

1<sup>ST</sup> DRAFT (BF)

Meeting came to order at 7:20 PM

1. Call to Order. Quorum Check.

Present: Tor Hyams, Mark Mauceri, Jessica Kornberg, Alex De Ocampo

Absent: Rosemary DeMonte

Guests: Barbara Ferris (R&E appointed staff), John F. John, Jr., Frank Masi, Ron Ostrow.

2. Public Comments on Non-Agenda Items

No public comment.

3. Approval of Minutes from June 10, 2010 – **APPROVED** (with minor corrections).

Various typos need fixing. Hyams will correct before filing.

Kornberg: **MOTION** to approve (fix typos); **SECOND**: Mauceri

**PASSED BY CONSENSUS**

4. **MOTION: TABLED** (for future consideration): “To form a standing Rule: If the GGPNC Board President omits an item from the agenda, it will take no less than six (6) Board members to override that omission by requesting said agenda item in writing.”

**DISCUSSION:**

Hyams: Current rule provides for president’s discretion on putting items on the Board agenda, but if four board members request an item, it must be placed on agenda. Says, raising the bar on number of members requesting should be considered.

Kornberg: Spoke to the faction aspect, which she feels the board should be working to avoid. Concerned that a higher number might heighten factionalism.

Hyams: Disagrees, in his view, six would encourage cross-faction cooperation.

Mauceri: Ponders whether raising the bar to six would invoke Brown Act violations since discussion between six members would be needed to propel an item onto agenda. Says, City Attorney’s Office has ruled that conferring about agenda items is not a Brown Act violation, per se. Mark felt, however, that it may create a fine line that is all too easy to cross. Suggests the committee revisit the question at a later date.

Masi: Not sure why the rule is necessary. Any board member should be able to request an item for agenda.

Hyams: Difficulty arises when already loaded agendas become more overloaded, sometimes with frivolous items.

De Ocampo: Feels that five (instead of six) would be a good compromise.

De Ocampo MOVES: TO TABLE (for future consideration):

SECOND: Mauceri; OBJECTIONS: None

**MOTION TO TABLE PASSES BY CONSENSUS.**

5. **MOTION: PASSED** (by consensus): To form a standing rule for all GGPNC Committees to adopt membership form and Code of Civility (form attached).

**DISCUSSION:**

Masi: Presents form and explains that PZHP Committee has started using this form for new committee members. It helps acquaint new members with need for civility and proper conduct. It also provides an official record of application for committee membership.

Hyams: Bylaws currently say committee member may join any committee by attending two meetings. He's not sure that this implies need for an application.

Group: A brief discussion ensued regarding confusion in the bylaws on how committee members are placed on committees. Bylaws language in Article VIII Subsection C-2 is vague as to the process by which a person becomes an official voting member of a standing committee. Later, in Article VIII, Subsection C-4, the bylaws authorize the Board to remove a committee member for cause but makes no statement regarding what "for cause" means. The practice varies from committee to committee. Some committees operate under the assumption that anyone attending two consecutive meetings is automatically considered a voting committee member. On other committees, chairs simply decide whether or not to invite someone to sit on the committee.

Mauceri: Brings discussion back on point. Suggests using the DONE code of civility to avoid re-inventing the wheel.

Kornberg: Is happy to recommend the wording as presented on Masi's form.

De Ocampo: Points out that codes of civility can have a downside if misapplied or used in a retaliatory way.

Kornberg: Asks, would the use of this form be retroactive for those who have been on a committee for some time?

Masi: Yes, it's retroactive.

Mauceri: **MOTION:** Recommend to the Board that the GGPNC adopt language for an application form to be used for all GGPNC committee members that includes code of civility language (to be attached).

SECOND: De Ocampo; OBJECTIONS: none; **PASSED BY CONSENSUS**

Mark will work with Frank on language.

6. **MOTION: PASSED** (by consensus): Regarding required agenda posting places & agenda notice language for GGPNC Governing Board and all GGPNC Committees.

**DISCUSSION:**

Hyams: The posting challenge is that we need to be able to post at places where we are guaranteed placement. Postings at the Post Office are often torn down.

Mauceri: Gave short history on how five postings became the standard. Brown Act only requires one. DONE requires two. People get used to seeing agendas posted at a certain place. Recommends policy statement be developed that states postings are to be made at Citibank and library, with language that allows some leeway (as reasonably possible and appropriate) for other posting places.

