

## 1. CALL TO ORDER; QUORUM CHECK - 7:36 PM

### **Present:**

Alex De Ocampo, Chair (pro tem)  
Jessie Kornberg  
Mark Mauceri  
Rosemary DeMonte  
Barbara Ferris, Committee (staff; non-voting)

**Absent:** Tor Hyams (excused)

### **Stakeholders:**

John F. John, Jr.  
Ron Ostrow

## 2. APPROVAL OF MINUTES FROM JUNE 2010 R&E COMMITTEE MEETING

Tabled for next meeting.

## 3. PUBLIC COMMENTS ON NON-AGENDA ITEMS; PUBLIC ANNOUNCEMENTS (02 MINS. EACH)

**John, Jr.:** Requested more specificity on agenda item listings. Some items on the agenda for this meeting are too general. Would appreciate more exactness as to what will be discussed.

## 4. REPORTS: PUBLIC OFFICIALS & CITY STAFF

None

## 5. REVIEW OF STANDING RULES, POLICIES, AND PROCEDURES

**PRESENTATION OF WRITTEN MATERIAL:** Mauceri distributes a document that contains a compilation of (non-bylaw) policies and standing rules approved by the GGPNC board since its formation. (see: 'Addendum #1').

**Mauceri:** He and Ron Ostrow have endeavored to bring into one document a number of policies and rules that have been adopted over the years.

### **DISCUSSION:**

**Ferris:** Asks for clarification as to the source of items in this document.

**Mauceri:** It is a compilation of rules already passed by GGPNC Board. These were gleaned by going over board minutes from 2002 onward. Currently, these rules, regulations and policies are not easily available to board members and stakeholders. Mauceri suggests it is important to have these in one place for easy reference. He suggests that they be organized by category rather than chronologically.

**Ostrow:** An ad hoc committee compiled these from extensive search of minutes. Some things need clarification. Example: election and appointment procedures have changed with each election and appointment cycle.

**Ferris:** Asks what is expected of the committee regarding this compilation document.

**Mauceri:** This compilation is for members to take home and peruse. We can go over quickly in this meeting and do a thorough study next meeting. We need to organize them for easy reference.

**Jessie:** This is valuable. Many board members aren't aware of these rules. She'd like to get them in digital format to distribute and post online.

**DeMonte:** Asks about the budget processes contained in the document.

**Ostrow (Public Comment):** Budget processes were passed in 2003 per GGPNC Treasurer, Kerry Hunnewell.

**DeMonte:** There may have been objection by DONE. These may be outdated. We should check.

**Mauceri:** Reiterates need to organize by topic rather than chronological order. Also, there are missing elements; we need appointment procedures for last appointment cycle (2009).

**DeMonte:** Appointment procedures for last cycle could be in Board minutes.

**Kornberg:** Suggests the committee make a formal agreement to take this up at next meeting.

**Group:** General agreement. No objections.

**Mauceri:** At next meeting we should assign a shepherd for the refinement of this document.

**Ferris:** Offers topical template she drew up two years ago and submitted to President Gasteier for consideration (no action was taken at that time).

**John F. John (Public Comment):** Supports use of template and asks that the current compilation document be posted on line.

## **6. CONTINUATION OF GGPNC BYLAWS REVIEW:**

Open discussion session to identify and denote potential clarifying language changes.

**BACKGROUND:** Per procedure agreed upon at July 10 meeting, this session is for review only—no motions will be entertained during this review. Several committee members have taken on separate articles for initial review and comment. These are to be presented, in order, over the next few meetings. Previous Articles (Mauceri) were reviewed at the July 10 R&E meeting.

**WRITTEN MATERIAL:** **Kornberg** distributes copies of her work product on Bylaws articles IX – XIV (see minutes attachment: **Addendum #2**).

### **PUBLIC COMMENT**

**John, Jr.:** Reiterates the need to have materials ahead of time so that stakeholders can come prepared.

**Ferris:** Reiterates that this is a first pass and is for review and brief discussion only, no decisions will be taken at this meeting.

### **COMMITTEE COMMENT**

**Kornberg:** Accentuates the need to consolidate terminology so that it is consistent throughout bylaws, such as the use of "General Board" in some places and "Governing Board" in others.

**Mauceri:** This process is for housecleaning first with no major changes, only language, consistency, etc.

**Kornberg:** Walks the group through her work product (see attached **Addendum #2**).

## **DISCUSSION**

**Ostrow:** (re Kornberg written comment on Article X–D.2 – Conduct of meetings) Certain things need to be redundant for easy reference. (Re Article IX–G. – Loss of Quorum): City Clerk has procedures for this. Points out that section IX-G.2 strikeout is a mistake.

**Kornberg:** Agrees that Article IX-G.2 strikeout is in error and will correct and resubmit.

**Ferris:** Asks Ostrow: how do we find the city clerk procedures?

**Ostrow:** I'll send it to you.

## **7. Other Comments & Announcements:**

**Jessie:** Would like to have us set regular meeting time at next meeting

**Ostrow:** Asks, do we have a timeline for finishing this part of process?

**Mauceri:** Likely to be several more meetings.

**Ostrow:** Stresses that this will need to have at least a two-month process to consider and pass changes at the Governing Board level.

**Ferris:** Suggests that the R&E Chair inform the Board at the next few meetings that this is coming down the pike so that no one will be surprised when it arrives for deliberation.

**8. Adjourn:** Having no further business the meeting was adjourned at **8:35 PM**.

**ADDENDUM #1**



**GREATER GRIFFITH PARK  
NEIGHBORHOOD COUNCIL**

**STANDING RULES, POLICIES, AND PROCEDURES  
(COMPILATION DRAFT)**

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ADOPTED BY BOARD JUNE 15, 2010

**7B, #1. Rules & Elections (business cards)**

Board members and Committee Chairs shall be entitled to receive and otherwise utilize city-issued business cards of a standard format currently in use. When applicable, the date a board member's term ends shall be indicated on the card. A committee chair may recommend to the Executive Committee the issuance of special GGPNC business cards (with the GGPNC in place of the city seal) for committee members who have regular interaction with city officials, city employees, and other stakeholders at large in the course of acting on committee-related business, who have completed the course currently entitled: 'Ethics and Open Government Training for Neighborhood Councils'.

**7B, #2. Rules & Elections (website access)**

The Secretary shall have interim authority to have complete access to the GGPNC web site to facilitate the business of the GGPNC. If the Secretary changes the web page content for a committee, the Secretary shall notify the committee chair.

**7B, #3. Rules & Elections (absences)**

It is incumbent on Governing Board members to contact the President and/or Secretary to advise of an anticipated board meeting absence before said meeting, as soon as reasonably possible, preferably by e-mail. The President shall determine excused absences in concordance with the bylaws. Immediately after the meeting is called to order, a roll call attendance will be taken, and the President shall announce which board members have been excused and the reason(s) provided. Any absence without prior notice shall be considered "unexcused" in concordance with the bylaws. In the event of unanticipated circumstances (e.g., emergency, sudden illness, act of God, etc.), the President may also grant or rescind an excusal at the next governing board meeting. The Board may appeal and overrule the President's excusal, whether granted or rescinded, by a two-thirds majority vote of those board members present at the time.

