

CITY OF LOS ANGELES  
CALIFORNIA

BOARD OF NEIGHBORHOOD  
COMMISSIONERS

DANIEL GATICA  
PRESIDENT

CARLENE DAVIS  
VICE PRESIDENT

DOUGLAS EPPERHART  
LINDA LUCKS  
KAREN MACK  
PAUL PARK  
LEONARD SHAFFER

JANET LINDO  
Executive Administrative Assistant  
TELEPHONE: (213) 978-1551



ANTONIO R. VILLARAIGOSA  
MAYOR

DEPARTMENT OF  
NEIGHBORHOOD EMPOWERMENT

20<sup>th</sup> FLOOR, CITY HALL  
200 NORTH SPRING STREET  
LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551  
TOLL-FREE: 3-1-1  
FAX: (213) 978-1751  
E-MAIL: [done@lacity.org](mailto:done@lacity.org)

BONGHWAN (BH) KIM, MPA  
GENERAL MANAGER

[www.EmpowerLA.org](http://www.EmpowerLA.org)

## BOARD OF NEIGHBORHOOD COMMISSIONERS

### REGULAR MEETING AGENDA

TUESDAY, JUNE 5, 2012 – 6:00 P.M.

RAMONA HALL COMMUNITY CENTER  
4580 NORTH FIGUEROA STREET  
LOS ANGELES, CA 90065

---

The public is requested to fill out a “**Speaker Card**” to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the Public Forum period. Public comment is limited to 15 minutes maximum. No individual speaker will be allowed more than 2 minutes, unless presiding officer of the Board decides differently. The agenda is posted for public review in Main Street Lobby of City Hall East at 200 North Main Street and at 20<sup>th</sup> Floor, City Hall, 200 North Spring Street, Los Angeles. 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. Report(s) related to an agenda item will be available for review at [www.EmpowerLA.org](http://www.EmpowerLA.org). 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 Commission Assistant at (213) 978-1551 OR toll-free at 3-1-1.

*SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 días de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (213) 978-1551.*

1. Introduction (5 minutes)
2. Call to Order and Commission roll call. (1 minute)

BOARD OF NEIGHBORHOOD COMMISSIONERS  
REGULAR MEETING AGENDA  
TUESDAY, JUNE 5, 2012  
PAGE 2 OF 6

3. Approval of the Minutes of the Regular Meeting of May 21, 2012. (Click on the link to view a copy of the document.)  
[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/05-21-12\\_DRAFT\\_MEETING\\_MINUTES\\_.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/05-21-12_DRAFT_MEETING_MINUTES_.pdf) (3 minutes)
4. General Public Comments - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. This agenda item will last a total of 15 minutes and no individual speaker will be allowed more than two minutes. (15 minutes)
5. Verbal update from a representative of the Office of the Mayor Antonio Villaraigosa, Neighborhood and Community Services. (10 minutes)
6. General Manager's Report (10 minutes)
  1. Briefing on Departmental activities.
  2. Staffing, budget and other operational matters.
7. 2012 Neighborhood Council election update from the Department of Neighborhood Empowerment. (20 minutes)
8. Discussion and possible action by the Commission sending a communication to City Council and its committees regarding the Commission's recommendations for funding or finding methods for paying for Neighborhood Council elections during the 2012 calendar year. (10 minutes)
9. Discussion and possible action amending the Commission's Rules of Order and the Commission's Operating Policies and Procedures, with respect to the following Rules:
  - a. Rule of Order No. 3 - This Rule addresses the date, time and locations of the Board of Neighborhood Commissioners bi-monthly meetings. Since this Rule was amended in 2011, the Department of Neighborhood Empowerment has moved and the City Clerk changed the City Hall meeting location for the Commission.

**Motion:** That the Board of Neighborhood Commissioners Rules of Order, Rule #3 be amended as follows:

"All meetings of the Board are open to the public. Consistent with the Ralph M. Brown Act, all Board agendas will be posted within 72 hours of all regular meetings. Copies of the agendas and reports for a meeting will be made available at the Department of Neighborhood Empowerment (Department), located at ~~334-B East Second Street~~ 200 North Spring Street, Room 2005, and, to the extent feasible, posted on the Department's website: [www.EmpowerLA.org](http://www.EmpowerLA.org).

The Board conducts its regular meetings on the 1st Tuesday and the 3rd Monday of each month. The regular meetings that are conducted on the

BOARD OF NEIGHBORHOOD COMMISSIONERS  
 REGULAR MEETING AGENDA  
 TUESDAY, JUNE 5, 2012  
 PAGE 3 OF 6

3rd Monday of each month will begin at 1:00 p.m. in City Hall, 10th Floor Conference Center, Room 4070–1050, 200 North Main Street, Los Angeles, California, 90012. The regular meetings that are conducted on the 1st Tuesday of each month will begin at 6:00 p.m. at the various locations listed below within the City of Los Angeles.

