

## CITY OF LOS ANGELES

California



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### SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Andres Rubalcava

VICE PRESIDENTS:

Administration: Brielle Acevedo

Communications: Donald Zelaya

SECRETARY: Kathy Bloom

TREASURER: George Ortega

## Sylmar Neighborhood Council

### Special General Board Meeting- Agenda

**Thursday, October 27, 2022 – 6:30 PM**

**Zoom Meeting Online: <https://us02web.zoom.us/j/82228842900>  
Join by Telephone: Dial (669) 900-6833 to Join the Meeting Then  
Enter This Webinar ID: 822 2884 2900 and Press #**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte por correo electrónico board@sylmarnc.org o por teléfono 818833-8737 para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE SYLMAR NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALLIN OPTION OR INTERNET-BASED SERVICE OPTION.

Every person wishing to address the Board must dial (669) 900-6833, and enter 893 7196 8816 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial \*9 or use the Raise Hand option, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** The public is requested dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

AB 361 Updates:

Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required.

If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned.

If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

*The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.*

- 1. Call to Order**
- 2. Welcome and Housekeeping**
- 3. Public Comment** on items not appearing on the agenda.
- 4. Public Official and Community Representatives Announcements**
- 5. Discussion and possible action** to approve September Meeting minutes.
- 6. Presentation** on Christmas Toy Drive
- 7. Presidential Appointment** of Board members from applicants received.
- 8. Discussion and possible action** appointment of Outreach chair.
- 9. Discussion of possible action** of committee chair presentations and board member participation. Follow up with every board member round robin.
- 10. Discussion of possible action** creating and ad hoc committee for Sylmar Neighborhood Welcome sign.

- 11. Discussion and Possible Action** of a December 9<sup>th</sup> of 10th Open house at the office with conjunction with Toy Drive.
- 12. Discussion and Possible Action** of holding a November and December Board meeting.
- 13. Discussion and Possible Action** of approving September MER's
- 14. Discussion and Possible Action** of approving \$800 for Holiday party for the neighborhood council board.
- 15. Discussion and Possible Action** of Amending administrative budget to account possible non
- 16. Discussion and Possible Action** approving \$500 for possible maintenance of office air conditioning unit. Ensure board members and community representatives understand unit procedures.
- 17. Discussion and Possible Action** of approving \$1000 for possible upgrades to office sound equipment to create future hybrid in person and Zoom meetings.
- 18. Discussion and Possible Action** of a December meeting with board members at a chosen community event, i.e., food bank, hospitals, churches.
- 19. Announcement** of Sylmar Neighborhood Council vacancies and application process. Application is Attachment B.
- 20. Board Member Updates and Announcements**
- 21. President's Closing Remarks, Acknowledgement, and Adjournment**

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

NOTICE TO PAID REPRESENTATIVES- If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles

Municipal Code Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).

**PUBLIC ACCESS OF RECORDS** – In compliance with Government Code section 54957.5, nonexempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at the neighborhood council office, at our website [sylmarnc.org](http://sylmarnc.org), or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Sylmar Executive Board Members: [executiveboard@sylmarnc.org](mailto:executiveboard@sylmarnc.org)

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows: • Our office located at 13521 Hubbard St. Sylmar, CA 91342 • [Sylmarnc.org](http://Sylmarnc.org) • You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/government/subscribe-agendasnotifications/neighborhood-councils>

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

# **SYLMAR NEIGHBORHOOD COUNCIL BYLAWS**

**APPROVED NOVEMBER 24, 2020**

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**ARTICLE I NAME**

The name of this Neighborhood Council shall be the Sylmar Neighborhood Council (“Council”).

**ARTICLE II PURPOSE**

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning the Sylmar community and on issues regarding the governance of the City of Los Angeles (“City”) in a transparent, inclusive, collaborative, accountable and viable manner.

A. The **MISSION** of the Council is:

1. To promote the welfare, protect the interests, and serve as a voice for the Sylmar community with the City's decision-making process for a better quality of life.
2. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
3. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
4. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
5. To facilitate communication between the City and Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved with the Council;
2. To prohibit discrimination against any individual or group in the Council's operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and
3. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers and Committee Members, as hereinafter set forth;
4. To encourage all Stakeholders to participate in activities of the Council;
5. To have fair, open, and transparent procedures for the conduct of all Council business.
6. To utilize the Early Notification System (ENS) to inform the Council and Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;

### **ARTICLE III BOUNDARIES**

The Council covers a geographic area described below.