ADOPTED JANUARY 19, 2010

**7. Rules & Elections**

A. Motion by Bruce Carroll: "Any Board decision not decided by consensus shall be confirmed by a roll call vote, with the outcome indicating the votes cast, and by whom, recorded in the minutes by the Secretary."

Seconded by Ostrow, Passed by consensus.

B. Motion by Bruce Carroll: "An abstention during a vote shall not be counted as either a yes or a no." Seconded by Ostrow.

Passed by consensus.

ADOPTED BY BOARD JULY 22, 2009

Agenda Item #9A

Records of the GGPNC and Committees are available to Board Members upon reasonable request. Officers, Committee Chairs and Board Members shall attempt to make information available to Board Members, Officers and Board Committees as promptly as is practical. Any dispute or uncertainty shall be presented to the Executive Committee.

Agenda Item #9B

That the GGPNC letterhead or any written communication incorporating the GGPNC logo or name above the name of the addressee shall be used only for official GGPNC business, including authorized communications in conducting the business and affairs of the GGPNC and communications of GGPNC positions adopted or approved by the GGPNC Board, but not including communications of positions or expression of views which have not been adopted or approved by the GGPNC Board.

Agenda Item #9C

GGPNC correspondence limited to communicating approved GGPNC positions to City Officials or agencies should be also copied to the GGPNC Secretary, posted in a file on the website, and maintained by the Secretary in a file designated as "Official Correspondence."

ADOPTED APRIL 21, 2009

Agenda Item #13

Resolved that all Board Members, Committee Chairs and Committee Members are authorized and encouraged to remove outdated meeting agendas from public posting places.

ADOPTED FEBRUARY 17, 2009

"The GGPNC does not propose, control, or determine whether there will be restricted parking districts. The GGPNC is on record as generally opposing Preferential Parking Districts.

However, this information is provided for Stakeholders who are interested in how the PPD process is facilitated.”

Motion seconded, and voted 11-0 in favor, with one abstention (OWEN).

ADOPTED BY BOARD JANUARY 20, 2009

Agenda Item #15

Stakeholder Committee members may be provided with business cards by request of the Chairperson of the committee and with the approval of the Executive Committee.

**ADOPTED BY BOARD OCTOBER 21, 2008**

Agenda Item #15 - DESIGNATION OF BOARDMEMBERS TO FILE COMMUNITY IMPACT STATEMENTS

The only three (3) Board members authorized to file Community Impact Statements are: President; VP, Administration; and Secretary.

**ADOPTED BY BOARD TUESDAY, JANUARY 16, 2007**

Agenda Item #10a - GGPNC GUIDELINES FOR GENERAL BOARD MEETING AGENDAS

The Greater Griffith Park Neighborhood Council has approved the following guidelines for setting the agenda for its regular monthly Board Meetings:

1. Items shall be placed on the agenda by the Secretary (or other officer designated by the President in the absence of the Secretary) either (a) with the approval of the President, or (b) at the request of at least four (4) Board Members. The Secretary or other designated officer shall prepare a proposed agenda to present to the President for approval, and may include items on such proposed agenda requested by one or more Board Members or stakeholders.

2. Items proposed for inclusion on the agenda should be presented to the President, or to the Secretary or designated officer. The proposed agenda item should contain a brief description of the matter to be discussed or considered, in plain language designed to alert Board Members and stakeholders of the basic subject matter and the scope of possible action.

The President shall have final authority over the wording of any item, unless the item is listed without the approval of the President, in which event it shall be listed as requested but excluding any scandalous matter.

3. Items presented for inclusion on the agenda for which action by the Board is requested should preferably be accompanied by a specific proposed resolution to be considered by the Board. If not presented at the time the request for inclusion on the agenda is made, the form of proposed resolution should be presented in writing prior to or at the meeting at which the item is considered. Members are encouraged to present the form of resolution sufficiently in advance of the meeting to permit copies to be made and distributed to the Board at the meeting.

4. All Committee chairpersons are encouraged to present any Committee proposed agenda items and resolutions in accord with these guidelines, immediately after a committee action, which requires GGPNC Board approval and at least seven (7) days in advance of the meeting if possible.

5. Any proposed action requiring approval or authorization for expenditures of Board funds should state that a request for funding will be considered.

6. Wherever in these Guidelines action by the President is contemplated, in the absence of the President a Vice President shall be qualified to take such action, and in the absence of both of them a Board Member designated by the President shall be qualified to take such action.

7. The failure to comply with these Guidelines in any respect will not prevent effective Board action on any properly noticed item. However, the Board may defer consideration of items not presented in compliance with these guidelines.

**SUBMITTED: MARCH 18, 2003**

## **GGPNC Financial Documents**

March 18, 2003 - Version 1.3

### **1. Budgeting Documents**

- Committee Budget Request (Annual)
- Preliminary Budget (Annual)
- Final Budget (Annual)
- Amended Budget (Periodic)

### **2. Authorizing Documents**

- Request and Approval of Reallocation
- Statement of Expenditure or Commitment
- Request and Approval of Expenditure or Commitment
- Receipt Submittal
- Contract Submittal

### **3. Reporting Documents**

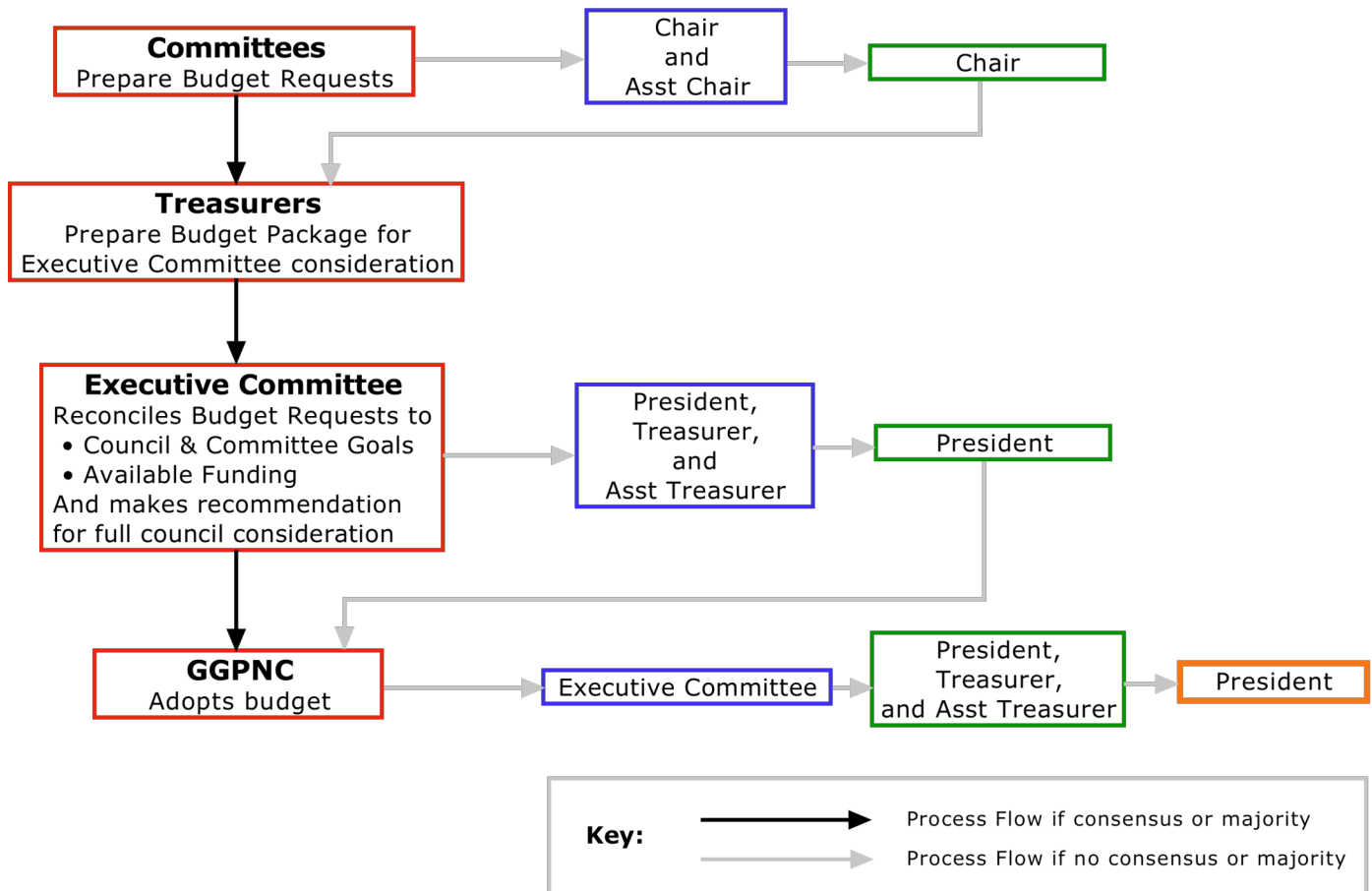
- Transaction Ledger
- Reports:

