

To whom it may concern,

Sept-23-2020

This Motion is being presented by the following Sunland-Tujunga Neighborhood Council Board Members: Oscar Alvarez, Carol Hutchinson, and Glen Belt.

Request for Motion to Censure Liliana Sanchez, President of the Sunland-Tujunga Neighborhood Council for continued violations of the Bylaws, Code of Conduct, Standing Rules, and the standard conduction of the orderly business of the Sunland -Tujunga Neighborhood Council. The following items include a statement and the violations. All additional documents will be attached with the Item Numbers. The Censure guidelines can be found in the STNC Bylaws. Highly Contentious Meetings have been going on since the Election of our current Board with no effort by the President, Liliana Sanchez to bring everyone together to try to create unity. Things are now escalating which is further impacting the function of the Board. The following are a few examples to support the Censure.

Item 1

**Changing Agendas that have already been approved.**

Motions for the Executive Committee Agendas are approved by other Committees, for example the Budget Committee approves motions for Funding Items. They are forwarded to the Executive Committee who then approves them for the Board Agenda. Liliana Sanchez is changing and allowing the Parliamentarian to change the already approved items on her orders and to add and remove items from the already approved agendas. This is not the job of the Parliamentarian and is a violation of so many NC Policies. An example is the Agenda for the August 12, 2020 Board Meeting. The Bylaws update was removed. The Secretary was told to change the wording of the motions approved by both the Budget and Executive Committees in regards to funding. Elections were added and National Night out which is being worked on in collaboration between Ms. Capps and Ms. Royal was removed from the agenda with only 2 Board Meetings left to discuss or give updates. The funding items have now been restored back to the way they were approved by both Committees and National Night Out has been added back to the Final Agenda. These actions are completely unacceptable.

This is a Violation of Bylaws- ARTICLE VII COMMITTEES AND THEIR DUTIES Violation Executive Committee Agenda Setting /Bylaws A. Executive Committee – This committee consists of the five (5) Executive • Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.

This is a violation of Bylaws (Policies) 4. To be fair, open, and transparent in the conduct of STNC business.

This is a Violation of Bylaws A. Executive Committee – This committee consists of the five (5) Executive Officers. The Executive Committee:

- Meets at least once per month.
- Is chaired by the STNC President.

- Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
- Recommends actions to the Board.
- May refer agenda items to committees for action.

A quorum of the Executive Committee is three (3) of the voting members, and at least three (3) votes in favor or at least three (3) votes against an issue are required to achieve consensus. Unless otherwise stated in these By-Laws the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. The President, acting for the Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings.

This is a Violation of Bylaws Parliamentarian- The President may appoint an unbiased parliamentarian. The Parliamentarian shall advise the President on rules.

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

Item 2

**Refusal to put an item on Agenda as required.**

Rock Swart, a stakeholder, attended the Executive Committee Meeting on July 1, 2020 asking why his request was not on the agenda to be voted on. Mr. Swart submitted it before the deadline on the STNC Website portal for Agenda Submissions. The Item was not allowed on the agenda as Liliana Sanchez did not add it to the agenda and did not give the Executive Committee the right to consider the item stating that she contacted the Council office and the City Council had already voted on the issue. The Neighborhood Council often votes on items and submits CIS Statements when it is unable to meet before the Council vote. There was a similar motion for the same item. Both Items should have been on the Agenda. Liliana Sanchez went to great lengths to stop both of these similar motions regarding stopping the Defunding of the LAPD due to her political opinions. The actions of Liliana Sanchez took away the rights of Mr. Swart and the ability of the other members of the Executive Committee to fulfil their duties. Items for the Agenda are vetted and decided on by the Committee not by the decisions of one person.

This is a Violation of Bylaws (Purposes) Item 1. To engage, the broad spectrum of STNC stakeholders to collaborate and participate in matters that affect the community, including events, issues and projects.

This is a Violation of the Bylaws (Section 3) 3. To promote STNC stakeholder participation and advocacy in Los Angeles.

This is a Violation of Bylaws ARTICLE VII COMMITTEES AND THEIR DUTIES: Executive Committee Agenda Setting /Bylaws A. Executive Committee – This committee consists of the five (5) Executive • Schedules

and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.

This is a Violation of Bylaws (Policies) 4. To be fair, open, and transparent in the conduct of STNC business.

This is a Violation of Bylaws (Article #3) 2. To participate in discussion on an action, policy, or position before the STNC.

This is Violation of Bylaws # 5 -The STNC shall encourage all stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, citizenship status, or political affiliation in any of its policies, recommendations, or actions.

This is a Violation of Bylaws A. Executive Committee – This committee consists of the five (5) Executive Officers. The Executive Committee:

- Meets at least once per month.
- Is chaired by the STNC President.
- Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
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This is a Violation of STNC Standing Rule “Not use my Board position for a personal agenda outside my responsibilities as assigned by the STNC bylaws.”