**Section 1: Boundary Description** - The boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

1. Starting at Sierra Highway, at the City of Los Angeles City boundary line.
2. Across Foothill Boulevard and San Fernando Road to the 5 freeway (Golden State freeway).
3. South along the Golden State Freeway to Laurel Canyon and Rinaldi NE on Rinaldi to San Fernando City limits line.
4. East on Hubbard Street on boundaries of the City of San Fernando City limits to Foothill Boulevard.
5. Foothill Boulevard South to Paxton Street.
6. North on Paxton Street to Los Angeles City Boundary line.
7. Continue North along Los Angeles City boundary line to the San Gabriel Mountains.
8. West along Los Angeles City boundary line to Sierra Highway.

See Attachment A for Map of the Sylmar Neighborhood Council.

**Section 2: Internal Boundaries** - Not applicable.

#### **ARTICLE IV STAKEHOLDER**

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the neighborhood council;  
or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

## ARTICLE V GOVERNING BOARD

The Board of Directors (hereinafter “the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (“Plan”).

**Section 1: Composition** - The Board shall consist of twenty-one (21) Stakeholders elected, selected or appointed by the Board and/or Stakeholders. The composition of the Board shall be as follows:

BOARD POSITION	STAKEHOLDER ELIGIBILITY	ELECTED	# SEATS
Youth	Ages 14 through 17	Elected	1
Senior	Age over 55	Elected	1
Recreation/Open Spaces	Member or Representative	Elected	1
At-Large/Equestrian	Any Stakeholder	Elected	1
Business	Business Owner/Representative	Elected	3
Home/Condo Owner	Residential Home Ownership	Elected	4
Renter	Residential Tenant	Elected	2
Community Organization	Member/Representative	Elected	2
Education Institution	Instructor/Student/ Representative	Elected	1
At Large	Any Stakeholder	Elected	5

The Board must, to the extent possible, reflect the diversity of the Council’s Stakeholders. Accordingly, no single Stakeholder group, organization, or entity shall comprise a majority of the Council’s governing body unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment (“Department”).

**Section 2: Quorum** - The quorum shall be eleven (11) Members of the Board. No floating quorums are allowed. No vote or other official action may be taken in the absence of a quorum.

**Section 3: Official Actions** - A simple majority vote by the Directors present and voting, (not including abstentions), at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws. An abstention is not considered a vote and is therefore, not counted in determining the result.

**Section 4: Terms and Term Limits** – Directors shall serve a two (2) year term commencing after being seated, or until the next election. There are no term limits.

**Section 5: Duties and Powers** – The Board shall establish policies and positions of the Council at its regular and special meetings, and review and recommend actions to governmental and other entities on issues affecting the Sylmar community. No individual Member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

**Section 6: Vacancies** – Vacancies on the Board shall be filled using the following procedure: a vacancy on the Board shall be filled by a Stakeholder who submits a written application to the President and the Vice President of Administration and satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term of the vacated seat. The President and Vice President of Administration shall notify the Board of any eligible applicants who have submitted an application for any vacant seat. A standing agenda item must exist on Council agendas so long as a vacancy exists.

For seats other than At Large seats, if there are no qualified applicants for a vacant seat for a period of at least 60 days, the vacant seat will automatically convert to an At Large seat for the remainder of the term.

**Section 7: Absences** - Any Director who misses three (3) regularly scheduled consecutive Council Board Meetings during any six (6) month period or four (4) regularly scheduled meetings within any twelve (12) month period will be subject to removal by a majority vote of the Board. Absences for all Directors shall be recorded in the Council's meeting minutes or other manner of Council record keeping. Upon missing the stated number of Board meetings, the President shall notify the Director of their absences and place the removal of the Director on the agenda of the next General or Special Board meeting, whereupon the Board shall determine the validity of the absences before taking action to remove the Director. Any regular General meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

If the Board does not vote to remove the Director for cause under this Absence provision, the Director's attendance record shall reset as of that month.

**Section 8: Censure** - The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or

that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days priorwritten notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

**Section 9: Removal of Governing Board Members** – Any Board member may be removed by the Neighborhood Council ("Neighborhood Council") for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules

and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners' ("Commission") Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.
3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above.  
The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.