<b>REPORTS</b>	Budget	Opening Balance	Period Expenditures	Closing Balance	Committed, Not Expended
Monthly	<b>X</b>		<b>X</b> (to date)		
Quarterly	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Annual	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

**SUBMITTED: MARCH 18, 2003**

## GGPNC Budget Formation

March 18, 2003 - Version 1.3



A. SUBMITTED: MARCH 18, 2003

**GGPNC Approval Matrix**  
**Budget Reallocations, Expenditures, and Commitments**  
 March 18, 2003 - Version 1.3

	>\$0 - \$500	>\$500 - 2500	>\$2500 - \$5,000	>\$5,000
<b>Budget Reallocations</b>	Committee Chair(s) and Treasurer (1)	President and Treasurer (1)	Executive Committee (1)	Full Council (1)
<b>Expenditures and Commitments Budgeted</b>	Committee Chair (for Expenditures) Treasurer (for Commitments) (2)	Treasurer (3)	President and Treasurer (3)	Full Council (3)
<p>(1) Requires submission of "Request and Approval of Reallocation" to Treasurer                      (2) Requires submission of "Statement of Expenditure or Commitment" and "Receipt Submittal" or "Contract Submittal" to Treasurer                      (3) Requires submission of "Request and Approval of Expenditure or Commitment" and "Receipt Submittal" or "Contract Submittal" to Treasurer</p> <p>In all cases, Treasurer may designate Assistant Treasurer to act in his/her capacity, and Committee Chair may designate Assistant Chair to act in his/her capacity</p>				

SUBMITTED: MARCH 18, 2003

- B.
- C.

**Greater Griffith Park Neighborhood Council**  
**Request and Approval of Budget Reallocation** (Version 1.1)

Budget Year: 2003-2004 Budget Quarter: Q1

Budget Line Item(s) to be reduced:	Committee:	Pre-Allocation Budget:	Post-Allocation Budget:	Reduction:
1. <u>Web Site Developmpment</u>	<u>Outreach</u>	<u>\$2500</u>	<u>\$1500</u>	<u>(\$1000)</u>
2. <u>Email Newsletter</u>	<u>Outreach</u>	<u>\$2000</u>	<u>\$800</u>	<u>(\$1200)</u>
3. <u>Hosted Community Events</u>	<u>Outreach</u>	<u>\$500</u>	<u>\$100</u>	<u>(\$400)</u>
			Total reduction:	<u>(\$2600)</u>

Budget Line Item(s) to be increased:	Committee:	Pre-Allocation Budget:	Post-Allocation Budget:	Increase:
1. <u>Community Improvements</u>	<u>Neighborhood Beautification</u>	<u>\$1000</u>	<u>\$3600</u>	<u>\$2600</u>
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
			Total increase:	<u>\$2600</u>

**SAMPLE ONLY**

Submitted by:	Title:	Acting on behalf of:	Date:
1. <u>Bernadette Soter</u>	<u>GGPNC</u>	<u>Neighborhood Beautification Committee</u>	<u>4/10/03</u>
2. _____	_____	_____	_____

Approved by:	Title:	Acting on behalf of:	Date:
1. <u>Cheryl Johnson</u>	<u>Chair, Outreach Comm.</u>	_____	<u>4/11/03</u>
2. <u>Jacqueline Kerr</u>	<u>Chair, NB Comm.</u>	_____	<u>4/13/03</u>
3. <u>Bruce Carroll</u>	<u>Secretary</u>	<u>Executive Committee</u>	<u>4/16/03</u>

Received by:	Title:	Acting on behalf of:	Date:
<u>Kerry Hunnewell</u>	<u>Treasurer</u>	_____	<u>4/16/03</u>

- D. SUBMITTED: MARCH 18, 2003
- E.

**Greater Griffith Park Neighborhood Council**  
**Receipt Submittal** (Version 1.1)

Budget Year: \_\_\_\_\_ Budget Quarter: \_\_\_\_\_

Amount of Receipt: \_\_\_\_\_

Paid by Cash: \_\_\_\_\_ Debit Card: \_\_\_\_\_ GGPNC Check: \_\_\_\_\_ Comptroller Check: \_\_\_\_\_ (Check one)

Payee: \_\_\_\_\_

Description of Expenditure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Budget Line Item Charged:

Committee:

\_\_\_\_\_

\_\_\_\_\_

Submitted by:

Title:

Acting on behalf of:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Received by:

Title:

Acting on behalf of:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE ATTACH ORIGINAL RECEIPT.**

SUBMITTED: MARCH 18, 2003

### Greater Griffith Park Neighborhood Council

#### Contract Submittal (Version 1.1)

Budget Year: \_\_\_\_\_ Budget Quarter: \_\_\_\_\_

One-time Commitment \_\_\_\_\_ Recurring Commitment \_\_\_\_\_ (Check one)

Amount of Contract Commitment: \_\_\_\_\_

Contractor: \_\_\_\_\_

Description of Contract Commitment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Budget Line Item Charged:

Committee:

\_\_\_\_\_

\_\_\_\_\_

Submitted by:

Title:

Acting on behalf of:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Received by:

Title:

Acting on behalf of:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE ATTACH COPY OF UNEXECUTED CONTRACT.**

**PLEASE SUBMIT EXECUTED CONTRACT ATTACHED TO COPY OF CONTRACT SUBMITTAL WITHIN 10 DAYS.**

No expenditures will be released pursuant to the contract until an executed contract is received by the Treasurer.