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

Item 3

**Failure to fulfill Duties of the President Position**

Many duties of the President are not written rules but are the standard conduction of the orderly business of the Board. These are things such as the Board approves letters to be sent out, the Secretary prepares the approved wording and the President signs the official copy, which is then returned to the Secretary to be emailed or mailed. Several letters were approved at the Board Meeting on July 8, 2020. Lilliana Sanchez contacted the Board Secretary and told her that she is refusing to sign any more letters or Documents for the STNC. She wants her name and title removed from the letters and contacted the Department to verify that this was okay. An Executive Boardmember who considers Letters from the Board as Legal Documents sent a letter to the City Attorney raising concerns about this. There has been no response. The President is referring to the Bylaws that the Secretary is to follow her instruction and is trying to force the Secretary to send the letters without signatures. The President wants the letters to just have the STNC typed on the Bottom with no contact person or credibility. How professional will it look to the City Council or Mayor that the STNC sends unofficial looking paperwork that could easily be sent by anyone, on behalf of the NC since there will be no name or verifiable signature. The president refuses to put Items on the agenda that do not agree with her Political Beliefs as explained in Item 2

Giving instruction to the Parliamentarian to change approved agendas in violation of the duties of the Parliamentarian as listed in the Bylaws is a failure of the duties of the President. The NC System has a Presidents Round Table that meets on Zoom regularly. The Vice President can replace the President. The STNC unfortunately does not have representation as Ms. Sanchez refuses to forward the Meeting links to the Vice President and does not attend herself. Another example is in regards to attendance. A letter needs to be sent to a person that violates the Attendance Policy and is automatically removed. There has been a big back and forth on this issue because Ms. Sanchez has been refusing to send a letter which again is the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council. Previous letters to Boardmembers were signed by Ms. Sanchez.

This is a violation of Bylaws (Policies) 4. To be fair, open, and transparent in the conduct of STNC business.

Violation of Bylaws Section 5: Duties and Powers - The Board shall establish policies and positions of the STNC at its regular and special meetings, and review and recommend actions to governmental and other entities on issues affecting the Sunland-Tujunga community.

This is a Violation of STNC Standing Rule “Not use my Board position for a personal agenda outside my responsibilities as assigned by the STNC bylaws.”

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

Item 4

**Changing the Policies of the Executive Committee Meetings**

During the Executive Committee Meeting on July 1, 2020 when a Boardmember asked for an Item to be added to the Agenda it was announced to the Committee that no longer would Items be accepted at the Executive Committee Meeting. This disenfranchises stake holders that do not have computers or are not able for whatever reason to submit their Items for the Board Agenda. This has never been the policy of the Committee and was an arbitrary decision by Ms. Sanchez to change the process without any notice, input, or a vote of the Executive Committee. Many times Boardmembers will use this opportunity to get help in adding an item for the agenda if they are not familiar with the process or there is an issue that just came up. Further Ms. Sanchez on the recommendation of the Parliamentarian decided to change the week in which the Executive Committee Meetings were scheduled allowing only 2 days for the Secretary to put together the Board Meeting paperwork instead of 8 days. This plan was put in place and the meetings were changed to a meeting night that all 5 Executive Committee Members could not attend, without the courtesy of checking with them before the meeting day and time were chosen. Ms. Grant insisted that the Executive Committee be allowed to vote to undo her decision and both Items had the three other Executive Committee Members vote against Ms. Sanchez. Immediately the Executive Committee members were told that it didn't matter what their vote is and that The President and Parliamentarian will still refuse to accept items the night of the Executive Committee Meeting.

This is a Violation of Bylaws (policies) 3. To respect the autonomy of all individuals, groups, and organizations in the community.

This is a violation of Bylaws (Policies) 4. To be fair, open, and transparent in the conduct of STNC business.

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

Item 5

**Changing policies at Committee and Board Meetings**

Ms. Liliana Sanchez puts up "Road Blocks" to items she does not want on the Agenda. On the Board Agenda for the July 8, 2020 meeting there was an item similar to the item that Ms. Sanchez stopped Mr. Swart from adding to the Executive Committee Agenda. She made Ms. Grant go through many hoops that are not part of the process making up new rules to stop her, such as demanding the names of the speakers be given to her 2 weeks before the meeting and then when one of the speakers was unable to make it Ms. Sanchez refused to allow a Boardmember to replace the speaker, which is a new rule she just made up at the July 8, 2020 Board Meeting. Luckily Ms. Grant had another back up speaker and Miss Sanchez declared that the Board would not hear the Item since the original speaker wasn't there, again, another made rule up by Ms. Sanchez in the moment. Ms. Grant demanded that Ms. Sanchez show her those rules in the Bylaws and suddenly the rules disappeared and the Item was allowed to be heard and

voted on. The motion did pass. Rules are to be open and transparent and voted on in a Public Meeting by the Board not created on a whim during a meeting. These rules were made up to stop an item that was against the Political beliefs of Ms. Sanchez.