7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.
8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
  - a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
  - b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
  - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.
  - d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
  - e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.
  - f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.
  - g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.
  - h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

**Section 10: Resignation** - A Director may resign from the Council by submitting a written resignation to the Executive Committee and/or the Board at which time the position shall be deemed vacant. If a Director no longer qualifies to occupy their Board position during his/her term of office, they must immediately notify the Board. Their representation in that Board position shall immediately cease and the position deemed to be vacant.

**Section 11: Community Outreach** - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to participate in Council business. All Directors shall be responsible for participating in the Council's community outreach efforts.

- The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.
- The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.
- In addition, the Board shall create, or shall cause to be created, an action plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Homeowners Associations and other local organizations as determined by the Board.
- Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

## **ARTICLE VI OFFICERS**

**Section 1: Officers of the Board** - The Officers of the Board ("Officers") shall include the President, Vice-President of Administration, Vice-President of Communications, Treasurer and Secretary, which together, comprise the Executive Committee. Other Officers, if desired by the President, are the Sergeant at Arms, Parliamentarian and Public Relations Coordinator.

**Section 2: Duties and Powers** - The duties of the Officers are as follows and also include such additional duties as noted in the Board Rules and as may be adopted by official action of the Board:

A. The duties of the PRESIDENT are:

- To prepare agendas with the Executive Committee and to preside at all Board of Directors and Executive Committee meetings
- To nominate Committee Chairpersons, subject to Board approval
- To serve as the spokesperson and representative of the Board •

To represent the Council at meetings and functions.

- To oversee the preparation and release of formal position papers, subject to Board approval
- To appoint the Sergeant-at-Arms, Parliamentarian and Public Relations Coordinator, if desired

B. The duties of the VICE-PRESIDENT OF ADMINISTRATION are:

- To perform the duties of the President in the absence of the President
- To be responsible for the operational and logistical needs of the Board and Council
- To oversee the operation of the Council Office and staff
- To address and respond to requests for records

C. The duties of the VICE-PRESIDENT OF COMMUNICATIONS are:

- To serve as an Ex-Officio member of the Outreach Committee
- To serve as President in the absence of the President and Vice-President of Administration
- To see to the preparation and release of formal position papers such as Community Impact Statements
- To oversee the Council's website
- To routinely inform the public of the Council's activities and inform the Board of City meetings and activities through email, newsletters, social media and other means of communication
- To enter the SNC database of stakeholders into the Early Notification System (ENS) on a regular basis.

D. The duties of the SECRETARY shall be:

- To perform the duties of the President in the absence of the President and the Vice Presidents
- To be responsible for the gathering and maintenance of all Council records, including but not limited to meeting agendas, meeting minutes, the Stakeholder database and other Council documents
- To keep minutes of all Board and Executive Committee meetings and present draft minutes for approval
- To receive and distribute all mail correspondence
- To keep record of all proceedings, correspondence and documents, track Board meeting attendance, and maintain a current roster of Directors
- To bring all required documents to every Board meeting, i.e. sign in sheets, Bylaws, etc.
- To take Roll Call votes
- To maintain a complete and accurate archive of past meetings



E. The duties of the TREASURER shall be:

- To Chair the Budget Committee
  - To establish and maintain an accounting system for the Council
  - To maintain the Council's financial records and book of accounts
  - To prepare all financial reports for the Department pursuant to the Plan •
- To oversee the disbursement of all Council funds

F. The duties of the PUBLIC RELATIONS COORDINATOR are:

- At the direction of the Board, shall release media statements
- To solicit local media coverage of Council activities and events
- To establish and maintain communication with local organizations and businesses in an effort to increase Council visibility and community involvement

G. The duties of the SERGEANT AT ARMS are:

- To maintain meeting control by ameliorating situations which jeopardize the regular functioning of the Board and it's Committees
- To request law enforcement assistance at meetings if necessary
- To serve as the liaison in matters requiring law enforcement assistance at Council meetings

H. The duties of the PARLIAMENTARIAN are:

- To act in an advisory capacity to the Board and the President.
- To research all rules and laws which govern the Council and provide reference and advice when necessary

The President shall have the authority to hire a professional Parliamentarian to confer with or attend meetings as the need arises. Those acting in the advisory role as a Parliamentarian shall have knowledge of the Council Bylaws, Parliamentary procedures, Department and Plan requirements, the Ralph M. Brown Act or other legalities that dictates the governance of the Council for the purposes of advising the President during proceedings, before meetings, and during recess. The President may accept the advice or disregard it.