**TO BE FILLED IN UPON CONTRACT EXECUTION:**

Executed by:

For GGPNC: \_\_\_\_\_

Date: \_\_\_\_\_

For Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Summarize any changes to document above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F. SUBMITTED: MARCH 18, 2003

**Greater Griffith Park Neighborhood Council**  
**Request and Approval of Expenditure or Commitment** (Version 1.1)

Budget Year: \_\_\_\_\_ Budget Quarter: \_\_\_\_\_  
Expenditure \_\_\_\_\_ Reimbursement \_\_\_\_\_ One-time Commitment \_\_\_\_\_ Recurring Commitment \_\_\_\_\_ (Check one)  
Amount of Expenditure or Commitment: \_\_\_\_\_  
Payee: \_\_\_\_\_ Original Payee (if Reimbursement): \_\_\_\_\_  
Cash \_\_\_\_\_ Debit Card \_\_\_\_\_ GGPNC Check \_\_\_\_\_ Comptroller Check \_\_\_\_\_ Reimbursement \_\_\_\_\_ (Check one)  
Description of Expenditure or Commitment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Budget Line Item Charged:</u>	<u>Committee:</u>	<u>Balance Before:</u>	<u>Balance After:</u>
_____	_____	_____	_____

<u>Submitted by:</u>	<u>Title:</u>	<u>Acting on behalf of:</u>	<u>Date:</u>
_____	_____	_____	_____

<u>Approved by:</u>	<u>Title:</u>	<u>Acting on behalf of:</u>	<u>Date:</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

<u>Received by:</u>	<u>Title:</u>	<u>Acting on behalf of:</u>	<u>Date:</u>
_____	_____	_____	_____

**Request and Approval of Expenditure must be followed by Receipt Submittal attached to copy of Approval of Expenditure within 10 days.**  
**Request and Approval of Commitment must have Contract Submittal and copy of unexecuted Contract attached.**

SUBMITTED: MARCH 18, 2003

**Greater Griffith Park Neighborhood Council**  
**Statement of Expenditure or Commitment** (Version 1.1)

Budget Year: \_\_\_\_\_ Budget Quarter: \_\_\_\_\_  
Expenditure \_\_\_\_\_ Reimbursement \_\_\_\_\_ One-time Commitment \_\_\_\_\_ Recurring Commitment \_\_\_\_\_ (Check one)  
Amount of Expenditure or Commitment: \_\_\_\_\_  
Payee: \_\_\_\_\_ Original Payee (if Reimbursement): \_\_\_\_\_  
Cash \_\_\_\_\_ Debit Card \_\_\_\_\_ GGPNC Check \_\_\_\_\_ Comptroller Check \_\_\_\_\_ Reimbursement \_\_\_\_\_ (Check one)  
Description of Expenditure or Commitment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Budget Line Item Charged:</u>	<u>Committee:</u>	<u>Balance Before:</u>	<u>Balance After:</u>
_____	_____	_____	_____

<u>Submitted by:</u>	<u>Title:</u>	<u>Acting on behalf of:</u>	<u>Date:</u>
_____	_____	_____	_____

<u>Received by:</u>	<u>Title:</u>	<u>Acting on behalf of:</u>	<u>Date:</u>
_____	_____	_____	_____

**Statement of Expenditure must be followed by Receipt Submittal attached to copy of Statement of Expenditure within 10 days.**  
**Statement of Commitment must have Contract Submittal and copy of unexecuted Contract attached.**

**SUBMITTED: FEBRUARY 21, 2003**

## **METHODOLOGY AND PURPOSE OF THE GGPNC PRELIMINARY BUDGET**

### Underlying Assumptions and Principles

1. Timing. The GGPNC should secure funding as soon as possible. It is better to have the funds and not use them, than to need the funds and not have them. A budget approved by the full council in a public forum must be submitted to DONE prior to initial funding.

2. Preliminary Budget. The proposed budget is preliminary in nature, and as stated on the budget document itself: "All budgeted amounts are subject to reallocation at the discretion of the Greater Griffith Park Neighborhood Council, consistent with its by-laws."

There are currently no policies or procedures in place for approving actual expenditures of money. According to the by-laws, it is the Treasurer's responsibility to establish such procedures. The Treasurer and Assistant Treasurer intend to expand that responsibility to the full Budget and Finance Committee to further "democratize" the process. That committee will then submit proposed procedures to the full council for consideration. In the meantime, the Treasurer and Assistant Treasurer intend to ask the Executive Committee to approve preliminary procedures to expend money as needed for such items as a post office box, voice mail, securing the ggpnc.org URL, and for small expenditures that to date have been funded personally by members of the Council. No money will be expended until such procedures are in place.

3. Methodology. As in any organization, a final budget should be developed from the bottom up, not the top down. During January, in the absence of a functional committee system, the Treasurer solicited input from the Executive Committee on appropriate line items to include in the preliminary budget. The only comments received requested that the majority of funds be dedicated to community outreach. As that prioritization is consistent with both the mission of the GGPNC and the intention of DONE, the preliminary budget submitted for full council consideration in the January council meeting reflected that priority. Although there was no consensus expressed in the January meeting as to alternative spending priorities, the revised budget (submitted for consideration at the February council meeting) reflected individual council member and stakeholder comments from and subsequent to the January meeting. Thus, on an annual basis, web site development was reduced by 74%, market / stakeholder issue research was reduced by 26%, and a funded line item for community improvement / beautification was added.

4. Purpose. According to the GGPNC bylaws:  
"The mission of the GGPNC is to improve and unify the diverse communities of the Greater Griffith Park area by promoting citizen

participation in government at all levels and by encouraging citizens to advise City government in accordance with the provisions of law cited in Article I above." For the purpose of the preliminary budget, the Treasurer and Assistant Treasurer interpreted that mission as committing the GGPNC to allocate funds to politically empower the stakeholder community. The vehicle for such empowerment is outreach.

The allocation of money to various line items associated with outreach was based upon two principles. These principles may or may not guide the adoption of a final budget, depending upon the intention of the full council.

They are:

a. The council should "front load" funding to develop a methodology and infrastructure for soliciting stakeholder input on important community issues and priorities. That funding was anticipated in the line item "Market Research / Polling," now called "Stakeholder Issue Research / Polling."

b. The council should develop a number of vehicles for ongoing outreach efforts including an interactive web site, direct mailings, email newsletters, newspaper announcements, and door-to-door notices. In the first fiscal year, each method would be deployed and subsequently evaluated on a cost benefit basis, and such evaluation would determine spending priorities for future budgeting purposes.