This is a Violation of Bylaws Section 5: Duties and Powers - The Board shall establish policies and positions of the STNC at its regular and special meetings, and review and recommend actions to governmental and other entities on issues affecting the Sunland-Tujunga community.

This is a Violation of Bylaws (policies) 3. To respect the autonomy of all individuals, groups, and organizations in the community.

This is a Violation of STNC Standing Rule "Not use my Board position for a personal agenda outside my responsibilities as assigned by the STNC bylaws."

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#### Item 6

##### **Failure to hold the May Executive Committee and Board Meetings**

Refusal to hold a May Executive Committee Meeting caused unneeded stress to all Executive Committee Members due to the fact that there was already a full agenda and a looming deadline for funding items in June. This caused real problems as time sensitive items could not be addressed. Current Items could not be added to the June Agenda which was full and forced Community Impact Statements to be voted on after the City Councils decisions had already been made.

Liliana Sanchez refused to hold an Executive Committee Meeting in May. She forced The Secretary to cancel the meeting that had already been scheduled and refused to allow another meeting to be scheduled. Multiple Committee Members asked repeatedly to get it rescheduled but Ms. Sanchez refused with no reason given. Members were refused the permission to hold a meeting in Violation of our Bylaws even though our bylaws clearly state that the Vice President would run the meetings in the Presidents absence, Lilliana Sanchez refused to approve the Agenda so the meeting could be held which also caused the cancellation of the May Board Meeting because no agenda was created.

This is a Violation of Bylaws (policies) 3. To respect the autonomy of all individuals, groups, and organizations in the community.

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This is a Violation of Bylaws A. Executive Committee – This committee consists of the five (5) Executive Officers. The Executive Committee:

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Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings.

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## Item 7

### **Behavior at Executive Committee Meeting**

On July 29, 2020 Liliana Sanchez decided to cancel The Executive Committee Meeting due to the fact that she was not comfortable. There were 4 Committee members with a Quorum of 3 needed. There were also 12 people in attendance waiting for the meeting to start. The Bylaws clearly state that the Vice President runs the meeting in the event of the Presidents absence yet the President violates the Bylaws by trying to designate other people to do the job. When she decided to leave the meeting she designated the Secretary to run the meeting in Violation of the Bylaws. She was reminded of the Bylaws and finally agreed to allow the Vice President to run the meeting. This wasted the time of fellow Boardmembers and community members in attendance. Ms. Sanchez was angry that an agenda item was added to the agenda that gave the power of signing approved Board Documents to other Executive Boardmembers when she is unable or unwilling to sign. In retaliation she sent an email to Board Secretary Cindy Cleghorn with a cc to Parliamentarian Ivan Spiegel which was read at the meeting. Ms. Sanchez accused Ms. Cleghorn of mistakes that Ms. Sanchez assumed she had made. The accusations were not accurate as it was stated that Ms. Cleghorn did not send letters for her to sign in a timely manner when in fact they were sent in the Board Meeting Packet and available to Ms. Sanchez before the meeting was held. The other items were simple things that Ms. Sanchez could easily have followed up on.

This is a Violation of the standard conduction of the orderly business of the Sunland Tujunga Neighborhood Council.

Bylaws- Duties of the Vice President

**B. First Vice President - First Vice President, Community Improvement – Shall perform the duties of the President when the President is unavailable or otherwise unable to preside at Agenda or Board meetings. He/She shall be the liaison between the Board and STNC/community improvement projects.** He/She shall assist Standing and or Ad Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member. The First Vice-President shall carry on the duties of the Treasurer should there be no Treasurer or the Treasurer be incapacitated. In the event that the President position is vacated, the First Vice President shall preside over the appointment process as described in Article 5 Section 6 to select a new President to serve out the remainder of the term; the new President must be chosen from those current board members who have served a minimum of twelve months on the current Board.