**Section 3: Selection of Officers** - Officer positions shall be filled every two (2) years or concurrent with Neighborhood Council elections, at the first official Board meeting following their election. These positions shall be filled by consensus or majority vote of the entire Board. A Director cannot serve as an Officer on the Council when concurrently serving as an Officer on another Neighborhood Council.

**Section 4: Officers Terms** - The Officers shall serve a term which is concurrent with Neighborhood Council elections, which is generally a two (2) year term and will serve at the pleasure of the Board.

## ARTICLE VII COMMITTEES AND THEIR DUTIES

All Committees shall be established by the Board. Suggestions for additional Committees may come from Stakeholders or from members of the Board.

**Section 1: Standing Committees** – The Standing Committees which are required and shall be re-formed, following an election, after the installation of new Directors are:

- A. The Executive Committee consists of the five (5) elected Officers and meets as needed for the purpose of overseeing logistics and operations of the Council and setting the agenda for regular and special Board meetings.
- B. The Budget Committee shall meet at least on a quarterly basis, or more often as needed, to review financial reports, create annual budgets, and receive, review and submit (with recommendations) committee funding requests and stakeholder grant applications to the Board for consideration. The Committee shall present financial reports to the Board.
- C. The Bylaws Committee is responsible for reviewing and recommending amendments of all rules and regulations by which the Council operates, including but not limited to Bylaws, Code of Conduct/Civility and Board Rules.
- D. The Outreach Committee is responsible for ongoing outreach efforts for the Council and its Committees, outreach projects and the methods for generally improving communication and outreach to existing as well as new residents and businesses. The Committee shall report to the Board monthly on its ongoing outreach efforts.
- E. The Planning and Land Use Committee shall meet at least on a quarterly basis, or more often as needed. The Committee shall send members to attend Planning Commission meetings and other meetings dealing with city development and land use, shall meet with planning representatives of prospective new business and residential developments, and shall negotiate with those representatives to promote community standards consistent with the Sylmar Community Plan. The Committee shall report and recommend to the Board on all items within its purview.

**Section 2: Ad Hoc Committees** - The Board may create Ad Hoc Committees as needed to deal with temporary issues. Term Committees, which are not required, may be established at any time following an election, and can run no longer than end of the Board term.

### **Section 3: Committee Creation and Authority**

- A. **Committee Authority** - All Committee recommendations shall be brought back to the full Board for discussion and action.
- B. **Committee Structure** – With the exception of the Executive Committee, Committee

Chairs shall be nominated by the President, ratified by the Board and do not need to be Directors. A Co-Chair is defined as more than one Chair nominated by the President to a committee which carries equal duties and responsibilities. With the exception of Executive and Ad Hoc Committees, Committees shall be comprised of at least two (2), but no more than five (5) Directors and may include any interested Stakeholders. A majority of appointed committee members shall constitute a quorum. Ad Hoc Committees may be comprised of Stakeholders only or a combination of Stakeholders and Directors, not to exceed five (5) Directors. A majority of appointed committee members shall constitute a quorum.

**C. Committee Appointment** – Vice Chairs may be appointed by a Committee Chair to assist and act in the absence of the Chair. Committee members shall be appointed by the Committee Chair(s).

**D. Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. The Chair(s) shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board. Minutes shall be taken at every Committee meeting. Approved Minutes shall be submitted to at least the Vice President of Administration within 10 days of approval. Committee Chairs shall submit Committee agendas to the President or Vice-President of Administration at least forty-eight (48) hours in advance of posting.

**E. Changes to Committees** – The Board may establish, disband or make changes as needed to any Committee. Any such action by the Board shall be noted in the Council meeting Minutes.

**F. Removal of Committee Chair(s) and/or Members** – Committee Chair(s) and/or Members may be removed in the same manner in which they were appointed.

## ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

**Section 1: Meeting Time and Place** - All Board meetings shall be held within the Council boundaries and set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

**A. Regular Meetings** - Regular Council meetings shall be held monthly, with the exception of a meeting each December, which shall be scheduled by the Board as needed.