Kerry Hunnewell, GGPNC Treasurer  
Yvette Bryant, GGPNC Assistant Treasurer

# GGPNC General Election Forums – 2010

## Structure and Guidelines

### **BASIC LOGISTICS**

Candidate total:

District A:	5
District B:	4
District C:	5
District D:	5
<u>District E:</u>	<u>4</u>
Total:	23

Forum #1: 3 hours

Forum #2: 2 hours

Time needed for one round of two-minute candidate statements: 46 minutes

Time needed for one round of a one-minute reply each to a question: 25 minutes

### **FORUM TIMETABLES**

Forum #1 – Saturday, March 13, Hollywood Lutheran Church,  
Moderator: Don Seligman, President, Los Feliz Improvement Association

10:00 – 10:10 AM:	Moderator welcome and format explanation
10:10 – 10:55 AM:	Candidate statements (2 min ea.)
11:00 – 11:25 AM:	Question #1 (1 min. ea.)
11:30 – 12:00 PM:	Question #2 (1 min. ea.)
12:00 – 12:30 PM:	Question #3 (1 min. ea.)
1:00 – 1:10 PM:	Wrap up and reminder of election time, place and voting particulars

Forum #2 – Thursday, March 18, Our Mother of Good Council  
Moderator: Helen Diskant, Sr. Assoc. Program Coordinator, Kaiser Permanente Health Plan, Inc., (Burbank)

7:00 – 7:10 PM:	Moderator welcome and format explanation
7:15 – 8:00 PM:	Candidate statements (2 min ea.)
8:00 – 8:30 PM:	Question #1 (1 min. ea.)
8:30 – 9:00 PM:	Question #2 (1 min. ea.)
9:00 – 9:10 PM:	Wrap up and reminder of election time, place and voting particulars

### **CANDIDATE SPEAKING ORDER**

Candidate names will be printed on slips of paper and placed in a fishbowl. For candidate statements and rounds of questions, names will be drawn at random from the bowl four at a time and taped to large index cards. The moderator will announce those four names in a group. Once those four have spoken, four more will be announced until everyone has spoken. This lottery method will be used for all rounds of questions.

The purpose of this method is to vary the speaking order by choosing, at random, the order of speakers. The idea is that no candidate benefits from always speaking last.

### **QUESTION SELECTION PROCESS**

On arriving, audience members will each be given a question card and invited to write their question on the card and hand it in at the question table. Cards will be designed & printed.

Three impartial persons will function as question handlers to sift through the written questions and sort them according to topic. Question #1 will be framed using the issue with the highest number of questions relating to that issue. Question #2 will be derived from the second highest issue, and so forth. If there is a tie, the question handlers are authorized to make a judgment call on which issue topic should go first. Questions addressed to specific candidates will be automatically discarded.

A deadline for question submission will be established and announced in order to provide the question handlers time to sort and tally the cards according to topic.

In order to assure the integrity of the process, the question sorting process will be scrupulously documented and the question cards and the tally sheets digitally copied for the GGPNC records.

### **THE MODERATOR**

The Moderator will:

- Welcome the audience and candidates
- Thank the candidates for their participation
- Announce the forum structure
- State the decorum expected of candidates (see below)
- State the decorum expected of the audience (see below)
- Start the rounds of statements and questions by announcing the first four names.
- Continue the rounds by announcing four names at a time
- At the end of each round, check to make sure no candidate has been inadvertently omitted.
- If candidates stray from the expected decorum the Moderator will remind the candidate of the rules. If the Moderator is forced to interrupt with a reminder, the time clock keeps ticking and the candidate loses that time.
- If audience members stray from the expected decorum the Moderator will remind the audience of the rules. Audience reminders should come only after the speaker finishes.
- At the end of the last round, congratulate the candidates for completing the forum.
- Thank the audience for attending.
- Remind the audience of the coming election. Give the time, place and particulars.
- Tell the audience that if they would like to meet and ask questions of individual candidates they are welcome to do so right after the forum ends.
- Adjourn the forum.

### **CANDIDATE INFORMATION**

- A printed candidate roster (or sample ballot, if available) will be given to arriving audience members. If no sample ballot is available from the City Clerk's Office a candidate list will be formatted to conform to the Clerk's order of listing.

- Candidate statements (two sets), as submitted to the City Clerk's Office, will be posted at the back of the room (left and right) for perusal by attendees.
- Each candidate will be provided with one space on a table set aside for printed campaign material. The allotted space per candidate is for one stack of letter-sized paper
- Candidates are asked not to distribute, or cause to be distributed, campaign materials before or during the forum. Candidates are free to distribute campaign materials immediately after the close of the forum.

### **CANDIDATE AND AUDIENCE DECORUM**

#### **Candidates are asked to:**

- When speaking, state his or her name and the district he or she is running in.
- Honor the time limits.
- Speak to his or her personal objectives and concerns.
- Refrain from addressing each other.
- Refrain from asking direct questions of other candidates.
- Refrain from making accusations of other candidates.
- Refrain from aiming confrontational personal remarks at other candidates.

#### **Audience members are asked to:**

- Listen respectfully to each candidate.
- Refrain from disruptive outbursts (no jeers or cheers, please).
- Hold applause until the end of each round.

### **LOGISTICAL ITEMS**

#### **PA System:**

- **Moderator:** We need a podium with a microphone for moderator
- **Candidates:** We need a PA system with a wireless microphone that can be passed from candidate to candidate. We also need two runners to take the mike from person to person.

#### **Seating:**

- **Candidates:** Seating will be provided for candidates.

#### **Moderators:**

- Saturday, March 13, Don Seligman, President, LFIA
- Thursday, March 18, TBD

#### **Forum Assistance**

- Three impartial people to sort and tally audience questions
- One person to work the timer.
- Two people (John Marshall High School Students?) to draw the names from the fish bowl, list them on a card and pass them to the moderator.
- We need four people for each forum to set up the hall, seating, etc.

#### **Time clock:**

- We need one person working the timer.
- We need a digital timer with auto reset and a loud ring.

**Ad-Hoc Committee  
On Standing Rules Codification**

**Report - March 2009  
(by Ron Ostrow)**

At the March GGPNC Board meeting, I was appointed to chair an ad hoc committee tasked to codify non-bylaw rules and procedures into a cohesive document. Bruce Carroll was also appointed to the committee.

So far, I have reviewed the minutes from November 2002 through February 2009. I have not asked Bruce for any assistance yet, but I intend to consult with him before anything is offered up to the board.

In addition to rules and procedures, I looked for and noted statements of policy. I tried to differentiate between actual board policy and the board's expression of an opinion or its weighing in on legislation or an issue before a legislative body (i.e. the board's opposition to open flames and smoking in Griffith Park). In some cases, I noted an opinion that relates to a policy or affects the implementation of a procedure. This is probably more subjective and open to interpretation.

I have found precisely what Philip predicted I would find, which is a dearth of information. The preliminary conclusion that I have reached is that there are very few non-bylaw or standing rules and very few stated procedures.

There is a major hole in our record keeping system. The minutes will refer to a rule or procedure change, but won't enumerate what that change actually was. For instance, over the years, the procedures for elections were amended several times. The exact changes were referred to as having been discussed, but the details are not listed. Other times a document is referred to that lists the specifics, but the document is not attached to the minutes.

As a result, there is no way to tell what the exact rules are.

We need to have all the rules, not just those found in the minutes, clearly codified in one document.

It is my understanding that the current rules flow from the following:

The City Charter  
The Plan  
The Brown Act  
The By-Laws  
The Parliamentary Authority as modified by Special Rules of Order  
Standing Rules that do not conflict with or affect the Parliamentary Authority.