DATE	MEETING LOCATION
<b>January 3<sup>rd</sup></b>	<b>Cancelled</b>
<b>January 16<sup>th</sup></b>	<b>Cancelled</b>
February 7 <sup>th</sup>	Central Alameda
<b>February 20<sup>th</sup></b>	<b>Cancelled</b>
March 6 <sup>th</sup>	Northridge West
<b>March 19<sup>th</sup></b>	<b>City Hall</b>
April 3 <sup>rd</sup>	Wilshire Center Koreatown
<b>April 16<sup>th</sup></b>	<b>City Hall</b>
May 1 <sup>st</sup>	Central San Pedro
<b>May 21<sup>st</sup></b>	<b>City Hall</b>
June 5 <sup>th</sup>	Arroyo Seco
<b>June 18<sup>th</sup></b>	<b>City Hall</b>
July 3 <sup>rd</sup>	Neighborhood Council of Westchester-Playa
<b>July 16<sup>th</sup></b>	<b>City Hall</b>
August 7 <sup>th</sup>	Valley Village
<b>August 20<sup>th</sup></b>	<b>City Hall</b>
September 4 <sup>th</sup>	Empowerment Congress West
<b>September 17<sup>th</sup></b>	<b>City Hall</b>
October 2 <sup>nd</sup>	Porter Ranch
<b>October 15<sup>th</sup></b>	<b>City Hall</b>
November 6 <sup>th</sup>	Downtown Los Angeles
<b>November 19<sup>th</sup></b>	<b>City Hall</b>
December 4 <sup>th</sup>	Harbor City
<b>December 17<sup>th</sup></b>	<b>City Hall</b>

- b. Rule of Order No. 13 - This Rule addresses how notice is provided to the Commission for special meetings.

**Motion:** That the Board of Neighborhood Commissioners Rules of Order, Rule #13 be amended as follows:

Special meetings may be held anywhere in the City, provided that notice prescribed by law is duly given, a 24-hour posting of written notice and delivery by personal service, ~~or~~ by mail *or by any other available and requested electronic means* of the notice to Commissioners and news media (who have requested notice of special meetings) is required.

- c. Rule of Order No 21 - This Rule addresses how the Board votes on matters that come before it and how those votes are counted. Administrative Code Section 21.19 requires that members of Commissions such as ours must vote affirmatively yes or no on questions presented for a vote. If a Commissioner either affirmatively abstains or chooses not to state how they vote the record must reflect they voted "yes". Therefore the committee's proposed amendment to Rule #21 must be withdrawn.
- d. Rule of Order No. 31 - This Rule addresses the mechanism for the Commission receiving reports and motions from its committees.

**Motion:** That the Board of Neighborhood Commissioners Rules of Order, Rule #31 be amended as follows:

Committees shall make reports on matters referred to them by the Board. A member of a committee may provide verbal status reports as deemed appropriate. The committee shall report final findings and/or recommendations *in writing* to the Board at the conclusion of the assignment.

*All committee recommendations and/or motions presented to the Board shall be made available to the public concurrently with the posting of the agenda for any regular or special meeting where such recommendations and/or motions are to be considered for action by the Board. (Click on the link to view a copy of the document.)*  
[http://done.lacity.org/dnn/portals/0/documents/LEARN/About the commission/AdHocCommittee Rpt Rules of Order\\_06-05-12.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/AdHocCommittee_Rpt_Rules_of_Order_06-05-12.pdf) (20 minutes)

- 10. PUBLIC HEARING: The Commission would like to hear from Neighborhood Councils regarding establishing a set of standards to guide Neighborhood Council operations and provide a uniform measure of competence for Neighborhood Council officers, board members and volunteers. (Click on the link to view a copy of the document.)  
[http://done.lacity.org/dnn/portals/0/documents/LEARN/About the commission/Neighborhood Council Standards V2.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Neighborhood_Council_Standards_V2.pdf) (60 minutes)
- 11. Recognition and presentation of certificates to East area Neighborhood Councils reaching their 10 Year Anniversary: Boyle Heights Neighborhood Council, Eagle Rock Neighborhood Council, Elysian Valley Riverside Neighborhood Council, Glassell Park Neighborhood Council, Greater Cypress Park Neighborhood Council, Greater Echo Park Elysian Neighborhood Council, Historic Highland Park Neighborhood Council, LA-32 Neighborhood Council, and Lincoln Heights Neighborhood Council. (20 Minutes)