Item 8

**On-going harassment of Board members using Technology: Private Messages, Emails and Social Media**

There is an ongoing problem with rudeness and harassment from Liliana Sanchez that began when the new Board was seated. Recently the behavior has escalated to the point where a few Boardmembers are being harassed way beyond what would be considered acceptable. A Telephone call was received by Ms. Grant following a Community Improvement Meeting. Wild accusations were made including that Ms. Sanchez was going to be sued and lose her house because of the Meeting. She called Ms. Grant an embarrassment to the Neighborhood Council. The attached documentation will show Emails, Facebook posts, and screen shots of a disgusting video with a political message sent by Miss Sanchez proving that some of her attacks are in fact on political differences and a post pointing out a fellow Boardmembers Disability in order to discredit her as a witness on a legal issue. Ms. Sanchez also sent a photo demanding that Ms. Royal identify an LAPD officer in the photo not wearing a mask, knowing that Ms. Royals son is an LAPD officer. The behavior is appalling and should cause the immediate resignation of Ms. Sanchez. This Censure Motion is written as part of the process for ultimate removal by the Board for any future Violations.

This is a Violation of Bylaws (Policies) 3. To respect the autonomy of all individuals, groups, and organizations in the community.

This is a violation of Bylaws (Policies) 4. To be fair, open, and transparent in the conduct of STNC business.

This is a Violation of STNC Standing Rule **“Not use my Board position for a personal agenda outside my Responsibilities, as assigned by the STNC bylaws.”**

The STNC shall encourage all stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, citizenship status, or political affiliation in any of its policies, recommendations, or actions. (Since Boardmembers are also Stakeholders the need to treated in the same manner).

**A Neighborhood Council Board Members should treat other Board Members and members of the public with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowner status, renter status or political affiliation.**

Neighborhood Council Board Members should not use language that is threatening, obscene, or slanderous, including profanities, insults or other disparaging remarks or gestures directed toward other Board Members.

This is a Violation of Code of Conduct Attachment A. Neighborhood Council Board Members should not engage in "bullying" or harassment which is generally defined as follows:

"Harassment" is conduct that meets all of the following criteria

is reasonably perceived as being dehumanizing, Intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;

Is directed at one or more Board Members;

Is conveyed through physical, verbal, or technological means;

Substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;

adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities because the conduct, as reasonably perceived by the Board Member, is so severe, pervasive, and objectively offensive as to have this effect; and,

Is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.

In closing,

This Motion to Censure follows the censure rules created by the Board of Neighborhood Commissioners.

It is more than 30 days' notice from the November Board Meeting which is the meeting in which the Item would be addressed .

All parties have been notified following the Censure rules as written.

There are at least 3 Sunland Tujunga Neighborhood Council Boardmembers that have initiated this Censure Motion and do not represent a quorum of any Committee of the Board.

There is no STNC Election within the next 60 days of the Meeting date where the Censure Motion will be heard.

This is not a personal attack against Liliana Sanchez. This addresses the concerns of the reputation and integrity of the Sunland Tujunga Neighborhood Council and the approved process in which it is supposed to function by following the approved rules and policies.



BEFORE YOU APPROVE OR VOTE ON THEM

# Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: stnc.org

## DRAFT General Board Online Meeting Agenda

Wednesday, August 12, 2020

6:45 p.m.

### How to Join the Virtual Telephonic Meeting

By Telephone: Toll Free (888) 475-4499, enter 918 9278 5703, and Press #

Online: Go to <https://zoom.us/j/91892785703>

or paste the address into the address bar on your browser and press Enter  
ID: 918 9278 5703

Other Toll Free Numbers: 833-548-0276, 833-548-0282, 877-853-5257

You may also call in at this number which is not toll free: 1-669-900-6833

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Cindy Cleghorn, al (818) 951-7411 o por correo electrónico [secretary@stnc.org](mailto:secretary@stnc.org) para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL MEETING (STNC) WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board must dial 1 (888) 475-4499 and enter 918 9278 5703, and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID 918 9278 5703. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

**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 (1) One minutes per speaker, unless adjusted by the presiding officer of the Board.

*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.*

*Unless otherwise specified, all items on the meeting agenda are for Discussion and Possible Action and may be taken out of order at the discretion of the President. This is our first virtual meeting, please understand that there may be some connection delays from time to time.*

1. Call to Order and Welcome – Liliana Sanchez, President
- A. Pledge of Allegiance
- B. Roll Call - Secretary – Cindy Cleghorn – Quorum is 11
- C. Board Members eligible to vote.



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NOTE: To VIEW the agenda, board minutes, MER, board packet, go to [stnc.org](http://stnc.org) Go to COMMITTEES click on BOARD MEETING AGENDAS and MINUTES select AUGUST 12

## 2. President's Report

- A. STNC [Bylaws](#) Approved by the BONC and in effect as of 6/29/20.
- B. National Night Out is October 12 - STNC needs volunteers to help plan neighborhood events on this date.
- C. BOARD UPDATES and ANNOUNCEMENT OF BOARD VACANCY - Stakeholder Group Representative (3) vacant positions. From the Bylaws: Seven (7) Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of community stakeholders representing non-profits, educational, faith-based, and, service, youth, and special-interest organizations located or meeting regularly within the Sunland-Tujunga Neighborhood Council boundaries. No organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee. Candidates interested in applying for the vacancy on the STNC board are to submit their interest statement, stakeholder documentation and supporting organization letter to [secretary@stnc.org](mailto:secretary@stnc.org) no later than Wednesday, August 19, 2020 to be added onto the next Executive Committee and Board meeting agendas. If selected, new board members will be required to complete ethics, funding and code of conduct training, attend meetings, join committees.