**B. Special Meetings** – The President or any seven (7) members of the Board shall be allowed to call a Special meeting of the Board as needed.

**Section 2: Agenda Setting** – The agenda shall be created by the elected Officers of the Board, also known as the Executive Committee, and posted in a manner consistent with state and local requirements as well as requirements set by the City through its lawful agencies.

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Executive Committee or during the Public Comment period of a regular or special Council meeting. The Council is required to agendize the proposal at one of the next two Board meetings, but is not required to take further action on the proposal.

**Section 3: Notifications/Postings** – See the Board of Neighborhood Commissioners (BONC) policy #2014-01.1, appended hereto as Attachment C.

**Section 4: Reconsideration** – The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, a Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting or at a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a Member of the Board who previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a request to the Executive Committee in advance of the deadline for posting notices for the meeting.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Member of the Board.

- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

## **ARTICLE IX FINANCES**

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with the Department's funding policies.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.
- E. At least twice per year, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy.
- F. The Council will not enter into any contracts or agreements except through the Department.

## **ARTICLE X ELECTIONS**

**Section 1: Administration of Election** - The Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

**Section 2: Governing Board Structure and Voting** - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

**Section 3: Minimum Voting Age** - Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

**Section 4: Method of Verifying Stakeholder Status** - Voters will verify their Stakeholder status through written self-affirmation.

**Section 5: Restrictions on Candidates Running for Multiple Seats** - A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

**Section 6: Other Election Related Language** - Not applicable.

## **ARTICLE XI GRIEVANCE PROCESS**

A. Any Grievance by a Stakeholder must be submitted to the Department and will be processed pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Councils.

B. This Grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which Grievances may be aired publicly at Council meetings. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

C. Directors are not permitted to file a Grievance against another Director or against the Council, except as permitted under the City's grievance policy.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The Chair of any Board or Committee meeting shall follow the procedures specified in *The Standard Code of Parliamentary Procedure*.

## **ARTICLE XIII AMENDMENTS**

A. Any Board Member may propose an amendment to these Bylaws by requesting that it be placed on the agenda.

B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

D. An amendment to these Bylaws requires a two-thirds (2/3) vote of the Board Members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

The Board may forward any proposals to the Bylaws Committee to review and to provide recommendations to the Board.

## ARTICLE XIV COMPLIANCE

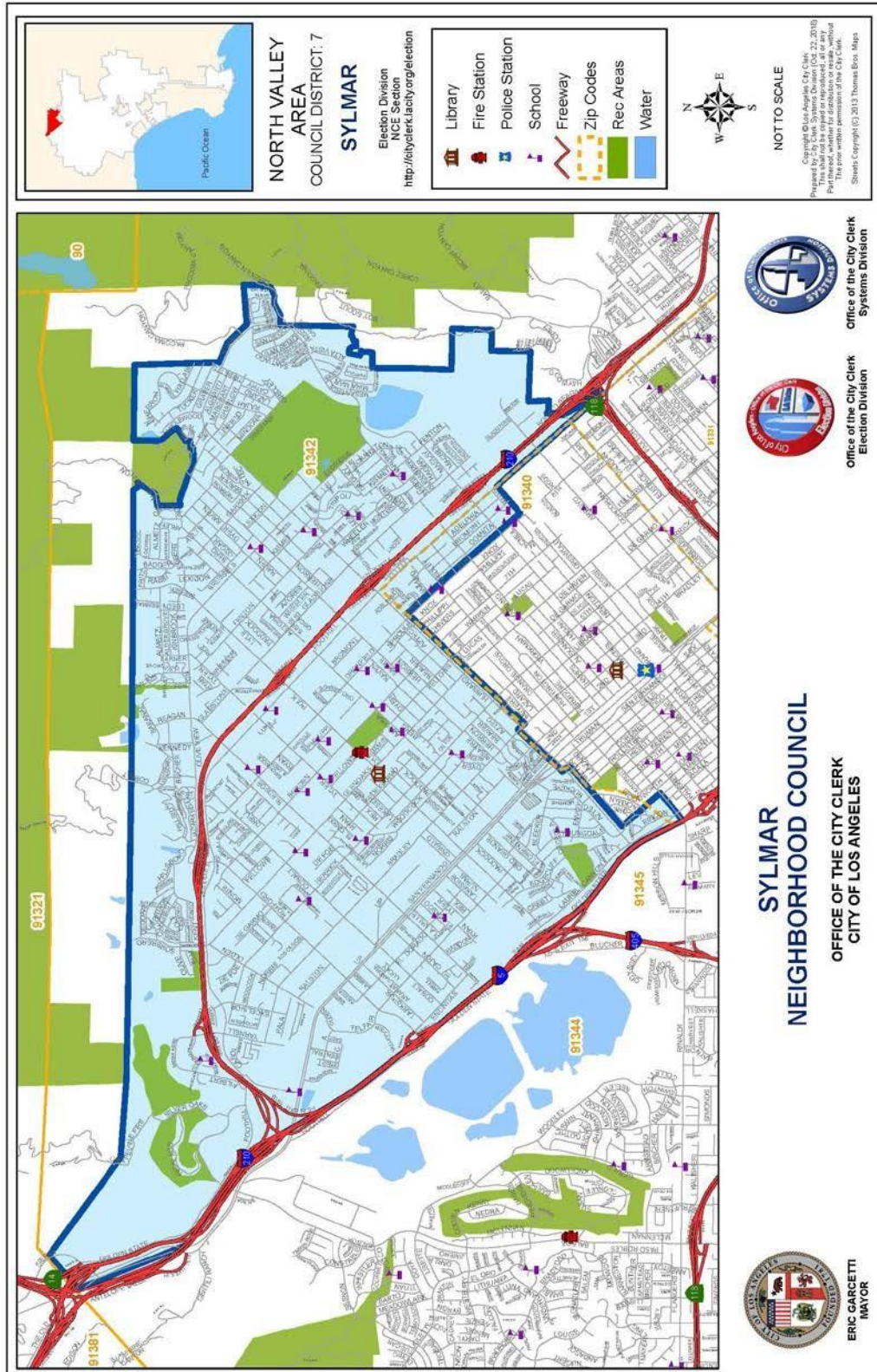
The Council, its Representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

