WEST LOS ANGELES SAWTELLE NEIGHBORHOOD COUNCIL

By-Laws Committee -- Meeting Agenda
Wed., Aug. 7, 2019 -- 6:30 PM
Felicia Mahood Senior Center
11338 Santa Monica Blvd. - Los Angeles, Calif. 90025

Entrance is on Corinth Ave.

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: Quorum is 3 of 4 members.
2. Public Comment - Items not on the Agenda: 1 minute minimum per speaker.
3. Ex parte communications and disclosures.
4. Administrative:
   a. Motion: Approval of Minutes from Apr. 2018 meeting.
   b. Membership: Committee is open to Board and Stakeholder members.
   c. Officers: Nominations for Chair, Vice Chair, Secretary.
5. Motion: Committee Standing Rules/Guidelines (see exhibit).
   a. Board of Directors determined that standing rules/guidelines for individual committees are prohibited, and as such, previously approved PLUM Standing Rules/Guidelines are invalid.
   b. Jasmine Elbarbary to provide guidance for Standing Rules versus By-Laws.
6. Motion: Board/committees shall consider Motions on the agenda first.
7. Motion: Motions may be submitted during the meeting (not required to be submitted in advance).
8. Motion: An item for “Ex parte communications and disclosures” shall be included in all agenda.
   a. Boardmembers/committee members shall disclose all communications with and financial relationships with elected officials, government agencies, and private parties (businesses, non-profits, etc.) with business that will be considered with the NC.
      i. This does not include regular communications with stakeholders.
9. Motion: Board/Committees shall eliminate use of “calling the question” rule.
   a. The use of this rule cuts off debate, and is used to push through motions without full consideration.
   b. All members should be heard in full, in order to properly represent the stakeholders, and cutting off debate prematurely is a disservice to democracy, transparency and stakeholders.
   c. Board/committee members should want to stay as long as possible to properly represent stakeholders and protect their rights in the community.
Boardmembers are free to leave meetings early, if they so desire, instead of participating in consideration of motions.

10. Discussion: Stakeholder definition (see exhibit).

11. Status of previous decisions: Board rejected all motions from Nov. meeting, re-submitted at Dec. meeting but not considered. DONE directed the Board to consider them as separate items.

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
   ii. Motion: A Boardmember can be declared “out of order” only by majority vote of the Board, and a Boardmember can be removed from a meeting only by vote of the Board.

b. Committees: Membership, size and training/certifications.
   i. Motion: Alternates shall be elected to committees.

c. Article IV (Stakeholders):
   i. Revise to “All Boardmembers and committee members must provide proof of stakeholder status…” (approved 3-0-0).
      1. Justification: As representatives of the NC, non-Boardmember stakeholders should be held to same standards and will benefit from the same educational benefits as Boardmembers.
   ii. Revise to add “When ownership, employment or association is ended with a business or organization, or the business or organization closes, the stakeholder’s seat shall be automatically vacated.”
      1. Justification: A stakeholder is elected based on membership of a specific business or organization.

d. Article V - 501 (Composition):
   i. Revise to (approved 2-1-0).
      1. “4 at-large residents and 2 general at-large seats (for which substantial interest stakeholders may run).”
      a. Justification: Bob Gelfand (CityWatch): We will want to think about whether we should add back some real authority to neighborhood councils. But if we were to do that, then we would also want to think about who gets elected to neighborhood council boards, and how that will happen. For example, limiting voters in neighborhood council elections to registered voters within the neighborhood council district would open up a world of possibilities. Neighborhood council candidates could be on the ballot during general elections. Incidentally, that's also how members of political party county central committees
are elected, not to mention City Council members and candidates for the House of Representatives, the state Senate, and the state Assembly.

b. This would, of course, narrow the eligible pool of candidates and voters, but it would only be narrowed in a way that most other elections are already narrowed. It would have the distinct advantage that people elected to neighborhood council boards would be recognized as being legitimately elected. It would be a relief from the current system in which boards can be taken over by organized groups from outside the district.


d. Dick Platkin (CityWatch): Pushback #3 - Neighborhood Councils. The new 1999 City Charter created advisory Neighborhood Councils. Though they establish their own boundaries, City Hall subsidizes them and determines their boards’ composition. Unlike neighborhood organizations, these Neighborhood Councils must include commercial property owners, landlords, employers, and local institutions, such as hospitals and museums. The long-term impact of Neighborhood Councils has been to undermine hundreds of existing local groups in Los Angeles, such as resident associations and block clubs.


