



CITY OF LOS ANGELES

GREATER GRIFFITH PARK NEIGHBORHOOD COUNCIL

"Your Neighborhood. Your Voice. Your Council"



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RULES & ELECTIONS COMMITTEE MEETING MINUTES (Draft)

Thursday, June 09, 2011 – 7:30 pm

Citibank Center
1965 Hillhurst Avenue, 2nd floor, Los Angeles, CA 90027

CERTIFIED COUNCIL #36

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01. CALL TO ORDER:

7:45 PM – Committee member Mark Mauceri, acting as Chair due to currently open position, called the meeting to order.

Committee Members present (02):

| | | |
|-----------------|------------------------------------|------------------------------|
| Open – Chair | | |
| De Ocampo, Alex | Ferris, Barbara (non-voting staff) | Kornberg, Jessica |
| Mauceri, Mark | | |

Excused: 1; Kornberg.

02. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

7:45 PM – None.

Mauceri stated he requested the meeting be convened to address two (2) time-sensitive issues before the next Governing Board meeting, specifically regarding the election of Executive Committee officers since the procedure had been postponed from last month.

Mauceri noted former R&E Committee Chair, Tor Hyams, had indicated he believes convening this meeting is in violation of the bylaws, but he doesn't share Hyam's view.

He also stated given the number of attendees--and unless there were objections--he would suspend Parliamentary Procedure formality regarding discussion and debate and declare an open session for Committee members, Staff and members of the public.

03. APPROVAL OF MAY 2011 MEETING MINUTES:

7:50 PM –

The committee and staff briefly reviewed the minutes as submitted.

MOTION (De Ocampo): To approve minutes.

SECOND: Mauceri.

Mauceri called for any objections to the motion. No objections.

MOTION PASSES (Consensus).

04. REVIEW OF PROCEDURES FOR THE CONDUCT OF UPCOMING EXECUTIVE COMMITTEE ELECTIONS; DISCUSSION AND ACTION AS APPROPRIATE:

7:55 PM –

Mauceri stated the Board had a unique opportunity to codify these election procedures to improve on process, which could be more standardized and informative for both potential officer candidates and the Board itself. In the last three officer elections Mauceri noted the procedure was handled differently each time. The NC world is getting more complex, and he thinks there's a need to "button up" our procedures and let everyone know what is expected of the Officer positions and other Standing Committee posts for people who seek those positions. Roberts Rules doesn't have a standardized system of conducting internal elections, so it's generally at the Chair's discretion on how to proceed.

De Ocampo: Thinks that we shouldn't overly complicate things with a balloted vote. Why not stick with just raised hands as has been done previously?

Mauceri: When appointing Board members or electing Officers, believes using individual ballots inhibits undue influence and the potential for "block voting." He noted "copy-cat" voting where Board members wait a moment to see how others vote before committing theirs; concedes this is human nature. While individual ballots can't stop pre-coordinated voting, it's one more step toward making the process as fair as possible. As with the recent Board Appointment procedures, believes revealing the vote tally at the end is effective. The procedures here are nearly identical.

De Ocampo: Has some reservations on the length and complexity and thinks taking the other standing committee positions all together would speed things up. He would like to let the board discuss to get further feedback before requiring.

Mauceri: Thinks copy edits and spacing could trim the document length without compromising the intent.

Ferris: The procedures are mainly for the presiding officer. Feels it also sets the tone going forward.

Mauceri: Responding to De Ocampo thinks an R&E Committee recommendation to the Executive Committee is enough to move forward and not spend Board time debating at a full meeting. He calls for a motion reflecting such.

MOTION (De Ocampo): To make the minor substance and length changes as discussed and send the procedures document to the Executive Committee as an R&E committee recommendation.

SECOND (Mauceri)

Mauceri asks for any objections to the motion as stated. No objections.

MOTION PASSES (Consensus).

05. MOTION TO RECONSIDER PREVIOUSLY ADOPTED RESOLUTION TO COMPLETE BYLAW TABLE OF CONTENTS CHANGES BEFORE AUGMENTING ANY OTHER BYLAW TEXT; DISCUSSION AND ACTION AS APPROPRIATE:

8:10 PM –

Ferris: Why is the committee (re)considering this?