**Section 1: Code of Civility** – The Council, its Representatives, and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by BONC’s Neighborhood Council Board Member Code of Conduct Policy.

**Section 2: Training** – All Board Members shall take any and all training required by the Department in the fundamentals of Neighborhood Council, which shall include ethics and funding. Directors must remain current in all required training, prior to making motions and voting on any Council matter, including at Committee meetings.

**Section 3: Self-Assessment** – Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

## Attachment A – Map of the Sylmar Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

**Sylmar Neighborhood Council – 21 Board Seats**



Board Position	# of Seats	Elected or Appointed?	Eligibility to Run for the Seat	Eligibility to Vote for the Seat
Youth Representative Term: 2 Years	1	Elected	Stakeholder who lives, works, owns property or declares a stake in the neighborhood as a community interest stakeholder and is between the age 14 through 17 on the day of the election or selection. See Admin. Code § 22.814(c).	Stakeholders who live, work, own property or declare a stake in the neighborhood as community interest stakeholders who are at least 14 years of age on the day of the election.
Senior Representative Term: 2 Years	1	Elected	Stakeholder who lives, works, owns property or declares a stake in the neighborhood as a community interest stakeholder and who is 55 years or older.	Stakeholders who live, work, own property or declare a stake in the neighborhood as community interest stakeholders who are at least 16 years of age on the day of the election.
Recreation/Open Spaces Representative Term: 2 Years	1	Elected	Stakeholder who is a member or representative of recreational areas/open spaces and who lives, works, owns property or declares a stake in the neighborhood as a community interest stakeholder and who is 18 years of age or older.	Stakeholders who live, work, own property or declare a stake in the neighborhood as community interest stakeholders who are at least 16 years of age on the day of the election
At-Large/ Equestrian Representative Term: 2 Years	1	Elected	Stakeholder who lives, works, owns property or declares a stake in the neighborhood as a community interest stakeholder and is 18 years of age or older. Horse owners are encouraged to apply for this seat.	Stakeholders who live, work, own property or declare a stake in the neighborhood as community interest stakeholders who are at least 16 years of age on the day of the election
Business Representatives Term: 2 Years	3	Elected	Stakeholders who are business owners or representatives of a business within the neighborhood and who 18 years of age or older.	Stakeholders who live, work, own property or declare a stake in the neighborhood as community interest stakeholders who are at least 16 years of age on the day of the election
Educational Institution Representative Term: 2 Years	1	Elected	A stakeholder who is an instructor, student, or representative of an Educational Institution within the neighborhood and who is 18 years of age or older.	Stakeholders who live, work, own property or declare a stake in the neighborhood as community interest stakeholders who are at least 16 years of age on the day of the election
Home/Condo Owner Representatives Term: 2 Years	4	Elected	Stakeholders who are Home/Condo owners within the neighborhood and who are 18 years of age or older.	Stakeholders who live, work, own property or declare a stake in the neighborhood as community interest stakeholders who are at