## 4. REPRESENTATIVE's Announcements & Reports – [12 minutes total] –

Representatives of LAPD, Local, City, County, State - 2-minute limit per speaker.

Foothill LAPD Commanding Officer/Captain Johnny Smith 818-756-8861 -

Foothill Community Sgt. Jesse Ojeda - 818-756-8866 - 33272@lapd.online

SENIOR LEAD OFFICERS - TUJUNGA SLO: Gloria Caloca: 818-634-0754; 35755@lapd.lacity.org

SUNLAND SLO: Cesar Contreras: 818-634-0705; 36373@lapd.lacity.org

GANGS-DRUGS: Lt. Carlos Solano: 818-897-6081; 26339@lapd.lacity.org

NARCOTICS, Det. Travis Coyle, 818-834-3136; 33128@lapd.lacity.org

TRAFFIC ISSUES: Officer Joel Flores 818-644-8142 - Valley Traffic

CD7- Councilwoman Monica Rodriguez –Eve Sinclair 818-352-3287 - Staff Rep [Eve.Sinclair@lacity.org](mailto:Eve.Sinclair@lacity.org)

The Sunland-Tujunga Field Office is now located in Pacoima at 13520 Van Nuys Bl., Pacoima 91331

LA Mayor Garcetti–Caroline Menjivar, East Valley Rep - (818) 778-4990 [Caroline.Menjivar@lacity.org](mailto:Caroline.Menjivar@lacity.org)

BONC Commissioner - Quyen Vo-Ramirez, North Valley Commissioner

LA City Attorney Mike Feuer – Neighborhood Prosecutor Mark Ross 213-978-8100 -- [mark.ross@lacity.org](mailto:mark.ross@lacity.org)

LAUSD Kelly Gómez (District 6) – Michael Menjivar 213-241-6388 [michael.menjivar@lausd.net](mailto:michael.menjivar@lausd.net)

LA County Supervisor Kathryn Barger 818-993-5170-Jason Maruca, Asst. Field Deputy:

JMaruca@bos.lacounty.gov

CA Assembly Member Luz Rivas (District 39) Arturo Garcia 818-504-3911 [arturo.garcia@asm.ca.gov](mailto:arturo.garcia@asm.ca.gov)

CA State Senator Anthony Portantino (District 25) - 818-409-0400 [vickere.murphy@sen.ca.gov](mailto:vickere.murphy@sen.ca.gov)

Mission College – Dean Madeline Hernandez - (818) 875-4036

Sunland Elementary School – Principal John Graham - [Jmg8758@lausd.net](mailto:Jmg8758@lausd.net) (818) 353-1631

Apperson Street School – Principal Rene Chavez 818-353-5544 - 10233 Woodward, Sunland

Diana Gutierrez, Greater Los Angeles County Vector Control District – 562-944-9656 -

[dgutierrez@glacvcd.org](mailto:dgutierrez@glacvcd.org)

Sunland-Tujunga Library - Ardem Tajerian, Senior Librarian - 818-352-4481



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Congressman Adam Schiff (District 26) (818) 450-2900 [Theresa.lamb.simpson@mail.house.gov](mailto:Theresa.lamb.simpson@mail.house.gov)

Dept. of Neighborhood Empowerment - Gibson Nyambura Jasmine Elbarbary, NEA

[Gibson.nyambura@lacity.org](mailto:Gibson.nyambura@lacity.org) [jasmine.elbarbary@lacity.org](mailto:jasmine.elbarbary@lacity.org)

818-374-989886

L.A. City COVID-19 Resources <https://corona-virus.la/>

Friendship Line for Aging Adults - Call anytime 24/7 1-888-670-1360

**5. PUBLIC COMMENT:** a total of 10 minutes – Comments from the Public on Non-Agenda items, issues, announcements within the jurisdiction of the Sunland-Tujunga Neighborhood Council. The Brown Act prevents the Board from commenting on your comments. If you wish to speak, either raise your hand (on computer or tablet) or dial \*9 (on your cell phone). [10]

**6. Selection of Shirley Kim to fill vacant Stakeholder Group Representative seat. MOTION: The STNC Board shall select Shirley Kim, Stakeholder Group Representative, Studio on the Mount.**

**CONSENT CALENDAR FUNDING ITEMS** - Note: Consent calendar items are considered to be non-controversial and will be treated as one agenda item. Any Board member or stakeholder may request that an item be removed. There will be no discussion of these items unless an item is removed from the consent calendar, in which case it will go to the end of New Business and be considered as time allows.