Kornberg: **MOTION:** That “GGPNC adopt three posting places: on the website, at the community police center and the public library. This will not preclude posting at other locations that are deemed reasonably accessible and appropriate.”

SECOND: Mauceri; OBJECTIONS: None; **PASSED BY CONSENSUS.**

7. **MOTION PASSED** (by consensus): Adoption of Standing Rule:  
“All GGPNC Board Members and Committee Chairs shall be issued and will utilize a ggpnc.org email address for any and all neighborhood council related matters, including any email correspondence with other GGPNC Board Members and/or Committee Chairs.”

**DISCUSSION:**

Mauceri: We have the technology and we should use it. Transparency demands that we use GGPNC email addresses and abide by that for all GGPNC business.

Kornberg: Strictly adheres to use of GGPNC email for all correspondence.

**MOTION:** Mauceri: Moves that a recommendation be taken forward to the board as stated in agenda. (As stated above.)

SECOND: Kornberg; OBJECTIONS: None; **PASSED BY CONSENSUS**

8. Bylaw review.

**BACKGROUND:** As reflected in the June 10, 2010 minutes, the GGPNC Rules and Elections Committee has undertaken a systematic review of the current GGPNC bylaws for the purpose of identifying unclear language, inconsistencies between articles, and missing elements that in the past have created confusion among board members as to rules, procedure and their proper implementation.

Specific Bylaws Articles have been assigned to individual committee members who will review those articles and bring observations to the committee for discussion. A work product format has been provided so that individual reviews

will be consistent and easy to reference as the committee moves through the process. The intent is to review the bylaws in committee, discuss possible amendments, article-by-article, and, as recommendations are agreed upon, to carry those recommendations forward to the Governing Board for consideration.

This process was begun at the meeting reflected in these minutes. The initial review process is expected to span several meetings. In the opening discussion of Item 8 of this meeting's agenda, committee members sought to lay out the basic procedure to be followed over the next few meetings.

**DISCUSSION** (of review procedure):

Ferris (Stakeholder assigned as Staff to the Committee): Requested clarification on how the committee intends to proceed with the review. Will the committee propose and recommend changes one-by-one as we move through the review?

Mauceri: Recommends a two-step process. Step 1: Review only; identify unclear language and typos. Step 2: Systematically move through the Articles again and build a set of recommendations to be taken forward to the board where changes will be considered as a whole. Proposal of major changes that spring from the completed review process would be considered at that time.

Ferris: To prevent confusion, how do we make sure we're all referring to the same page numbers, etc.?

Mauceri: Recommends that Ferris copy and paste the current bylaws text (maintaining the pagination) into an MS Word document, the first pages of which will be the newly created Table of Contents. This will serve as the baseline document everyone uses for reference during review and discussion.

**BYLAWS REVIEW AND DISCUSSION**

The committee reviewed Bylaws Articles I through VII (see attached Mauceri work product). As previously agreed, no motions were entertained during the review as presented by Mr. Mauceri.

Hyams: Moves to adjourn and resume discussion of Article VIII at next meeting.  
SECOND: Mauceri; **PASSED BY CONSENSUS.**

9. Other Comments and Announcements

Hyams: Addressed the need to find a consistent meeting place for Rules and Elections meetings. Reliable use of the Community Policing Center may not be possible in future.

Ostrow: Stressed the need, due to budget shortfall, to find meeting places that charge no fees for use.

No immediate solutions were proposed.

10. Adjourn: 10:15 PM

## GGPNC Rules & Elections Committee – Bylaws Review

GGPNC R&E Committee - Bylaws Review 2010

Committee Member: MAUCERI

Date: 07/08/2010

Article Review Submission Template

### ARTICLE I - NAME AND ORGANIZATION

The name of this organization shall be the "Greater Griffith Park Neighborhood Council." It may hereinafter be referred to as "GGPNC", "Neighborhood Council" or the "Council". It shall be organized as an advisory body to the City of Los Angeles pursuant to Article IX of the City Charter and any ordinances or regulations promulgated thereunder.

**COMMENTS:** *No Change.*

---

### ARTICLE II - PURPOSE

The purpose of the GGPNC is to participate as an advisory body on issues of concern to the stakeholders of the Council area as defined in these bylaws and in the governance of the City of Los Angeles.

**COMMENTS:** *This should be discussed in a 2<sup>nd</sup> revision and possibly elaborated on, touching on whether we are in the business of "fighting city hall," or not, which may/may not be addressed by Article III below.*

---

### ARTICLE III - MISSION

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.