				least 16 years of age on the day of the election.
Renter Representatives Term: 2 Years	2	Elected	Stakeholders who are residential tenants within the neighborhood and who are 18 years of age or older.	Stakeholders who live, work, own property or declare a stake in the neighborhood as community interest stakeholders who are at least 16 years of age on the day of the election.
Community Organization Representatives Term: 2 Years	2	Elected	Stakeholders who is a member/representative or who participates in a community organization within the NC boundaries and are 18 years of age or	Stakeholders who live, work, own property or declare a stake in the neighborhood as community interest stakeholders who are at
			older.	least 16 years of age on the day of the election.
At-Large Representatives Term: 2 Years	5	Elected	Stakeholders who live, work, own property or declare a stake in the neighborhood as community interest stakeholders and who are 18 years of age or older.	Stakeholders who live, work, own property or declare a stake in the neighborhood as community interest stakeholders who are at least 16 years of age on the day of the election.

## **ATTACHMENT C – Neighborhood Council Agenda Posting Requirements (BONC Policy #2014-1.01)**

### **RESOLUTION**

Be it resolved that the Board of Neighborhood Commissioners creates the following policy:

#### **NEIGHBORHOOD COUNCIL AGENDA POSTING REQUIREMENTS**

**WHEREAS**, the Board of Neighborhood Commissioners established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders to recommend changes to the Plan for a Citywide System of Neighborhood Councils;

**WHEREAS**, the Working Groups recognized stakeholders are increasingly using the internet and that it allows Neighborhood Councils to communicate with their stakeholders efficiently and inexpensively;

**WHEREAS**, the Working Groups recognized that any change in the physical posting policy should be accompanied by increased use of other media for outreach;

**WHEREAS**, the Working Groups recommended that the posting requirements for Neighborhood Councils be changed to require only one physical Brown Act compliant posting while maintaining the Board of Neighborhood Commissioners other outreach requirements;

**WHEREAS**, Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners "shall be responsible for policy setting and policy oversight...and the promulgation of rules and regulations but not be responsible for day to-day management".

**WHEREAS**, this policy supersedes all other posting policies previously adopted by the Board of Neighborhood Commissioners; including the August 3, 2010, Commission Policy on "Neighborhood Council Agenda Posting Requirements" (Policy No. 2010-02), which was also revised at the December 17, 2012, Commission meeting, and the May 6, 2014, Commission Policy on "Neighborhood Council Agenda Posting Requirements" (Policy No. 2014-01), which was also revised at the July 21, 2014, Commission meeting.

**NOW, THEREFORE, IT IS RESOLVED** that the Board of Neighborhood Commissioners establishes this policy regarding the posting of agendas for Neighborhood Councils.

**POLICY NUMBER: 2014-01.1**

Neighborhood Councils are required to post meeting agendas for Board and Committee meetings as follows:

Board of Neighborhood Commissioners  
Resolution: Policy No. 2014-01.1 (Revised August 18, 2014)  
Neighborhood Council Agenda Posting Requirements