From the minutes (text in italics is my commentary):

***There were numerous references to changes in election procedures. Specifics were rarely, if ever noted. I did not detail them, because they have changed over the years. Philip provided me with a document of proposed rules that, I believe, contains the latest iteration of the election procedures that were adopted.***

December 2002, the minutes state, “A Code of Ethics and Treasurer Training are mandatory prior to distribution of funds from the city. M. Cuevas recommended the GGPNC form an Ad Hoc Committee for creating a Code of Ethics.” *I don’t know where the board’s code is and did not find any reference to it being approved.*

March 2003, a budget formation proposal was presented using flow charts entitled "GGPNC Budget Formation," "GGPNC Approval Matrix," and "GGPNC Financial Documents" to illustrate the budget formation process. It was explained that:

"the idea behind the budget formation is that the budget will be developed from the bottom up by the committees." Then it would go to treasurers, then to Exec committee, then board as a whole. If a committee cannot agree on budget, then the budget is set by the committee Chair and Asst. Chair or if they can't agree the committee Chair will send the committee budget on to the Treasurers. They will organize all requests and pass the budget package on to the Exec Committee. If the Exec Committee can't agree, decision authority moves to the Treasurers and the GGPNC President and if that fails the President alone may submit the budget package for approval by the GGPNC Board. If the Board fails to agree, the approval would fall to the Exec Committee, then President and Treasurers, and as a last resort to the President alone.

The proposal was passed by consensus, *but neither the charts, nor an official explanation of the budget making procedure is in the minutes.*

May 2003, a 14 page proposed ethics code document is discussed and the board agrees to send it to the city ethics commission. *There is no further mention of this document or the outcome.*

October 2003, the board votes to support amending the Brown Act to allow more flexibility. *It is unclear in the minutes when or if the Brown Act was amended. The copy of the Brown Act I have references amendments from 2000 only.*

July 2004, the board passed a motion urging the City Attorney to protect the privacy of neighborhood stakeholders, specifically their email addresses, when releasing information through a Public Records Act request.

August 2004, during a vote on whether to participate in a survey form the Mayor’s office, Charlie Mims states that the Charter says that “an abstain vote is a yes vote” and that the Charter trumps Robert’s Rules.

December 2004, the Public records Act is cited as saying: “If a NC Database was generated in a manner that led its participants to believe that their contact information would be used only for

neighborhood council purposes, this creates an expectation of privacy that would justify and probably require that the database be protected from disclosure.” Bruce Carroll added, “Now our sign in sheets are labeled “confidential” so it is not available to anyone for any reason.”

August 2005, the by-laws are amended by consensus changing the quorum to 10. *This may have been done improperly. By-laws amendments require a 2/3 vote and I'm not sure they can be done by consensus vs. actual voting.*

November 2005, Philip Gasteier requests that the board develop an overall policy and notification system regarding requests for preferential parking. The issue is tabled.

January 2006, Joel Friedman outlined a procedure that must be followed in order for a board member to receive reimbursements for expenses, *but those procedures are not listed in the minutes.*

January 2007, the board approves by consensus guidelines for the assembly of board agenda. *As this was a special rule of order, I'm not sure a consensus vote was appropriate. Also, the minutes reference an attachment that lists the procedures, but the attachment is not attached. Philip supplied me with the document.*

February 2007, Charley Mims reiterated GGPNC policy that committee chairs or their designees are responsible for drafting committee-originated correspondence. Outgoing correspondence must be approved by GGPNC President. All correspondence must be forwarded to Secretary for filing. *I don't know when this policy was adopted or where it is written.*

March 2007, JOEL FRIEDMAN stated that every NC-related expense requires an Expenditure Request Form. There is a second document, a Demand Warrant, which also must be filled out for City of Los Angeles checks. Invoices are required.

April 2007, a motion that the “GGPNC adopt a general policy against PPDs including temporary PPDs, and that no further actions be initiated absent approval of the GGPNC Board, and that is does not apply to previously approved PPDs.” is made and adopted by consensus with KEN OWEN abstaining. *I don't know if it is possible to abstain from consensus.*

June 2008, Charlie Mims reiterates the GGPNC position on PPDs is that we're generally against them unless there's a problem that a PPD will clearly resolve.

January 2009, a motion that business cards will be provided to committee members “contingent upon the recommendation of the Committee Chair and with Executive Committee approval” was approved by consensus.

February 2009, a motion that “The GGPNC does not propose, control, or determine whether there will be restricted parking districts. The GGPNC is on record as generally opposing Preferential Parking Districts. However, this information is provided for Stakeholders who are interested in how the PPD process is facilitated.” Was approved by a vote of 11-0 with one abstention.

**ADDENDUM #2**

SELECTION OF THE BOARD:

ARTICLE IX  
SELECTION OF THE BOARD

ARTICLE IX  
SELECTION OF THE BOARD

- G. Term. All Board Members shall serve for a term of two years, or until their successors are seated. The terms of District Representatives shall commence at the first general Board meeting which is more than 30 days but no more than 60 days following the certification of the results of the election (it being intended that if meetings are held monthly the newly elected District Representatives would be seated at the second meeting following their election). The terms of Appointed Board Members shall commence at the regularly scheduled general Board meeting falling closest to twelve months after the last meeting at which elected District Representatives were seated, and following their selection; provided that, if the time for seating new Appointed Members falls in July or August, the time shall be automatically changed to the next regular meeting of the Board after August, so that the actual selection part of the appointment process shall not take place in the months of July and August.

**COMMENTS:** *Immediate changes: Article Title appears twice. In the last election, this schedule for the seating of new members was in conflict with and overruled by the City Clerk, which mandated that members be seated within 30 days of certification, i.e., at the first board meeting following the certification.*

*Further Topics for Discussion: Note that if there is a change to all elected, this too will need to change. Consider imposing terms for committee chairs.*

**SUGGESTED LANGUAGE CHANGE:**

~~ARTICLE IX  
SELECTION OF THE BOARD~~

~~ARTICLE IX  
SELECTION OF THE BOARD~~

~~A. Term. All Board Members shall serve for a term of two years, or until their successors are seated. The terms of District Representatives shall commence at the first general Board meeting which is no more than 30 days but no more than 60 days following the certification of the results of the election (it being intended that if meetings are held monthly the newly elected District Representatives would be seated at the second meeting following their election). The terms of Appointed Board Members shall commence at the regularly scheduled general Board meeting falling closest to twelve months after the last meeting at which elected District Representatives were seated, and following their selection; provided that, if the time for seating new Appointed Members falls in July or August, the time shall be automatically changed to the next regular meeting of the Board after August, so that the actual selection part of the appointment process shall not take place in the months of July and August.~~

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- H. Basic Qualifications. All Board Members be qualified for the position sought prior to application for election or appointment to the Board. All candidates must be at least eighteen years of age and be a Stakeholder as defined in these Bylaws. District Representatives must be a Stakeholder in the District in which they are standing for election. Qualification for election shall be demonstrated by self-affirmation. During their term, each Board Member must maintain the status upon which they were elected/selected for membership (i.e., a District Representative must remain a Stakeholder of that District, a representative of business must maintain an interest in or relation to a business in the Area, etc.), failing which the Board Member shall resign, or may be removed, and shall be replaced by the Board.