Mauceri referenced the previously approved April minutes reflecting the committee had chosen to focus on completing DONE's creation of a uniform bylaw Table of Contents before considering any other bylaw amendments. As someone who voted in the affirmative, he had opted to reconsider this in order to contemplate the next agenda items. Laying down the gavel, he moved:

MOTION (Mauceri): Reconsider previously adopted motion and resolution regarding completion of updated bylaw table of contents in order to discuss and possibly recommend bylaw changes to the Governing Board.

SECOND: De Ocampo.

Mauceri added that committee also had a previously-resolved tabled bylaw amendment still left unaddressed by the Board, which was discussed as part of the "moratorium" to complete the table of contents and passage of motion would also enable it to be considered by the Board.

Mauceri called for any objections to the motion as stated.

NO OBJECTIONS.

MOTION PASSES (Consensus).

06. MOTION TO AMEND BYLAWS TO "LOAD BALANCE" BETWEEN SECRETARY'S CURRENT RESPONSIBILITIES WITH VP, COMMUNICATION & OUTREACH; DISCUSSION AND ACTION AS APPROPRIATE:

8:15 PM

Mauceri: Explains the sentiment behind the [attached] proposed bylaw changes regarding the roles and responsibilities of the Secretary and V.P., for Communication & Outreach and why this should be discussed/debated BEFORE we elect new Officers. Reminds that this was a topic discussed early on, but set aside while the committee concentrated on the "board composition" amendments. Believes the Secretary's role is overtaxed and needs to focus on key operational and archival matters, while communications duties can be split off to a V.P., Communications. This person would also be charged with officially maintaining and safeguarding the proprietary email list, etc. There are large holes in the archives with GGPNC records scattered amongst former board members in different locations. These documents need to be aggregated and reconstituted, and that's a job in itself. Also, by making the Outreach Chair a position not required to be part of the Executive Committee, and not required to be a Board Member (only board members may serve on the EC), the council may find more willingness for a Board member to step into the Outreach role, or be able to recruit a Chair from stakeholders (especially someone with portfolio in marketing and advertising).

De Ocampo: Thinks Outreach is an important part of the Executive Committee and isn't sure it should be changed. But would like to hear opinions of other members of the Board; amenable to moving the proposal to Board level at this point.

Ferris: Questions why the outreach function needs to be a Governing Board Officer, the specialty doesn't lend itself to executive decisions any more than any other, in fact less so than a Treasurer or Secretary.

Mauceri calls for a motion regarding the agenda item.

MOTION (De Ocampo): Submit bylaws changes as reviewed to be recommended to the Governing board for consideration.

SECOND: Mauceri.

Mauceri called for any objections to the motion. De Ocampo objects. Mauceri called for a vote.

VOTE: Aye, Mauceri. Abstain, De Ocampo.

MOTION PASSES (Consensus).

07. OTHER COMMENTS AND ANNOUNCEMENTS.

8:25 PM –

Mauceri: States his motivations in all this is to seize on a unique opportunity to improve Board operations that have caused consternation in the past by clearing up the gray areas and making Board processes better defined and more streamlined.

De Ocampo: Is here to support the effort, however, his opinions are not fully formed on certain issues and he wants to hear what the other Board Member opinions are regarding the motion where he abstained, knowing the abstention wouldn't prohibit a motion going to the full Board.

08. ADJOURN.

8:30 PM –

Mauceri called for a motion to adjourn the meeting.

MOTION (De Ocampo): To adjourn.

SECOND: Mauceri.

MEETING ADJOURNED.



STANDING BOARD COMMITTEE ELECTION PROCEDURES

(MAY 2011)

In accordance with the Greater Griffith Park Neighborhood Council (GGPNC)'s bylaws, Parliamentary Authority and Standing Rules, Policies and Procedures, the following guidelines are recommended for the conduct of elections for the Executive, Rules and Elections and Budget & Finance Committees.

I. GENERAL GUIDELINES

A. Use of Teller(s):

The Presiding Officer shall pre-arrange or call for impartial volunteer(s) to assist in the elections in accordance with the Parliamentary Authority's description contained on pages 400-404. An impartial volunteer can be a stakeholder in attendance or Board Member who declares they will not be seeking election to any Standing Board Committee.