BOARD OF NEIGHBORHOOD COMMISSIONERS  
REGULAR MEETING AGENDA  
TUESDAY, JUNE 5, 2012  
PAGE 5 OF 6

12. Discussion with various East area Neighborhood Council representatives who wish to report concerns, operations, and best practices. Neighborhood Council representatives should complete their questionnaire in advance of the meeting. This matter will last a maximum of 20 minutes and the time will be divided among those representatives wishing to speak. (20 minutes)
13. Commission Business – Comment from Commissioners on subject matters within the Board's jurisdiction. (20 minutes)
  1. Comment on Commissioners' own activities/brief announcements.
  2. Brief response to statements made or questions posed by persons exercising their general public comment rights/ask staff questions for clarification.
  3. Introduce new issues for consideration by the Commission at its next meeting and direct staff to place on the agenda.
  4. Ask staff to research issues and report back to the Commission at a future time.
14. General Public Comments - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. This agenda item will last a total of 15 minutes and no individual speaker will be allowed more than two minutes. (15 minutes)
15. Adjourn

**Future Board of Neighborhood Commissioners Meetings (INFORMATION ONLY)**

*(Please note: The items listed below are tentative and may be subject to change. You are encouraged to visit the City's website at [www.lacity.org](http://www.lacity.org) and subscribe to the Commission's agendas through the Early Notification System.)*

- Regular meeting on Monday, June 18, 2012, at 1:00 p.m., at the City Hall, 10<sup>th</sup> Floor Conference Center, Room 1050, 200 North Spring Street, Los Angeles, CA 90012.
- Regular meeting on Tuesday, July 3, 2012, **cancelled**.
- The Regular Meeting at 1:00 p.m. on Monday, July 16, 2012, at City Hall has been canceled and, instead a Special Meeting on July 16, 2012, at 6:00 p.m. will be held at the Ahmanson Recruit Training Center, 5651 West Manchester Boulevard, Los Angeles, CA 90045.
- Regular meeting on Tuesday, August 7, 2012, at 6:00 p.m., at Colfax Elementary School-Auditorium, 11724 Addison Street, North Hollywood, CA 91607.

**FINALIZATION OF BOARD ACTION:**

Per City Charter Section 245, the Board's determination shall become final at the expiration of the next five meeting days of the Council during which the City Council has convened in regular session, unless the City Council acts within that timeframe by a two-thirds vote to bring the action before them or to waive review of the action.

**EXHAUSTION OF ADMINISTRATIVE REMEDIES:**

If you challenge these agenda items in court, you may be limited to raising only those issues you or someone else raised at the public hearing or in written correspondence on these matters delivered to this agency at or prior to the public hearing. California Code of Civil Procedure Section 1094.6 governs the time in which a party may seek judicial review of this determination. Under that provision, a petitioner may seek judicial review of any decision of the City pursuant to California Code of Civil Procedure Section 1094.5 only if the petition for Writ of Mandate pursuant to that section is filed no later than the 90th day following the date on which the City's decision became final.

BOARD OF NEIGHBORHOOD COMMISSIONERS  
REGULAR MEETING AGENDA  
TUESDAY, JUNE 5, 2012  
PAGE 6 OF 6

**RECONSIDERATION:**

The Commission may make a **MOTION TO RECONSIDER** and alter its action taken on any item listed on this agenda at any time during this meeting, or make a **MOTION TO RECONSIDER** at its next regular meeting as indicated below:

If the Commission moves and approves a Motion for Reconsideration at the *initial* meeting wherein an action was taken, then the underlying item may be reconsidered at that time.

If the Commission moves and approves a Motion for Reconsideration at *the next regular meeting* then consideration of the item may *only* occur at this regularly scheduled meeting if the item for consideration has been placed on that meeting's agenda. If the underlying item for reconsideration has not been placed on the agenda for that next regular meeting, then it shall be considered at a subsequent meeting pursuant to the Ralph M. Brown Act.

**PUBLIC ACCESS OF RECORDS**

"In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board of Neighborhood Commissioners in advance of their meetings, may be viewed at the office of the Department of Neighborhood Empowerment, located at City Hall, 20<sup>TH</sup> Floor, 200 North Spring Street, Los Angeles, California 90012, by clicking on the Department's website at <http://www.EmpowerLA.org> or at the Commission meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Janet Lindo, Executive Administrative Assistant, at (213) 978-1551 or via e-mail: [janet.lindo@lacity.org](mailto:janet.lindo@lacity.org)."