**COMMENTS:** *This should be completely in line with the City Charter language.*

---

### ARTICLE IV - POLICY

The GGPNC endeavors to be the premier conduit for the voice of the people (who live, work, go to school, and attend religious services or other community functions) in Franklin Hills, Griffith Park and Los Feliz and the appropriate City of Los Angeles government officials to enhance the quality of life in these areas. GGPNC participants will help to set a standard for how area citizens will strive to promote and protect the interests of these communities. It is the policy of the GGPNC:

**COMMENTS:** *Examples not reflective of how the definition of Stakeholder has evolved; odd reference to "government officials" is incongruent.*

**SUGGESTED LANGUAGE CHANGE:**

**The GGPNC endeavors to be the premier conduit for the voice of ~~the people our stakeholders~~, as that term is defined by the City Charter, in Los Feliz, Franklin Hills**

***and The Greater Griffith Park area to the appropriate City of Los Angeles government officials to help enhance the our quality of life in these areas. GGPNC participants Board Members, Committee Chairs and volunteers will help to set a standard for how area citizens stakeholders will can strive to promote and protect enhance the interests of these communities. It is the policy of the GGPNC:***

---

1) To provide an inclusive, open forum for public discussion of issues relevant to this Neighborhood Council;

**COMMENTS: *No Change.***

2) To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Neighborhood Council;

**COMMENTS: *No Change.***

3) To remain non-partisan and inclusive in its operations including, but not limited to, the selection process for governing Board and committee members;

**COMMENTS: *This needs further clarification elaborating on what “non-partisan” actually entails.***

4) To utilize the Early Notification System (ENS) to inform the Neighborhood Council Stakeholders about matters involving the City of Los Angeles (and our community) in a way that is tailored to provide opportunities for involvement in the decision-making process;

**COMMENTS: *The ENS system has not evolved the way it was originally intended; bad grammar.***

**SUGGESTED LANGUAGE CHANGE:**

***4) To promote and utilize the Early Notification System (ENS) to inform the Neighborhood Council Stakeholders about matters involving our community and in a way that is tailored to provide opportunities for promote involvement in the decision-making process;***

---

5) To encourage all Stakeholders to participate in the activities of this Neighborhood Council;

**COMMENTS: *No Change.***

6) To prohibit discrimination against any individual or group in the GGPNC operations on the basis of race, religion; color, creed, national origin, ancestry, gender, sexual orientation, age, disability, marital status, income, or political affiliation;

**GGPNC Rules & Elections Committee – Bylaws Review**

GGPNC R&E Committee - Bylaws Review 2010

Committee Member: MAUCERI

Date: 07/08/2010

**COMMENTS:** *No Change.*

7) To have fair, open; and transparent procedures for the conduct of the Neighborhood Council business.

**COMMENTS:** *No Change.*

**ARTICLE V - DEFINITIONS**

"AREA" shall mean the geographic area set forth in ARTICLE VII.

"BOARD" shall mean, as to the GGPNC, the governing board as that term is defined in the Plan for a Citywide System of Neighborhood Councils, also to be known herein as the Neighborhood Council Board.

"BOARD MEMBERS" shall mean members of the Neighborhood Council Board, consisting of District Representatives and Appointed Board Members as described in Article VIII.

"COUNCIL" shall mean the Greater Griffith Park Neighborhood Council.

**COMMENTS:** *No Change.*

"DEPARTMENT" shall mean the Department of Neighborhood Empowerment of the City of Los Angeles.

**COMMENTS:** *Add clarity.*

**SUGGESTED LANGUAGE CHANGE:**

***"DEPARTMENT" shall mean the Department of Neighborhood Empowerment (DONE) of the City of Los Angeles.***

---

"DISTRICT" shall mean the Districts described in Article VII within the boundary of the GGPNC Area from which District Representatives are elected to the Board.

**COMMENTS:** *No Change.*

"PLAN" shall mean the Plan for a Citywide System of Neighborhood Councils approved by the City Council of Los Angeles May 30, 2001, as amended from time-to-time in any manner binding on the GGPNC.

**COMMENTS:** *No Change.*

"STAKEHOLDER" shall mean any individual who lives, works, or owns property in the Area (or District, as applicable), and also those individuals who declare a stake in the Area (or

## GGPNC Rules & Elections Committee – Bylaws Review

GGPNC R&E Committee - Bylaws Review 2010

Committee Member: MAUCERI

Date: 07/08/2010

District, as applicable), and affirm the factual basis for it, such as (but not limited to) participants in or representatives of businesses, religious community, schools (employees and students), recreational services, and non-residential community and/or charitable groups.