MOTION: The STNC Board approves the consent calendar:

**8. TREASURER REPORTS** (*Sandy Capps on behalf of the Budget & Finance Committee approved 4-0-0*)

A. **Approval of June 2020 MER**

MOTION: The STNC Board approves the June 2020 Monthly Expenditure Report

B. **Approval of July 2020 MER**

MOTION: The STNC Board approves the July 2020 Monthly Expenditure Report

C. **MOTION:** Approve Land Use Committee request for a G-Suite Business Account at \$12 a month / \$144 yearly for LUC Committee email accounts. (Outreach)

D. **MOTION:** Approve STAT Committee request for up to \$500 for 50 Coroplast yard lawn signs for stakeholders who request them as a preventative measure to slow down speeding drivers. (Outreach)

E. **MOTION:** Approve request from Beautification Committee for up to \$850 for repair to the Sunland Welcome Sign located at Wentworth/Foothill. Repair: Installation of a new double sided graphic panel. Material to be used is .080" thick aluminum with applied digital prints. (Community Improvement - Special Clean Streets Fund)

F. **MOTION:** Approve Sunland Printing Invoice #191237 from March 11, 2020 in the amount of \$387.63 for printing costs of STNC board and committee meeting packets. (Office)

**CONSENT CALENDAR - NON-FUNDING ITEMS** - Note: Consent calendar items are considered to be non-controversial and will be treated as one agenda item. Any Board member or stakeholder may request that an item be removed. There will be no discussion of these items unless an item is removed from the consent calendar, in which case it will go to the end of New Business and be considered as time allows.

MOTION: The STNC Board approves the non-funding items consent calendar:

**9. Approval of Board Meeting Minutes**



# Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: stnc.org

- A. MOTION: The STNC Board approves the June 29, 2020 minutes  
B. MOTION: The STNC Board approves the July 8, 2020 minutes

## 10. OLD BUSINESS - None

## 11. NEW BUSINESS

A. Selection of Community Forestry Advisory Committee Representatives (Cindy Cleghorn) MOTION:  
The STNC Board shall select a representative as liaison to the City's Community Forestry Advisory Committee which meets the first Thursday of Each Month

B. Stakeholder Request to Form Equity, Diversity and Inclusion Committee [Evelyn Serrano]

Request Title: Creation of Equity, Diversity and Inclusion Ad Hoc Committee

Committee: Executive Committee

Agenda Motion Request: I want to express my gratitude for the work that you do in our neighborhood council. Thank you for your leadership, and for creating an inclusive space that allows our fellow neighbors to contribute their voices, time, and action to better our dear community. My name is Evelyn Serrano. I am an artist and educator, and have been a Sunland resident for 11 years. I have had the privilege of working with staff from various city governments, school administrators, and residents in many community engagement projects over the years in different cities in the US and internationally, and I hope to contribute some of those skills to support the work taking place in our dear community of Sunland / Tujunga. In the last few months I have had the opportunity to delve deeper into the history of our community. Woven with stories of remarkable courage, innovation, and imagination, are also our dear community's histories of implicit and explicit segregation, marginalization, and exclusion. I am embracing this new knowledge of my community with open arms and an open heart. I trust that the measure of my engagement as a resident of Sunland Tujunga, can only be more effective and, ultimately, more authentic, when looking at the totality of our complex history. I have also had an opportunity to join so many of our neighbors in proclaiming that, in our community, Black Lives Matter and racism has no place in our midst, as our country reckons with the legacy of inequity and supremacy. I address you today inspired by a responsibility towards our Black, Indigenous, Latinx and other families in our community who have the right to feel welcome, safe, and included in every aspect of their lives here. We are each our brothers and sisters' keepers. I am reminded of the late John Lewis and Martin Luther King, who both spoke so eloquently of a "beloved community" where we recognize the dignity and worth of every human being. And so, I wonder, what might we do to build together the vision for a beloved community right here in Sunland Tujunga? How might we go about defining together the promise of our community's future? To that end, I propose the creation of an Equity, Diversity and Inclusion Committee. The work of the Committee would take on dialogue and collective action towards envisioning and building a more inclusive, equitable, just, supportive, anti-racist, and inspiring community. Our times calls for Sunland Tujunga to lead with vision, and to be a community that is recognized for honoring every human being, for valuing difference, and for choosing compassion and inclusion as its North Star. Thank you in advance for your support of the creation of an Equity, Diversity and Inclusion Committee in our neighborhood.