CITY OF LOS ANGELES  
CALIFORNIA

BOARD OF NEIGHBORHOOD  
COMMISSIONERS

DANIEL GATICA  
PRESIDENT

CARLENE DAVIS  
VICE PRESIDENT

DOUGLAS EPPERHART  
LINDA LUCKS  
KAREN MACK  
PAUL PARK  
LEONARD SHAFFER

JANET LINDO  
Executive Administrative Assistant  
TELEPHONE: (213) 978-1551



ANTONIO R. VILLARAIGOSA  
MAYOR

DEPARTMENT OF  
NEIGHBORHOOD EMPOWERMENT

20<sup>th</sup> FLOOR, CITY HALL  
200 NORTH SPRING STREET  
LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551  
TOLL-FREE: 3-1-1  
FAX: (213) 978-1751  
E-MAIL: done@lacity.org

BONGHWAN (BH) KIM, MPA  
GENERAL MANAGER

www.EmpowerLA.org

MINUTES

BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING

MONDAY, MAY 21, 2012 – 1:00 P.M.

CITY HALL, 10<sup>TH</sup> FLOOR CONFERENCE CENTER  
ROOM 1050, 200 NORTH SPRING STREET  
LOS ANGELES, CA 90012

COMMISSIONERS PRESENT

Carlene Davis, Vice President  
Douglas Epperhart  
Linda Lucks  
Karen Mack  
Paul Park  
Leonard Shaffer

ABSENT

Daniel Gatica

DEPARTMENT STAFF PRESENT

Leyla Campos, Senior Project Coordinator  
Grayce Liu, Senior Project Coordinator  
Janet Lindo, Executive Administrative Assistant

CITY ATTORNEY REPRESENTATIVE

Darren Martinez, Deputy City Attorney

1. Introduction (5 minutes)

**ACTION: Vice President Davis gave the introduction.**

2. Call to Order and Commission roll call. (1 minute)

**ACTION: Vice President Davis called the meeting to order at 1:10 p.m. Commission roll was called by Janet Lindo, Executive Administrative Assistant.**

3. Approval of the Minutes of the Regular Meeting of May 1, 2012. (Click on the link to view a copy of the document.)  
[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/05-01-12\\_DRAFT\\_MINUTES.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/05-01-12_DRAFT_MINUTES.pdf) (3 minutes)

**ACTION: Commissioner Lucks moved that the Minutes of the Regular Meeting of May 1, 2012, be approved with the following correction in the attendance: Under the heading, Commissioners Present, delete Linda Lucks, add Karen Mack. Commissioner Epperhart seconded the Motion.**

**Vote: Ayes – 5 (Davis, Epperhart, Lucks, Park, and Shaffer)  
Nays – 0**

**Motion passes unanimously.**

**Commissioner Mack arrived to the meeting at 1:16 p.m.**

4. General Public Comments - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. This agenda item will last a total of 15 minutes and no individual speaker will be allowed more than two minutes. (15 minutes)

**ACTION: Public comments received from: Shawn Simons**

5. Verbal update from a representative of the Office of the Mayor Antonio Villaraigosa, Neighborhood and Community Services. (10 minutes)

**ACTION: None.**

6. General Manager's Report (10 minutes)
  1. Briefing on Departmental activities.
  2. Staffing, budget and other operational matters.

**ACTION: General Manager's Report given by Grayce Liu, Senior Project Coordinator. Leyla Campos, Senior Project Coordinator, provided a brief report on Neighborhood Councils in exhaustive efforts (Arroyo Seco, Northridge East, and Watts Neighborhood Councils.)**

7. PUBLIC HEARING: Determination regarding the bylaw amendment application filed by the Arleta Neighborhood Council requesting to change their Parks Representative Seat to an At Large seat in their Board structure. (Click on the link to view a copy of the document.)  
[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/ArletaNC\\_Board\\_Structure\\_Change\\_Request\\_Rpt\\_051612.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/ArletaNC_Board_Structure_Change_Request_Rpt_051612.pdf) (10 minutes)

**ACTION: Commissioner Lucks moved that the Board of Neighborhood Commissioners FIND the Arleta Neighborhood Council's request to change their Parks Representative seat to an At-Large seat consistent with the principles governing a Certified Neighborhood Council's purpose and operations per Article VI, Section 3c of the Plan for a Citywide System of Neighborhood Councils; and APPROVE the change to the Arleta Park Neighborhood Council's bylaws to reflect this new Board structure.**

**Commissioner Mack seconded the Motion.**

**Vote: Ayes – 6 (Davis, Epperhart, Lucks, Mack, Park, and Shaffer)  
Nays – 0**

**Motion passes unanimously.**



8. PUBLIC HEARING: Determination regarding the bylaw amendment application filed by the Greater Griffith Park Neighborhood Council requesting to change the qualifications of ten of their fifteen District Representatives from general stakeholders to "legal residents." (Click on the link to view a copy of the document.)  
[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/GGPNC\\_Board\\_Structure\\_Change\\_Request\\_Rpt\\_051612.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/GGPNC_Board_Structure_Change_Request_Rpt_051612.pdf) (10 minutes)

**ACTION:** Commissioner Epperhart moved that the Board of Neighborhood Commissioners table the item to give the applicant time to come back with a new application. Commissioner Epperhart withdrew his motion.