**COMMENTS:** *“Stakeholder” definition has evolved, we should compare to the City Charter’s definition.*

"SUPERMAJORITY" shall mean a vote of at least 12 Board Members.

**COMMENTS:** *No Change.*

"PARLIAMENTARY AUTHORITY" shall mean Robert's Rules of Order, newly revised.

**COMMENTS:** *No Change.*

### ARTICLE VI - MEMBERSHIP

Membership in the GGPNC is open to all Stakeholders.

**COMMENTS:** *No Change.*

### ARTICLE VII - BOUNDARIES OF THE GGPNC

The geographical Area of the Greater Griffith Park Neighborhood Council has a population in excess of 20,000 residents.

The Area boundaries are described as follows (see attached map): From Hollywood Boulevard, north on Western Avenue into Griffith Park at its western boundary (Fern Dell), continuing up the natural boundary of Griffith Park over to the north City limits; then east along the north City limits to the fence enclosing the Los Angeles River at the Ventura Freeway (I-134); then south along such fence to Hyperion Avenue, Hyperion Avenue to Fountain Avenue, south on Myra Avenue to Hoover; then north up Hoover Street to Fountain Avenue, east to Sunset Blvd., and northwest on Sunset Blvd. to Hollywood Boulevard; then west on Hollywood Boulevard to Western Avenue, but including Barnsdall Park.

**COMMENTS:** *Update figures based on latest data. Discuss District E areas south of Fountain/Hyperion that fall to East Hollywood and/or Silver Lake.*

#### SUGGESTED LANGUAGE CHANGE:

***The geographical Area of the Greater Griffith Park Neighborhood Council has a population in excess of 20,000 (updated reference) residents and an estimated number of stakeholders of (updated reference).***

---

**GGPNC Rules & Elections Committee – Bylaws Review**

GGPNC R&E Committee - Bylaws Review 2010

Committee Member: MAUCERI

Date: 07/08/2010

The Area shall include five (5) Districts designated as Districts A through E. The District boundaries are ~~described~~ as follows:

- A. North of Los Feliz Boulevard;
- B. South of Los Feliz Boulevard and west of Vermont Avenue;
- C. South of Los Feliz Boulevard between Vermont Avenue on the west and Commonwealth Avenue, to Prospect Avenue to Hoover Street on the east;
- D. South of Los Feliz Boulevard to Commonwealth Avenue on the west to Franklin Avenue to St. George Street to Tracy Street on the south;
- E. Commonwealth Avenue to Prospect Avenue to Hoover Street on the west; Franklin Avenue to St. George Street to Tracy Street on the north.

**COMMENTS:** *Discuss District E areas south of Fountain/Hyperion that fall to East Hollywood and/or Silver Lake for 2<sup>nd</sup> revision.*

**REQUEST FOR MEMBERSHIP ON A STANDING COMMITTEE OF THE  
GREATER GRIFFITH PARK NEIGHBORHOOD COUNCIL (GGPNC)**

I affirm that I am a GGPNC stakeholder, and request membership on the \_\_\_\_\_  
\_\_\_\_\_ Committee ( the Committee).

As a member of this standing stakeholder committee, I agree to abide by the following code of civility:

1. I will conduct myself in a professional and civil manner at all times as a representative of the Greater Griffith Park Neighborhood Council.
2. I will treat each member of the committee, board, applicants and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion.
3. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public.
4. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption.
5. I will commit to learn the applicable laws and procedures that govern issues that come before the Committee, e.g., community planning in Los Angeles and the Los Angeles Municipal Code.
6. I will commit to learn the Brown Act, ethics rules, and the GGPNC Bylaws and standing rules, and will not knowingly violate any of the above.
7. I will abide by the meeting procedures and rules of the Committee in order to create a safe and effective environment for conducting business.
8. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow board members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.
9. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, misquote, or omit information received from others.
10. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters.
11. I owe it to my fellow board members, the public, and the decision-makers who we are trying to influence to make the best possible effort to understand the issues before me. I will "do my homework" by reading all meeting agendas and minutes, supplemental materials, and where appropriate, seeking dissenting viewpoints.
12. I will attend the meetings of the Committee, and if I can not attend, I will notify and inform the Committee Chair of the reason for my absence.
13. I understand that repeated, unexcused absences or serious disregard for this code of civility may result in my dismissal from the Committee.

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

Print Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_