f. Article VII - Committees:
   i. Add: Stakeholder committee members shall comply with DONE training/certification requirements (ethics, finance, harassment, etc.) (approved 3-0-0).
   ii. Add: Composition - Size of committees shall be maximum of 7 members, with 4 Boardmembers and a maximum of 3 stakeholders (approved 2-0-1).
g. Attachment B:
   i. Revise to:
      1. All district representatives: “Resident who is…”
      2. All business representatives: “Business owner or authorized staff who is…”
      3. Organizational representatives: “Organizational officer or authorized member who is…”
      4. At-large resident representatives: “Resident who is…”

12. Public Comment - Items not on the Agenda: 1 minute minimum per speaker.
13. Member announcements.

NOTICE: Out of an abundance of caution, this committee meeting is noticed as a joint board meeting, and will be making recommendations for the Neighborhood Council board to take action at a later meeting.

THE AMERICAN WITH DISABILITIES ACT: 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 and 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 contacting Jay Ross, Board Member, at (310) 979-9255 or email 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 viewed at our website: www.WestLASawtelle.org, or at the scheduled meeting. If you want any record for an item on the agenda, contact Jay Ross, at (310) 979-9255 or email JRoss@WLANC.com.

PUBLIC INPUT AT N.C. MEETINGS: The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

PUBLIC POSTING OF AGENDAS: Agenda are posted for public review as follows:
• Website: www.WestLASawtelle.org (see Committees tab).
• Dropbox (see PLUM 2019 folder): https://tinyurl.com/WLASNC-PLUM-2019
• Planning Dept. Early Notification System: https://www.lacity.org/subscriptions

RECONSIDERATION AND GRIEVANCE PROCESS: For information on the WLASNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the Bylaws. The Bylaws are available at our Board meetings and website www.WestLASawtelle.org

RECORDING MEETINGS: Meetings may be sound or video recorded.

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

SERVICIOS DE TRADUCCION: Si require servicios de traduccion, avisar al Concejo Vecinal 3 dias de trabajo (72 horas) antes del evento. Por favor contacte a Jay Ross a JRoss@WLANC.com para avisar al Concejo Vecinal.

Members: Jamie Keeton, Boardmember JKeeton@WLANC.com
Jay Ross, Boardmember (310) 979-9255 JRoss@WLANC.com
Korie Schmidt, Boardmember Secretary@WLANC.com
Dylan Wright, Boardmember DWright@WLANC.com
Exhibit: COMMITTEE Procedures/Guidelines (draft 1/11/2018)

1. **GENERAL**  
   A. Committees make recommendations to the WLANC Board of Directors.

   B. The goals are to preserve and enhance the positive characteristics of existing uses and neighborhoods, and to manage growth in a smart and sustainable manner within the infrastructure capacity of the WLASNC district.

   C. Committees will make decisions that benefit the overall community for the long-term future, per our mandate to represent all of West L.A. / Sawtelle neighborhood. Committees can consider the needs of smaller blocks and sections of the NC district, but we must also consider the needs of the greater city, nation and world.

   D. Stakeholders are welcome to and encouraged to testify at meetings and submit verbal/written comments (if they cannot attend). Decisions will not necessarily be made on majority view of stakeholders who attend meetings, because all stakeholders may not be able to attend meetings and verbal/written comments deserve the equal standing.
during consideration. Generally, Committees receive sufficient information from all sides of the issues, and will make decisions as so informed.

E. Committees may form sub-committees. If a sub-committee is formed, its formation and purpose will be reported to the BOD.

F. Committee members shall disclose ex parte communications with the development team/property owner and elected officials, and conflicts of interest.

2. COMMITTEE MEMBERSHIP
   A. Membership is limited to seven (7) members, four (4) of whom must be current members of the BOD. PLUM candidates must be nominated by the Chair of PLUM and subsequently approved by majority vote of the BOD. The Chair will be nominated by majority vote of PLUM and subsequently approved by majority vote of the BOD.

   B. Committee members must complete any ethics training mandated by the City and the WLANC Policies and Procedures within 30 days after appointment to PLUM. Committee members may not vote prior to completion of trainings.

   C. If a committee member misses 3 consecutive meetings, or 4 of 5 meetings, he/she shall be automatically removed.

   D. Committee members shall work compatibly, harmoniously and respectfully with each other, BOD officers and members, and stakeholders.