B. Commencement of Proceedings

The Presiding Officer shall call for a motion to open the election process. Once acknowledged, he or she shall review for the Governing Board the order of positions to be considered (see II, A).

C. Public Comment

The public shall be afforded the right to comment through the usual mechanisms (speaker cards, etc.) at the commencement of proceedings as described above.

II. EXECUTIVE COMMITTEE

A. Order of Consideration for Executive Committee Officers:

1. President; Vice President for Administration; Vice President for Communication & Outreach; Treasurer; Secretary.

B. Executive Committee Position Responsibilities, Time Requirements and Deliverables.

1. The Presiding Officer shall read from the bylaws the description of each position at the time it comes up in the order of consideration. He or she shall then open the floor to previous Executive Committee Officers who may wish to add any insight or general comments from their past experience that may be helpful in understanding the requirements of each post.
2. Governing Board members shall also be afforded an opportunity to comment on the position being considered to add any insight they feel appropriate.
3. Comments shall be limited only to the nature, responsibilities, and potential goals for the Officer position being discussed. The mentioning of, or alluding to, any previous Officers or potential candidates in any way shall be prohibited. If a speaker fails to adhere to this provision, they risk forfeiture of their speaking time at the discretion of the Presiding Officer.
4. Comments shall be limited to one (1) instance of one (1) minute per speaker.

D. Call for Nominations.

1. The Presiding Officer shall call for nominations to each position.
2. Nominations need not be seconded, and candidates may "self nominate."

3. Upon a candidate accepting a nomination, the Presiding Officer shall record the candidate's name and the process shall be repeated until there are no further nominations.

E. Candidate Presentations.

1. In the event the Presiding Officer accepts a nomination for any position, he or she shall turn over the Chair for the conduct of that position's election.
2. Candidate speaking order will be determined by which they were nominated (i.e., first nominated, first to speak).
3. Candidates shall have two (2) minutes to present their qualifications for election.
4. Candidates will not be permitted to address or ask each other questions in any way.
5. Candidates may run "in absentia" by making their intentions known to the President or Secretary beforehand. Such candidates may prepare a written statement no more than one 8.5" x 11" page, double spaced, in a typeface no smaller than 12 point submitted to the Board for consideration and read during said candidate's appointed time.

F. Conduct of Elections.

1. A "blind ballot" shall be used where a candidate's name is written on a piece of paper, collected and tabulated by the Presiding Officer and the Teller(s).
2. During a vote, if no candidate receives a majority of the votes cast, then the name of the candidate with the fewest votes will be dropped from the list and a new round of voting will proceed. The process will continue until one candidate attains a majority of the votes cast.
3. In the event of a tie between two or more candidates facing possible elimination and/or election, there will be a special round of voting to attempt to break the tie (not including any candidate with a greater number of votes than the tied candidates) where the tied candidates will be allotted up to an additional minute of presentation. If, after this special vote the tie remains, the election shall be declared deadlocked and the tie will be broken by a coin flip.
4. The Presiding Officer shall declare the outcome of each election by reading aloud the number of votes cast and for whom.
5. New Officers shall be immediately seated upon confirmation of their election.

III. BUDGET & FINANCE / RULES & ELECTIONS COMMITTEES

A. Determination of Positions

The Presiding Officer shall poll the Board to see if any existing committee members wish to resign their positions. After a brief (and potentially updated) count, he or she shall state the number of open seats (5 or less) on each committee being considered, allowing Board comment on the nature of the work of each committee by current and former Standing Committee members.

B. Nominations & Elections

Nominations and elections shall be conducted in the manner previously described for the Executive Committee, except that the filling of multiple open seats on either committee can be decided on one ballot if there is general consensus to do so.

III. CLOSING OF PROCEDURES

A. Call For Closing of Procedures

The newly elected Presiding Officer shall call for a motion to close the election procedures, and upon confirmation, continue on to the next meeting agenda item.

B. Posting of Complete Election Results

Complete results of the actual voting (number of votes cast and who voted for whom) in the form of a tally sheet shall be made public at the meeting and later posted on the Council's website.