Commissioner Epperhart moved that the Board of Neighborhood Commissioners **FIND** the Greater Griffith Park Neighborhood Council's request to change the qualifications of ten (10) of their fifteen (15) District Representatives from general stakeholders to "legal residents" inconsistent with the principles governing a Certified Neighborhood Council's purpose and operations per Article VI, Section 3c of the Plan for a Citywide System of Neighborhood Councils; and **DISAPPROVE** the requested change to the Greater Griffith Park Neighborhood Council's bylaws.

Commissioner Lucks seconded the Motion.

**Vote: Ayes – 6 (Davis, Epperhart, Lucks, Mack, Park, and Shaffer)**

**Nays – 0**

**Motion passes unanimously.**

**Public comments received from: Mark Mauceri**

9. Presentation and discussion with the Outreach Ad Hoc Committee regarding devising and implementing a citywide publicity and outreach campaign to raise awareness of Neighborhood Councils and encourage participation by stakeholders. Possible action by the Commission in approving a Resolution recommending areas for outreach and increased stakeholder participation in the Neighborhood Council system. (20 minutes)

**ACTION: None.**

10. PUBLIC HEARING: The Commission would like to hear from Neighborhood Councils regarding establishing a set of standards to guide Neighborhood Council operations and provide a uniform measure of competence for Neighborhood Council officers, board members and volunteers. (Click on the link to view a copy of the document.)  
[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/Neighborhood\\_Council\\_Standards\\_V2.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Neighborhood_Council_Standards_V2.pdf) (60 minutes)

**ACTION: None.**

11. Discussion and possible action regarding the Commission's Rules of Order and the Commission's Operating Policies and Procedures, including a discussion on amending, creating, or refining the Commission's procedures on how its committees present motions or resolutions to the Commission. The recommendation is that all resolutions to be considered by the Board of Neighborhood Commissioners shall be submitted in writing to the board secretary no later than 24 hours prior to the time of the meeting at which the resolution is scheduled to be heard. (20 minutes)

**ACTION: None.**

12. Commission Business – Comment from Commissioners on subject matters within the Board’s jurisdiction. (20 minutes)
  1. Comment on Commissioners’ own activities/brief announcements.
  2. Brief response to statements made or questions posed by persons exercising their general public comment rights/ask staff questions for clarification.
  3. Introduce new issues for consideration by the Commission at its next meeting and direct staff to place on the agenda.
  4. Ask staff to research issues and report back to the Commission at a future time.

**ACTION: None.**

13. General Public Comments - Comments from the public on non-agenda items within the Board’s subject matter jurisdiction. This agenda item will last a total of 15 minutes and no individual speaker will be allowed more than two minutes. (15 minutes)

**ACTION: None.**

14. Adjourn

**ACTION: Commissioner Shaffer moved that the meeting be adjourned at 3:10 p.m. Commissioner Epperhart seconded the Motion.**

**####**

June 5, 2012

Ad Hoc Committee on Commission’s Operating Policies and Procedures and Rules of Order

We have been advised by the City Attorney as follows:

Rule #21

Administrative Code Section 21.19 requires that members of Commissions such as ours must vote affirmatively yes or no on questions presented for a vote. If a Commissioner either affirmatively abstains or chooses not to state how they vote the record must reflect they voted “yes”. Therefore the committee’s proposed amendment to Rule #21 must be withdrawn.

Rule #3

The Brown Act (Gov. Code section 54954) requires that the Commission set the times and locations of its regular meetings by resolution, rule, etc. Therefore, a time must be stated in Rule #3. Any change would have to apply to all regular meeting. If the Commission wanted to change the time of its regular meetings it would be best to wait until the time for setting the meeting times and locations for the 12 months beginning January 2013.

It was pointed out that there are certain inaccuracies that should be corrected in Rule #3; therefore the Committee is recommending the following:

**Motion:** That the Board of Neighborhood Commissioners Rules of Order, Rule #3 be amended as follows:

“All meetings of the Board are open to the public. Consistent with the Ralph M. Brown Act, all Board agendas will be posted within 72 hours of all regular meetings. Copies of the agendas and reports for a meeting will be made available at the Department of Neighborhood Empowerment (Department), located at ~~334 B East Second Street~~ 200 North Spring St, Room 2005, and, to the extent feasible, posted on the Department's website: [www.EmpowerLA.org](http://www.EmpowerLA.org).