1. Neighborhood Councils shall physically post at least one Brown Act compliant agenda for all Board and Committee meetings.
2. Neighborhood Councils shall post agendas of all Board and Committee meetings on their web site or, on a page made available to them on the EmpowerLA web site. Such postings shall be Brown Act time compliant.
3. Neighborhood Councils shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS). The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system. Accordingly, posting the notices of meetings to the ENS system will not be required to comply with the Brown Act's time limits for posting agendas.
4. Neighborhood Councils that maintain an email list of stakeholders may email either a copy of the agenda for all Board and Committee meetings or an announcement of the meeting with a link to the agenda. Distribution to the email list shall occur at the time meeting information is disseminated to the board or committee members.
5. Neighborhood Councils shall inform the Department of (a) the physical location of their posting site, (b) the address of their web site, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. Neighborhood Councils shall be required to submit this information on a form approved by the Department.
6. Neighborhood Councils that do not maintain a web site or, a page on the EmpowerLA web site, if available, shall continue to comply with the five (5) to seven (7) physical locations posting requirements imposed during their certification process; one (1) of the posting locations shall be Brown Act compliant; the remaining posting locations shall be within the Neighborhood Council boundaries and shall comply with Brown Act time limits for posting.
7. This Posting Policy does not restrict or prevent a Neighborhood Council from posting any additional notices of its meetings beyond the notices required under this policy in any other locations or within any timeframes determined by the Neighborhood Council in its discretion.

Board of Neighborhood Commissioners  
Resolution: Policy No. 2014-01.1 (Revised August 18, 2014)  
Neighborhood Council Agenda Posting Requirements

8. These posting requirements shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance.
9. If a Neighborhood Council is notified by the Department prior to any Board or Committee meeting that a confirmed violation of this policy has been reported the Neighborhood Council shall repost in accordance with this Policy. If the scheduled meeting cannot be reposted in compliance with this Policy, the Neighborhood Council shall cancel the meeting and make reasonable efforts to inform its stakeholders. If it becomes necessary to cancel Board or Committee meetings Neighborhood Councils are encouraged to contact the City Attorney for further guidance.
10. If a Neighborhood Council is found to be in violation of this Policy three (3) times within the current fiscal year the Board and any non-Board member committee chairs shall be required to take additional training as may be determined by the Department. If after receiving additional training the Neighborhood Council is again found to be in violation of this policy during the current fiscal year, then exhaustive efforts to remedy this matter, including loss of funding may be taken by the Department pursuant to Article VI section 4 and Article X section 3 of the Plan for a Citywide system of Neighborhood Councils.


Moved by:

  
Member, Board of Neighborhood Commissioners

Seconded by:

  
Member, Board of Neighborhood Commissioners

Witnessed by:

  
Staff, Department of Neighborhood Empowerment

**VOTES:**

AYES: 6

NAYS: 0

DATE: 8/18/14



**Sylmar  
Neighborhood  
Council**

**Office:** 13521 Hubbard Street  
Sylmar, CA 91342  
**Mailing:** P.O. Box 921023  
Sylmar, CA 91392-1023  
**Telephone:** (818) 833-8737  
**E-mail:** Board@SylmarNC.org

**CITY OF LOS ANGELES  
California**



**SYLMAR NEIGHBORHOOD COUNCIL**

**PRESIDENT:** Andres Rubalcava **VICE**

**PRESIDENTS:**

Administration: Brielle Acevedo

Communications: Donald Zelaya

**SECRETARY:** vacant

**TREASURER:** George Ortega

**Application for Consideration of Appointment**

**Name:**

**Occupation:**

**Home Address:**

**City, State, Zip Code:**

**Home Phone:**

**Work Address:**

**City, State, Zip Code:**

**Work Phone Number:**

**Mobile Phone Number:**

**Preferred Email address:**

**Vacant Board Seat you are applying for:**

**Stakeholder Qualification – Please provide a brief statement as to how you qualify as a community stakeholder for this Board seat:**

(Please also provide documentation that substantiates your status as a Sylmar stakeholder. “Stakeholders” shall be defined as those who live, work or own property in the neighborhood and to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s

boundaries and who may be in a community organization such as, but not limited to, educational, nonprofit and/or religious organizations (Ordinance No. 182830 effective January 26, 2014.).

**Please answer the following questions:**

**1. Why do you wish to participate on the SNC Board?**

**1**

Attachment C

**2. What are your goals for the community?**

**3. What areas of community service particularly interest you?**

**4. Do you have any special interests that might conflict with Neighborhood Council responsibilities?**



**5. Please return this form by email to: [Andres.Rubalcava@SylmarNC.org](mailto:Andres.Rubalcava@SylmarNC.org) and [ExecutiveBoard@SylmarNC.org](mailto:ExecutiveBoard@SylmarNC.org)**

**If you have any questions, please do not hesitate to call us at (818) 833-8737. Thank you for your interest in the Sylmar Neighborhood Council! Sylmar Neighborhood Council Board Member Application Revised 6-21-21**