Motion Title: Creation of Equity, Diversity and Inclusion Ad Hoc Committee



# Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

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C. MOTION: Add Signature Duties to the STNC Standing Rules that in the event the President is unable or unwilling to sign that the First Vice President, Second Vice President or Treasurer shall sign on behalf of the STNC.

**12. ANNOUNCEMENTS & REPORTS – Committee Chair Updates & Meeting Announcements**

- A. Beautification – August 18 @ 6 PM - via Zoom
- B. Budget & Finance – August 26 @ 6 PM - via Zoom
- C. RYLAN (Ready Your LA Neighborhood) Update - Sandy Capps [2] - Webinars Aug 3, 10, 17
- D. Emergency Preparedness – *Need liaison to attend monthly meetings*
- E. Neighborhood Watch – Jon von Gunten written report - meetings via Zoom
- F. Land Use – Pati Potter - Next Meetings: Aug 3 & 17, Sept. 21 @ 7 PM - via Zoom
- G. STAT - Safe Traffic & Transportation Committee next meeting Aug. 25 @ 6 PM - via Zoom
- H. Outreach & Community Improvement Committee – Next Meeting Aug 20 @ 6:30 PM - via Zoom
- I. STARC – Arts, Culture & Recreation Committee, Aug. 25 @ 7:30 PM - via Zoom
- J. Executive Committee – August 26, 2020 @ 7:30 PM via Zoom
- K. NC Congress - Saturday, Sept. 26 - 8:30 AM
- L. NC Budget Advocates – Liliana Sanchez / Sandy Capps [1] – ncbala.org - via Zoom
- M. VANC - July 9 @ 6:30 PM via Zoom
- N. DWP MOU / DWP Committee – July 11 @ 8:30 a.m. via zoom
- O. LANCC – Meets 1st Saturday @ 10 a.m. via Zoom

**13. FINAL ANNOUNCEMENTS:** Next STNC Board Meeting September 9, 2020

**ADJOURNMENT**



# Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

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# Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

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Final Agenda

## General Board Online Meeting Agenda

Wednesday, August 12, 2020

6:45 p.m.

### How to Join the Virtual Telephonic Meeting

**By Telephone:** Toll Free (888) 475-4499, enter 918 9278 5703, and Press #

**Online:** Go to <https://zoom.us/j/91892785703>

or paste the address into the address bar on your browser and press Enter  
918 9278 5703

**Other Toll Free Numbers:** 833-548-0276, 833-548-0282, 877-853-5257

You may also call in at this number which is not toll free: 1-669-900-6833

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Cindy Cleghorn, al (818) 951-7411 o por correo electrónico [secretary@stnc.org](mailto:secretary@stnc.org) para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL MEETING (STNC) WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board must dial 1 (888) 475-4499 and enter 918 9278 5703, and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID 918 9278 5703. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

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*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.*

***Unless otherwise specified, all items on the meeting agenda are for Discussion and Possible Action and may be taken out of order at the discretion of the President. This is our first virtual meeting, please understand that there may be some connection delays from time to time.***

### 1. Call to Order and Welcome – Liliana Sanchez, President

- A. Pledge of Allegiance
- B. Roll Call - Secretary – Cindy Cleghorn – Quorum is 11
- C. Board Members eligible to vote.



# Sunland-Tujunga Neighborhood Council

*Item #1*  
Certified May 27, 2003

P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: stnc.org

## Executive Committee Agenda

Wednesday, July 29, 2020

7:30 p.m.

### How to Join the Virtual Telephonic Meeting

**By Telephone:** Toll Free (888) 475-4499, enter 995 2236 4364, and Press #

**Online:** Go to <https://zoom.us/j/99522364364>

or paste the address into the address bar on your browser and press Enter

Using the Zoom App: Join Meeting and enter ID: 995 2236 4364

**Other Toll Free Numbers:** 833-548-0276, 833-548-0282, 877-853-5257

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1. Call to Order and Welcome – Liliana Sanchez, President

2. PUBLIC COMMENT: a total of 10 minutes – Comments from the Public on Non-Agenda items, issues, announcements within the jurisdiction of the Sunland-Tujunga Neighborhood Council. The Brown



# Sunland-Tujunga Neighborhood Council

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Act prevents the Board from commenting on your comments. If you wish to speak, either raise your hand (on computer or tablet) or dial \*9 (on your cell phone). [10]

3. MOTION: The Executive Committee approves the minutes from the July 1, 2020 EC meeting.

## 4. ANNOUNCEMENTS

## 5. SECRETARY UPDATES

- a. Agenda Requests submittal process on website, how this new feature is working.
- b. Zoom Meeting Schedule & Moderators Spreadsheet
- c. Board Attendance updates, committees needing Boardmember