The Board conducts its regular meetings on the 1st Tuesday and the 3rd Monday of each month. The regular meetings that are conducted on the 3rd Monday of each month will begin at 1:00 p.m. in City Hall, 10th Floor Conference Center, Room ~~4070~~ 1050, 200 North Main Street, Los Angeles, California, 90012. The regular meetings that are conducted on the 1st Tuesday of each month will begin at 6:00 p.m. at the various locations listed below within the City of Los Angeles.

various locations listed below within the City of Los Angeles.	MEETING LOCATION
<b>DATE</b>	
<b>January 3<sup>rd</sup></b>	<b>Cancelled</b>
<b>January 16<sup>th</sup></b>	<b>Cancelled</b>
February 7 <sup>th</sup>	Central Alameda
<b>February 20<sup>th</sup></b>	<b>Cancelled</b>
March 6 <sup>th</sup>	Northridge West
<b>March 19<sup>th</sup></b>	<b>City Hall</b>
April 3 <sup>rd</sup>	Wilshire Center Koreatown
<b>April 16<sup>th</sup></b>	<b>City Hall</b>
May 1 <sup>st</sup>	Central San Pedro

<b>May 21<sup>st</sup></b>	<b>City Hall</b>
June 5 <sup>th</sup>	Arroyo Seco
<b>June 18<sup>th</sup></b>	<b>City Hall</b>
July 3rd	Neighborhood Council of Westchester-Playa
<b>July 16<sup>th</sup></b>	<b>City Hall</b>
August 7 <sup>th</sup>	Valley Village
<b>August 20<sup>th</sup></b>	<b>City Hall</b>
September 4 <sup>th</sup>	Empowerment Congress West
<b>September 17<sup>th</sup></b>	<b>City Hall</b>
October 2nd	Porter Ranch
<b>October 15<sup>th</sup></b>	<b>City Hall</b>
November 6 <sup>th</sup>	Downtown Los Angeles
<b>November 19<sup>th</sup></b>	<b>City Hall</b>
December 4 <sup>th</sup>	<b>Harbor City</b>
<b>December 17<sup>th</sup></b>	<b>City Hall</b>

**Motion:** That the Board of Neighborhood Commissioners Rules of Order, Rule #13 be amended as follows:

Special meetings may be held anywhere in the City, provided that notice prescribed by law is duly given, a 24-hour posting of written notice and delivery by personal service, ~~or~~ by mail *or by any other available and requested electronic means* of the notice to Commissioners and news media (who have requested notice of special meetings) is required.

**Motion:** That the Board of Neighborhood Commissioners Rules of Order, Rule #31 be amended as follows:

Committees shall make reports on matters referred to them by the Board. A member of a committee may provide verbal status reports as deemed appropriate. The committee shall report final findings and/or recommendations *in writing* to the Board at the conclusion of the assignment.

*All committee recommendations and/or motions presented to the Board shall be made available to the public concurrently with the posting of the agenda for any regular or special meeting where such recommendations and/or motions are to be considered for action by the Board.*

# **D R A F T**

**05.01.12**

**CITY OF LOS ANGELES**  
**NEIGHBORHOOD COUNCILS**  
**RULES AND STANDARDS**

## INTRODUCTION

The Board of Neighborhood Commissioners (“BONC”) has compiled this Rules and Standards booklet for the purpose of equipping Neighborhood Councils (“NC’s”) throughout the City of Los Angeles to be able to operate more effectively, and to better achieve their missions of being conduits to City government for their neighborhood stakeholders. The booklet achieves this purpose by 1) providing one, easy-to-read summary of all of the rules that all NC’s must follow in the course of their regular operations; and 2) recommended standards and best practices for complying with the rules and more effectively serving the needs of the stakeholders within each NC community.

Therefore, each of the following sections is divided into two parts. The first part summarizes all of the **RULES** relevant to a particular operational issue and provides citations to the laws and regulations from where they came. The second part of each section offers **STANDARDS** and suggestions for best achieving the rules.

BONC has worked with the Department of Neighborhood Empowerment (“DONE”) and the Office of the Los Angeles City Attorney to review and summarize all of the **RULES** that govern the regular operations of NC’s from the Los Angeles City Charter, the Los Angeles Administrative Code, the Plan for a System of Neighborhood Councils, and policies adopted by the Board of Neighborhood Commissioners. By eliminating the need to research multiple sources of laws and regulations, this booklet offers a more accessible means for finding the universe of relevant rules in one, easy-to-read document. The desired impact is fewer violations of laws and regulations by NC’s through increased awareness of the rules among all NC board members and stakeholders throughout the City.

In establishing the **STANDARDS** for each operating area, BONC attempted to capture the best practices of individual NC’s from throughout the entire NC system. Through a series of regional meetings open to all NC’s, BONC has solicited suggestions from NC board members and stakeholders throughout the City for how to most effectively operate the ideal NC. The hope is that these suggested standards will elevate the expectations of NC board members and stakeholders alike, and will challenge each NC to operate on a higher level.