**COMMENTS: *Immediate Changes: Typo in first sentence, should read “All Board Members must...” Note that in the past election the provision allowing for establishing the factual basis for candidates’ stakeholder status through self-affirmation was prohibited by the City Clerk.***

***Further Topics for Discussion: The age requirement is more stringent than our Stakeholder definition and other NCs have high school students. Note that this provision is contingent on both stakeholder definition and existence of appointed members.***

**SUGGESTED LANGUAGE CHANGE:**

***B. Basic Qualifications. All Board Members must be qualified for the position sought prior to application for election or appointment to the Board. All candidates must be at least eighteen years of age and be a Stakeholder as defined in these Bylaws. District Representatives must be a Stakeholder in the District in which they are standing for election. Qualification for election shall be demonstrated by self-affirmation. During their term, each Board Member must maintain the status upon which they were elected/selected for membership (i.e., a District Representative must remain a Stakeholder of that District, a representative of business must maintain an interest in or relation to a business in the Area, etc.), failing which the Board Member shall resign, or may be removed, and shall be replaced by the Board.***

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- I. Election of District Representatives. The District Representatives shall be elected at elections conducted by the City Clerk every two years in every even-numbered year in accordance with the rules and regulations promulgated by the City Clerk, commencing in 2008. Board Members elected as District Representatives must be Stakeholders of the District at the time of both their application and election. The election of all District Representatives shall be open to all Stakeholders at least thirteen (13) years old. Qualification to vote shall be established by self-affirmation. All Stakeholders shall be eligible to vote for two Board Members from each District. The Board may take actions to promote awareness of and participation in such elections, not inconsistent with the applicable rules and regulations promulgated by the City Clerk. Such actions may include provisions for one or more assemblies at which candidates may make presentations to Stakeholders and answer questions, and for the form of applications to be approved by the Executive Committee or by the Board. To the extent not inconsistent with the applicable rules and regulations promulgated by the City Clerk, election procedures shall include appropriate provisions for voting by mail, and votes will be tabulated only for those persons who are designated on the ballot. The top two vote

getters in each District shall be elected. There will be no runoffs. The Board may establish procedures for resolving ties, in the absence of which a coin toss will settle ties. If there are less than two candidates receiving votes in any District, the available positions for that District may be filled by appointment by the Board.

**COMMENTS:** *Immediate Changes: Redundancy in restatement of Basic Qualifications. Though factual basis by self-affirmation was permitted by City Clerk, it was challenged by Stakeholders and our Outreach Chair in the aftermath of the election.*

*Further Topics for Discussion: Is the community best served by the current practice of voting for all elected positions (i.e. two in every district)? If we move to an all-elected system what would the make-up of the board be? (all districts? or 10 districted and 9 district-wide? Other systems have a group of owner reps, renter reps, business reps, and then interest reps (students, educators, non-profits, faith-based, etc.). Still other have a residential, business, and community rep for each district and elected officers.)*

**SUGGESTED LANGUAGE CHANGE:**

***C. Election of District Representatives. The District Representatives shall be elected at elections conducted by the City Clerk every two years in every even-numbered year in accordance with the rules and regulations promulgated by the City Clerk, commencing in 2008. ~~Board Members elected as District Representatives must be Stakeholders of the District at the time of both their application and election.~~ Voting in [t]he election of all District Representatives shall be open to all Stakeholders at least thirteen (13) years old. Qualification to vote shall may be established by self-affirmation. All Stakeholders shall be eligible to vote for two Board Members from each District. The Board may take actions to promote awareness of and participation in such elections, not inconsistent with the applicable rules and regulations promulgated by the City Clerk. Such actions may include provisions for one or more assemblies at which candidates may make presentations to Stakeholders and answer questions, and for the form of applications to be approved by the Executive Committee or by the Board. To the extent not inconsistent with the applicable rules and regulations promulgated by the City Clerk, election procedures shall include appropriate provisions for voting by mail, and votes will be tabulated only for those persons who are designated on the ballot. The top two vote getters in each District shall be elected. There will be no runoffs. The Board may establish procedures for resolving ties, in the absence of which a coin toss will settle ties. If there are less than two candidates receiving votes in any District, the available positions for that District may be filled by appointment by the Board.***

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- J. Selection of Appointed Board Members. The Board shall establish procedures for selection of Appointed Board Members consistent with the provisions of Article VIII above. Appointed Board Members serving at the time these Amended Bylaws become effective shall serve for a term expiring upon the next selection of Appointed Board Members. Thereafter, each two- year term of the Appointed Board Members shall commence on the date of their selection at the regularly scheduled general Board meeting falling closest to twelve months after the last meeting at which the elected District Representatives were seated. Selection of Appointed Board Members shall be made by a majority of the District Representatives.

**COMMENTS:** *As amended by the Governing Board on June 15, 2010.*

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***Further Topics for Discussion: Whether to eliminate appointed positions.***

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- K. Outreach. The Board shall establish a system of outreach to find and obtain applicants for subsequent election and appointment to the Board. The Board may choose to design such a system through the committee process. The purpose of this outreach is to put forth a reasonable effort to inform and give Stakeholders desiring to participate on the Board an opportunity to become a Board member. To that end, the Board shall take into account the need to allow time for prospective Board Members to solicit Stakeholder support.

**COMMENTS: *None.***

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- L. Board Vacancies. The Board shall fill Board vacancies by majority vote after an outreach effort.

**COMMENTS: *None.***

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M. Loss of Quorum

1. If the Council lacks a sufficient number of remaining Board Members needed to establish a quorum, then the remaining Board Members are granted the limited authority to conduct a public meeting and fill any vacant seats on the board according to the restrictions or criteria established in the Bylaws for the seat to be filled. The public meeting to reestablish the quorum will be conducted in accordance with the Brown Act, and will be attended by each and every remaining Member of the Board. Any vacant seat will be filled by a majority vote of the remaining Board Members. No other business shall take place at this public meeting. Until such time as a sufficient number of the vacancies have been filled to reestablish a quorum, those persons appointed by this procedure will not vote or participate in the process of filling the vacancies.
2. After the quorum is reestablished, the Council may fill any remaining vacancies in accordance with the regular appointment procedure stated in these bylaws in Article IX, Section F.
3. Notwithstanding the above, if more than 3/4 of the seats on the Board are vacant, then the remaining Board Members will not be authorized to appoint any vacancies and, instead, are only authorized to take any and all action necessary to conduct an election to replace or fill all District Representative positions on the Board. Such election shall be conducted consistent with these Bylaws except that it may be scheduled at any time and shall result in the replacement of all existing District Representatives (unless they are reelected) by new District Representatives to serve out the term of those replaced. If there are no Board Members, then the Department may name the members for the Election Committee who will then be authorized and have the power to conduct an election for all board seats.
4. Notification of any public meeting(s) conducted pursuant to this section will include the required five postings, and other methods such as a mass distribution to the area, presentations to organizations, and/or advertisement in local information sources.

