) Make a Motion for reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a [Proposed] Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Representative who has previously voted on the prevailing side of the original action taken, then a Representative on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting.

ENC MAILING ADDRESS:  
4924 PASO ROBLES AVE, ENCINO, CA. 91316  
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[www.encinonc.org](http://www.encinonc.org)

MEETING CANCELLED