WEST LOS ANGELES SAWTELLE NEIGHBORHOOD COUNCIL
By-Laws Committee -- Meeting Agenda
Tue., Nov. 14, 2017 -- 7:00 PM
Felicia Mahood Senior Center
11338 Santa Monica Blvd. - Los Angeles, Calif. 90025
Entry is on Corinth Ave.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by calling the Department of Neighborhood Empowerment at (213) 978-1551 or by emailing NCSupport@lacity.org.

All items on the agenda are subject to discussion, possible action and filing of a Community Impact Statement to the Office of the City Clerk.

1. Call to Order (7:00).
2. Public Comment - Items not on the Agenda: 1 minute minimum per speaker (7:01 pm).
3. Ex parte communications and disclosures (7:06).
4. Motion: Approval of Minutes from Oct. meeting (see exhibit) (7:07).
5. Items: (7:10):
   a. Board of Directors:
      i. Motion: Structure of deliberations/consideration shall be:
         1. Presentation by applicant
         2. Questions by Board/committee
         3. Public comment
         4. Consideration/debate by committee
         5. Motions
   b. Committees: Membership, size and training/certifications.
      i. Motion: Alternates shall be elected to committees.
   c. Motion: Board/committees shall consider Motions on the agenda first.
   d. Motion: An item for “Ex parte communications and disclosures” shall be included in all agenda.
   e. Discussion: Stakeholder definition (see exhibit).
6. Status of previous decisions: Motion in October.
7. Public Comment - Items not on the Agenda: 1 minute minimum per speaker.
8. Member announcements.

Members:  Rose Kato, Chair RMKato@WLANC.com
          Jamie Keeton JKeeton@WLANC.com
          Jay Ross (310) 979-9255 JRoss@WLANC.com

PUBLIC ACCESS OF RECORDS – In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be reviewed at a scheduled meeting. In addition, if you would like a copy of any record related to an item on the Agenda, please contact the Board Secretary Naomi Kageyama (NKageyama@WLANC.com) or telephone support at 310-235-2070.

The PLUM Committee will hold its meetings on the 2nd Wednesday of every month, and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. The NC complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability.

RECORDING MEETINGS – Meetings may be sound or video recorded.

LOCATION – For questions, contact Zel (310) 479-4119 or Zel.Limenih@LACity.org.

SERVICIOS DE TRADUCCION – Si require servicios de traduccion, favor de avisar al Concejo Vecinal 3 dias de trabajo (72) horas) antes del evento. Por favor contacte a Jamie Keeton al jkeeton@wlanc.com para avisar al Concejo Vecinal.
Exhibits:

From DONE:
On Oct. 24, City Council approved an ordinance change to the Neighborhood Council stakeholder definition, which will allow the Board of Neighborhood Commissioners to further define the Community Interest Stakeholder. Specifically, they can weigh in on the terms "substantial" and "ongoing" when it comes to the connection a Community Interest Stakeholder has within a Neighborhood Council boundaries.

The Commission will likely be agenizing this matter in the next few months for Neighborhood Council input so please take the time to weigh in on this important matter. The Board of Neighborhood Commissioners has created a Neighborhood Council working group to address and provide recommendations to the Commission on Neighborhood Council Funding Equity.

The working group will consist of 24 members, two members from each of the 12 electoral regions to be selected by the Commissioners. Click here to nominate or self-nominate.

The application process will be through mid-December. The selection of the 24-member working group will be completed by end of December. There will be four meetings, dates and times to be determined, and will start in January and end in February. These meetings will conform to the Brown Act meeting requirements and will be staffed by the Department.
number of seats, and they are intended to have exactly that number of seats.

2. Exhibit clarified to define resident stakeholders as “residents”; business stakeholders as owners or staff; organizational stakeholders as officers, staff or member; and at-large as residents.

ii. Qualifications for various stakeholder seats.
   1. JK: Many non-resident stakeholders are invested in the NC and contribute to its well-being.
   2. JR: Non-resident stakeholders may participate through testimony at meetings, lobbying the NC, and serving on committees. Wary that businesses and religious organizations have an official vote on city policy and funding. Some believe this may be unconstitutional because no other city/legislative bodies grant voting power businesses and religious organizations.
   3. JR: Membership should be vacated if a business/organization closes or if the member leaves that business/organization.
   4. RK: Business/organization representatives are elected based on that organization.
   5. JK: If resident stakeholders move residences in the same district (with no time out of district), they may remain in that seat.
   6. Karim: Asks if Starbucks stakeholders are allowed, and how they are different from affirmed on-going interest stakeholders.
      a. Business patronage is not grounds for stakeholder, but a well-documented history of community involvement is grounds.
      b. JR: The on-going interest category has too much gray area, and should be eliminated.

b. Committees: Membership, size and training/certifications.
   i. Alternates:
      1. Officers can serve as alternates; president is automatically on all committees. Officers are very busy, so may be better to select an alternate, who is readily available to fill in during short-notice absences of committee members.
      2. JR: All Boardmembers are qualified to fill in on short notice, and can quickly grasp complex topics. All communications will be about schedule and process, and not discussion of merits (which is prohibited by Brown Act).
   3. JR to ask other NCs if they use alternates.
   ii. Stakeholder certifications are not required by DONE and are at discretion of the NC.
      1. Stakeholders also represent the NC and should have the benefit of the same education and training as Boardmembers, and provide more credibility to the NC by taking ethics and finance training.

c. Ex parte communications and disclosures:
   i. JR:
      1. Proposal to add to all Board and committee agenda.
      2. NC should notify public agencies that only the chair or designated board member is authorized to speak on behalf of the NC.
   ii. JK:
1. Topic will be discussed at next Board meeting to develop policy in conjunction with all Boardmembers.
2. Board and committee members shall identify that they are testifying as individual stakeholders and not representing the NC, when at public hearings or speaking to public officials or private parties. Full disclosure is a requirement.
   iii. If this is breach, member can be censured.

d. Equipment inventory and protocol of checking out equipment.
   i. RK to attach stickers to all items.
   ii. NC to develop protocol and sign-out sheet as part of Standing Rules.

e. Security of office: Many outside parties have keys and access.
   i. A separate Safety Committee should be formed.
   ii. Can Farmers Market find another office?
   iii. Can the NC get another office to store valuable equipment?
   iv. Can office be re-keyed, so only NC officers have access?

f. Selection in 2018 or Election in 2019?
   i. Selection in 2018 will be a town hall, but a small number of stakeholders may participate. All members will have to subsequently run for election in 2019.
      1. NC must pay for Selection.
   ii. Election in 2019 will be formal election. Top 8 vote-getters will serve 4-year terms; and bottom 7 vote-getters will serve 2-year terms. In next election in 2019, the bottom 7 vote-getters will run, and subsequently serve 4-year terms.
      1. Staggered terms provide the benefit of continuity.
      2. City will pay for Election.

14. Status of previous decisions: None.
15. Public Comment: None.
16. Member announcements: None.
17. Adjournment.