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**COMMENTS: *Immediate Changes: Requiring “each and every” remaining member of a***

**quorum-less board to attend allows one of 9 remaining members to prevent the board from reconvening. Reference to “the required five postings” should be stricken.**

**Further Topics for Discussion: Memorializing a the Role of a Transition Committee.**

**SUGGESTED LANGUAGE CHANGE:**

**G. Loss of Quorum:**

**1. If the Council lacks a sufficient number of remaining Board Members needed to establish a quorum, then the remaining Board Members are granted the limited authority to conduct a public meeting and fill any vacant seats on the board according to the restrictions or criteria established in the Bylaws for the seat to be filled. The public meeting to reestablish the quorum will be conducted in accordance with the Brown Act, and will be attended by each and every remaining Member of the Board. Any vacant seat will be filled by a majority vote of the remaining Board Members in attendance. No other business shall take place at this public meeting. Until such time as a sufficient number of the vacancies have been fil[[]]ed to reestablish a quorum, those persons appointed by this procedure will not vote or participate in the process of filling the vacancies.**

...

**~~4. Notification of any public meeting(s) conducted pursuant to this section will include the required five postings, and other methods such as a mass distribution to the area, presentations to organizations, and/or advertisement in local information sources.~~**

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**MEETINGS:**

**ARTICLE X  
MEETINGS**

- B. General Board Meetings. General Board Meetings shall be held at least once per calendar quarter.

**COMMENTS: Immediate changes: The City Charter and all our operational documents refer to a “Governing Board,” rather than a “General Board, we need to change this throughout for consistency.**

**SUGGESTED LANGUAGE:**

**A. Governing ~~General Board Meetings.~~ Governing ~~General Board Meetings~~ shall be held at least once per calendar quarter.**

**SUGGESTED RULE/REGULATION: Amend to include a similar requirement for all other Committees.**

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- C. Special Meetings. A Special Meeting of the Board for any lawful purpose may be called at any time by the Board, by the President, or by a petition signed by a majority of the Board or 100 or more Stakeholders. The meeting date shall be at least 5 days but no more than 30 days after receipt of the petition by the Board. No business, other than the general nature of which was set forth in the notice of the meeting, may be conducted at such a meeting.

**COMMENTS: None.**

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- D. Notice Requirements. Whenever the Board or a committee subject to the Ralph M. Brown Act (the "Brown Act") is required or permitted to take any action at a meeting, a

written notice of the meeting shall be given. The notice shall specify the date, time, place, and agenda of the meeting. All such notices will conform to the Brown Act, which includes posting meeting notices in generally accepted public places, through electronic media, such as e-mail, and posting notice on the Council's web site.

**COMMENTS: *None.***

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**E. Conduct of Meetings.**

1. All meetings of the Board and Committees shall be conducted in accordance with the Brown Act, these Bylaws and Parliamentary Authority.
2. Decisions of the Board shall be made by consensus. In the event that a consensus is not reached, decisions may be made by a majority vote, except that amendment of these bylaws shall require a supermajority vote. In all decisions that affect only one District, the Board shall give strong consideration to positions taken by a consensus of the affected Stakeholders. A consensus is reached when the presiding officer senses that the majority of the Board Members support a position or action and no Member is so strongly opposed that the Member cannot acquiesce in the position or action taken by the Board.
3. All Stakeholders and the public shall have the right to state their positions or grievances at any meeting of the Board during the public comment agenda item or in writing to the Board.
4. The Board shall make such other rules for the conduct of its meetings as are necessary and appropriate, and shall be the sole judge of such rules. Standing Rules may be approved by the Board to supplement these Bylaws. Such rules shall be in addition to the Bylaws and shall not be construed to change or replace any Bylaw. Among other aspects, Standing Rules may apply to guide the conduct of the Board, election guidelines and the procedures of all meetings. If there is a conflict between a provision of the Bylaws and a Standing Rule, the Bylaw shall govern. Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board.
5. Actions taken by the Board may be reconsidered in accordance with the procedures for reconsideration in the Parliamentary Authority.

**COMMENTS: *Immediate Changes: Strike subsection 2. regarding consensus of the stakeholders in a district specific issue. Our bylaws do not contemplate a process by which we would confirm that a group of meeting attendees belong to a single district. More problematic still is the method for determining consensus.***

***Note that this provision contemplates something akin to speaker cards for absent members of the public.***

**SUGGESTED LANGUAGE:**

...

***2. Decisions of the Board shall be made by consensus. In the event that a consensus is not reached, decisions may be made by a majority vote, except that amendment of these bylaws shall require a supermajority vote. ~~In all decisions that affect only one District, the Board shall give strong consideration to positions taken by a consensus of the affected Stakeholders. A consensus is reached when the presiding officer senses that the majority of the Board Members support a position or action and no Member is so~~***

~~**strongly opposed that the Member cannot acquiesce in the position or action taken by the Board.**~~

...

- 
- F. Parliamentary Authority. Roberts Rules of Order newly revised shall be the parliamentary authority for the GGPNC.

**COMMENTS:** *Repeats definition from previous Article. Strike.*

**SUGGESTED LANGUAGE:**

~~***E. Parliamentary Authority. Roberts Rules of Order newly revised shall be the parliamentary authority for the GGPNC.***~~

**SUGGESTED RULE/REGULATION:** *Consider moving definition and regulation of quorum and agenda creation to this section.*

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ETHICS:

ARTICLE XIV  
ETHICS

- A. General Compliance. The Council, its representatives, and all Stakeholders will endeavor to conduct Council business in a professional and respectful manner. The Council, its representatives, and all Stakeholders will refrain from violating Board Rules and shall abide by the Plan and all City, County, State, and/or Federal laws that apply, including the City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code, Section 49.5.1, et seq.).

**COMMENTS:** *None.*

- 
- B. Conflicts. The Conflict of Interest provisions issued by the City of Los Angeles and the Department will be used to determine whether a conflict of interest exists. However, a conflict shall be deemed to exist where a Board Member or a member of their immediate family or household would derive a direct or indirect financial benefit from an action of the Council on which the Board Member would be voting. If a conflict of interest exists, the affected Board Member shall declare in writing or verbally state as part of the record the source of such conflict of interest and shall abstain from voting on any related issues. Failure to do so shall be grounds for removal from the Board.

**COMMENTS:** *Add reference to Article governing procedure for removal.*

**SUGGESTED LANGUAGE:**

~~***B. Conflicts. The Conflict of Interest provisions issued by the City of Los Angeles and the Department will be used to determine whether a conflict of interest exists. However, a conflict shall be deemed to exist where a Board Member or a member of their immediate family or household would derive a direct or indirect financial benefit from an action of the Council on which the Board Member would be voting. If a conflict of interest exists, the affected Board Member shall declare in writing or verbally state as part of the record the source of such conflict of interest and shall abstain from voting on any related issues. Failure to do so shall be grounds for removal from the Board, in accordance with Article XI.***~~

- 
- C. Effective June 16, 2010, any Board member or Committee Chairperson who has not satisfactorily completed the course currently entitled “Ethics and Open Government Training for Neighborhood Councils” within 60 days of being seated, confirmed in any council position, or after previous certification has expired, shall be prohibited from voting or participating in discussion on any issues coming before the Board and/or individual committee (s), until this mandatory training is completed. Non-participation due to failure to obtain certification shall constitute an unexcused meeting absence. Board members in office at the date of enactment of this provision shall have 60 days to be in compliance of this requirement.

**COMMENTS:** *None.*