This Rules and Standards booklet is intended to be a “living” document that will be continually revisited and adapted as the rules and standards are amended and elevated. Ultimately, this booklet strives to spur all NC’s to provide a fair, transparent, and inclusive system of neighborhood-level councils for the people of Los Angeles to access and engage their City government.

## MEETINGS

### Rules:

1. All NC meetings must be open and public, and permit, to the extent feasible, every stakeholder to participate in the conduct of business, deliberation and decision-making. *(Charter Sec. 906(a)(6)).*
  
2. NC's must have transparent operations and adopt fair and open procedures for the conduct of business. *(Plan Article II, Sec. 3)*
  
3. Each NC must:
  - Meet at least once per quarter
  - Obey the open meeting requirements of the Brown Act, including posting meeting notices in public places, through emails, or DONE's web page
  - Have established procedures to communicate with NC stakeholders on a regular basis, in a manner that ensures information is disseminated throughout, and in a timely manner
  - Have established procedures for the meetings that establish:
    - # of board members that constitute a majority and a quorum
    - # of votes by which an NC can take action
    - the manner in which an action by the NC can be reconsidered*(Admin Code 22.810.1(b)(2)(C)(iv); Plan Art. III, Sec. 2(c)(iii))*
  
4. NC's must follow the requirements below for posting Board and committee meeting agendas:
  - Post the meeting agenda in 5 to 7 physical locations that adhere to the Brown Act's requirements regarding the accessibility of the posting site and the time line for posting agendas
  - If an NC has a website or stakeholder email database, post and send out agendas through these channels

- Submit a copy of an agenda for a regular or special meeting to DONE
- Inform DONE of the physical posting sites, website and stakeholder database for approval by DONE.

*(BONC Policy #: 2010-02)*

**Standards and Best Practices for Following the Rules:**

- NC's should ensure that all NC Board Members are trained and familiar with the requirements of the Brown Act.
- NC's should have a copy of the Brown Act Pamphlet available to reference during NC Board Meetings.
- NC's should ensure all of the required procedures have been adopted and copies of the procedures are readily available to NC Board Members and the public.
- NC's should document all of the outreach procedures used to publicize Board meetings.
- NC's should attempt to identify and quantify the stakeholders that are reached through each of the outreach methods.
- NC's should choose physical locations that are most effective for reaching the most diverse interest and stakeholder groups in the NC region.
- NC's should develop and regularly maintain a website and stakeholder email database.

## **COMMUNICATIONS**

**Rule:**



1. NC's must establish procedures for communicating with all NC community stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner. (*Charter Sec. 906(a)(4); Plan Art. III, Sec. 2(c)(iii)(3)*)

**Standards and Best Practices for Following the Rule:**

- NC's should communicate with stakeholders on a regular basis (at least four times per year).
- NC communications should reach the largest number of stakeholders possible. Special attention should be paid to groups and areas that are typically underserved by traditional media.
- NC's should use a variety of communication methods, including direct and indirect media; electronic (email and web), published (newsletter and fliers); outdoor (banners); and print and broadcast media (news releases).
- NC's should provide communication content that is relevant, providing stakeholders with facts about issues of concern and possible action by city government.
- NC communications should occur in a timely manner, allowing stakeholders enough time to learn about issues provide feedback to the neighborhood council.

**FINANCE**

**Rules:**

1. NC's must have a system of financial accountability that governs its use of funds. (*Charter Sec. 906(a)(5)*)
2. Each NC must:
  - Prescribe a method for keeping a book of accounts that complies with applicable local, state, and federal laws
  - Discuss its finances at a regularly scheduled or special meeting, prior to submitting an account statement to DONE in order to gather input from its community stakeholders
  - Ensure that its book of accounts are open to all community stakeholders
  - Establish a process by which its members can review its book of accounts

- Ensure that a Treasurer is appointed at all times who will maintain its book or accounts and submit account statements to DONE

*(Plan Art. III, Sec. 2(d))*

**Standards and Best Practices for Following the Rules:**

- DONE requires all NC's to:
  - Adopt an annual budget that conforms to DONE rules.
  - Report regularly on its finances at board meetings.
  - Remain current with quarterly audits.
  - Comply with rules and regulations promulgated by DONE and other relevant city departments.
  - Appoint a budget and finance committee that meets regularly.
- NC's should ensure that at least two members of the NC Board (Treasurer and Assistant Treasurer) have received training from DONE on accounting and financial management
- NC's should appoint individuals who have accounting or financial management experience to the Treasurer and Assistant Treasurer positions

**TRAINING & EDUCATION**

**Rule:**

1. NC's must acknowledge and agree that they will abide by any applicable provisions of the City's Governmental Ethics Ordinance, as set forth in Los Angeles Municipal Code, as well as all applicable federal state and local government. (Admin Code 22.810.1(b)(2)(E))

**Standards and Best Practices for Following the Rule:**

- NC's should maintain current records to confirm that all NC Board Members have fulfilled their regular ethics training requirements.