   E. A committee member may be removed by vote of the BOD.

3. MEETINGS, AGENDAS and MINUTES
   A. Committees will adhere to the Brown Act. Meetings shall be open to the public and shall include public comment. Agendas shall be posted as required.

   B. Agendas will be prepared with proposed agenda items submitted to the Chair at least five (5) days in advance the next Committee meeting. Agendas may be emailed to members. Items may be later added to the agenda at the discretion of the Chair and time permitting.

   C. The Chair will preside over meetings. A quorum is based on the number members.

   D. Minutes of each meeting will be kept. Minutes may be emailed to other members in advance of meetings and will be approved by a majority vote.

   E. Agendas, minutes and reports will be available at WLANC meetings in paper form, and on the WLANC website in electronic form. Copies may be mailed to stakeholders.

4. DEVELOPER PRESENTATIONS
   A. Stakeholders / presenters / advocates are requested to begin collaboration with the NC in the conceptual stage of their project, in order for community input as early as possible.
The should not wait to contact the NC after submittals to the Planning Dept. Developers are requested to contact the NC Chair to have their project placed on agenda.

B. Stakeholders / presenters / advocates team members and their spouses/domestic partners shall disclose campaign donations to CD11 and the Mayor.

C. Stakeholders / presenters / advocates are requested to provide notice and documents in advance of PLUM meetings and provide 10 paper copies for the committee and stakeholders:

1. Provide two weeks notice of their project and the meeting to all residents (land owners and occupants) within 1,000 feet of the proposed project using the PLUM Developer Notice Form.

2. Description of the project on the PLUM Development Information Sheet.

3. Photograph of the existing state of the property and a rendering of the proposed project.

D. Stakeholders / presenters / advocates will be allowed 8-10 minutes to present their project. The public will be allowed to comment after the presentation. The WLANC Policies and Procedures regarding “Civility” will apply. Public comments will be made directly to PLUM only. Upon completion of public comment, the PLUM Committee members may ask questions. Approximately equal time will be allowed for the presentation of the supporting and opposing viewpoints regarding projects. This time does not include questioning of the developer by PLUM committee members.

F. Public comment: Stakeholders will be allowed 1-2 minutes to testify, and they are requested to disclose their and their spouses’/ domestic partners’ possible conflicts of interest, including employment in real estate, financial relationships with developer, campaign donations and fundraiser organizing, etc.

5. ACTION ON PROJECTS
A. Committees shall deliberate for 10 minutes and may adopt findings and/or make recommendations to the WLANC BOD by a majority vote. Recommendations may include:
   1. Approved as submitted.
   2. Approved with conditions.
   3. Rejected/disapproved.
   4. Hearing continued or action deferred.

B. A report findings and recommendations will be prepared for each project and may include dissenting opinions. Upon the Chair’s approval of the draft report, it will be emailed to the other members and can be provided to the BOD. All reports must include the following disclaimer: “DRAFT: This resolution is only a recommendation from the
Committee, and it will be considered by the Board of Directors for a final decision on DATE.”

C. Committees will request to the BOD that the project be placed on the next BOD agenda.

D. No Committee member will disseminate any communication that implies that such communication represents the position of the WLANC unless authorized by the BOD.

E. Committee members may represent the WLANC before other governmental or private entities, if authorized by the BOD.

6. REPRESENTATIONS AND DISCLOSURES
   A. If a committee member testifies at a public or private forum, he or she should disclose that he or she is a member of the NC. He or she may testify with an unauthorized position or one contrary to a Committee or WLANC position, so long as he or she discloses that this is a personal position of the committee member and not the WLANC.

   B. Committee members shall disclose any financial relationships or gifts received (or promised) from applicants and shall not accept gifts in the future from any applicants who have submitted projects.

Exhibit: Stakeholder definition

15. Bob Gelfand (CityWatch): We will want to think about whether we should add back some real authority to neighborhood councils. But if we were to do that, then we would also want to think about who gets elected to neighborhood council boards, and how that will happen. For example, limiting voters in neighborhood council elections to registered voters within the neighborhood council district would open up a world of possibilities. Neighborhood council candidates could be on the ballot during general elections. Incidentally, that's also how members of political party county central committees are elected, not to mention City Council members and candidates for the House of Representatives, the state Senate, and the state Assembly.
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