- NC's should implement rules whereby NC Board Members who do not fulfill their mandatory training requirements within a certain time period are barred from participating in financial and land use matters of the NC.

## ELECTIONS

### **Rules:**

1. NC's have control over allocating board member seats, determining the voting rights of different categories of stakeholders, and establishing other voting procedures that are consistent with laws and City procedures. (*Plan Art. V, Sec. 2*)
2. NC's cannot adopt board structures or voting systems that limit broad participation by community stakeholders. (*Plan Art. V, Sec. 2*)

### **Standards and Best Practices for Following the Rules:**

- NC's must make elections must be open to all stakeholders.
- NC's are free to allocate governing board seats so long as no one stakeholder category holds a majority of seats.
- NC's are free to determine which members of the board stakeholders may vote for and which seats they may be elected to.
- NC's should have procedures that are transparent and easy to understand without the need for a great deal of interpretation.
- NC election procedures must have some method for resolving challenges
- Elections should be the opportunity for participation by as diverse a slate of candidates as possible.

- Elections should be conducted in such a way as to encourage participation by all stakeholders.
- In order to effectuate the prior two standards NC's should explore ways to diversify the election experience (eg – Vote by Mail; I-Net voting; Town hall; Multiple balloting days; Multiple balloting locations)
- To effectuate all of the above NCs must engage in effective outreach aided by those City agencies that have the ability to do so

## BYLAWS

### Rules:

1. NC's must adopt fair and open procedures for the conduct of their business. *(Charter Sec. 904(g))*
2. At a minimum, NC bylaws must provide for:
  - The method by which their officers are chosen
  - NC membership to be open to everyone who lives, works or owns property in the area (stakeholders)
  - Assurances that the members of the NC will reflect the diverse interests within their area
  - A system through which the NC will communicate with stakeholders on a regular basis;
  - A system for financial accountability of NC funds
  - Guarantees that all meetings will be open and public, and permit, to the extent feasible, every stakeholder to participate in the conduct of business, deliberation and decision-making

*(Charter Sec. 906(a))*

3. NC bylaws must also include the following:
  - NC name
  - Definitions of stakeholders and governing body members
  - Meeting procedures that reflect the requirements of the Meetings section above
  - Grievance procedures

*(Plan Art. III, Sec. 2(c))*

**Standards and Best Practices for Following the Rules:**

- NC's should adopt the wireframe as developed by the Bylaws Task Force and approved by the Commission for organizing bylaws content and standardizing language.
- NC bylaws should cover those subjects that are expected to remain unchanged over time (e.g. – officers; standing committees or the method by which committees may be formed; meetings; terms of governing board members and officers; duties of officers; etc).
- For those subjects that may be expected to change, be revised or be updated over time bylaws should contain broad language and concepts (e.g. – posting locations; meeting locations; specific ethical standards not covered by law or other official rules; board member duties and authorities, etc).
- NC's should also use the following guidelines to adopt governing rules:
  - Rules should govern specific subjects that may be expected to change, be revised or be updated over time or on a frequent basis.
  - Rules should govern subjects that the NC board may, for matters of convenience or expediency suspend, giving it the ability to act where it otherwise might have to delay action or take an action that is unfair to board members or stakeholders.
  - Rules should, where permitted, be used to expand upon and, if necessary clarify the bylaws
  - Rules should not be used to punish or exclude certain classes of, or specific, board members or stakeholders
  - Rules should be subject to approval by the entire board

**INCLUSIVE AND REFLECTIVE OF THE COMMUNITY**

**Rules:**

1. NC's must reflect the diverse interests within their area and is inclusive and open to all community stakeholders. *(Charter Sec. 906(a)(3); Plan Art. II Sec. 1)*
2. No single community stakeholder group may comprise a majority of the members of the NC. Stakeholder groups are individuals who: a) live, b) work, c) own property, or d) declares a stake in the NC and affirms a factual basis for it. *(Plan Art III, Sec. 2(c)(ii)(2)(a)); Plan Art. II, Sec. 1)*

**Standards and Best Practices for Following the Rules:**

- NC board members should reflect, and be representative of, the following categories of groups within their NC boundaries:
  - Neighborhoods
  - Ethnicities
  - Race
  - Gender
  - Age
  - Homeowners and renters, and
  - Sexual orientation
  
- NC's should focus their external communication efforts to reach all of the above groups for elections and participation at Board meetings and special events.
  
- NC's should focus their external communication efforts to reach all of the identified stakeholder groups for elections and participation at Board meetings and special events.