## 6. OLD BUSINESS

- a. Update on Owl Boxes

## 7. NEW BUSINESS

- a. **MOTION:** The Executive Committee approves the agenda for the General Board meeting on August 12, 2020.
- b. Confirm next STNC Executive Committee meeting date 8/26/20 @ 7:30 p.m

Adjourn by: 8:30 PM



# Sunland-Tujunga Neighborhood Council

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NOTE: To VIEW the agenda, board minutes, MER, board packet, go to [stnc.org](http://stnc.org) Go to **COMMITTEES**  
click on **BOARD MEETING AGENDAS and MINUTES** select **AUGUST 12**

## 2. President's Report

ANNOUNCEMENT OF BOARD VACANCY - Stakeholder Group Representative (3) vacant positions. From the Bylaws: Seven (7) Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of community stakeholders representing non-profits, educational, faith-based, and, service, youth, and special-interest organizations located or meeting regularly within the Sunland-Tujunga Neighborhood Council boundaries. No organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee. Candidates interested in applying for the vacancy on the STNC board are to submit their interest statement, stakeholder documentation and supporting organization letter to [secretary@stnc.org](mailto:secretary@stnc.org) no later than Wednesday, August 19, 2020 to be added onto the next Executive Committee and Board meeting agendas. If selected, new board members will be required to complete ethics, funding and code of conduct training, attend meetings, join committees.

## 3. REPRESENTATIVE's Announcements & Reports – [12 minutes total] –

Representatives of LAPD, Local, City, County, State - 2-minute limit per speaker.

Foothill LAPD Commanding Officer/Captain Johnny Smith 818-756-8861 -

Foothill Community Sgt. Jesse Ojeda - 818-756-8866 - [33272@lapd.online](mailto:33272@lapd.online)

SENIOR LEAD OFFICERS - TUJUNGA SLO: Gloria Caloca: 818-634-0754; [35755@lapd.lacity.org](mailto:35755@lapd.lacity.org)

SUNLAND SLO: Cesar Contreras: 818-634-0705; [36373@lapd.lacity.org](mailto:36373@lapd.lacity.org)

GANGS-DRUGS: Lt. Carlos Solano: 818-897-6081; [26339@lapd.lacity.org](mailto:26339@lapd.lacity.org)

NARCOTICS, Det. Travis Coyle, 818-834-3136; [33128@lapd.lacity.org](mailto:33128@lapd.lacity.org)

TRAFFIC ISSUES: Officer Joel Flores 818-644-8142 - Valley Traffic

CD7- Councilwoman Monica Rodriguez –Eve Sinclair 818-352-3287 - Staff Rep [Eve.Sinclair@lacity.org](mailto:Eve.Sinclair@lacity.org)

The Sunland-Tujunga Field Office is now located in Pacoima at 13520 Van Nuys Bl., Pacoima 91331

LA Mayor Garcetti–Caroline Menjivar, East Valley Rep - (818) 778-4990 [Caroline.Menjivar@lacity.org](mailto:Caroline.Menjivar@lacity.org)

BONC Commissioner - Quyen Vo-Ramirez, North Valley Commissioner

LA City Attorney Mike Feuer – Neighborhood Prosecutor Mark Ross 213-978-8100 — [mark.ross@lacity.org](mailto:mark.ross@lacity.org)

LAUSD Kelly Gómez (District 6) – Michael Menjivar 213-241-6388 [michael.menjivar@lausd.net](mailto:michael.menjivar@lausd.net)

LA County Supervisor Kathryn Barger 818-993-5170-Jason Maruca, Asst. Field Deputy:

[JMaruca@bos.lacounty.gov](mailto:JMaruca@bos.lacounty.gov)

CA Assembly Member Luz Rivas (District 39) Arturo Garcia 818-504-3911 [arturo.garcia@asm.ca.gov](mailto:arturo.garcia@asm.ca.gov)

CA State Senator Anthony Portantino (District 25) - 818-409-0400 [vickere.murphy@sen.ca.gov](mailto:vickere.murphy@sen.ca.gov)

Mission College – Dean Madeline Hernandez - (818) 875-4036

Sunland Elementary School – Principal John Graham - [Jmg8758@lausd.net](mailto:Jmg8758@lausd.net) (818) 353-1631

Apperson Street School – Principal Rene Chavez 818-353-5544 - 10233 Woodward, Sunland

Diana Gutierrez, Greater Los Angeles County Vector Control District – 562-944-9656 -

[dgutierrez@glacvcd.org](mailto:dgutierrez@glacvcd.org)

Sunland-Tujunga Library - Ardem Tajerian, Senior Librarian - 818-352-4481

Congressman Adam Schiff (District 26) (818) 450-2900 [Theresa.lamb.simpson@mail.house.gov](mailto:Theresa.lamb.simpson@mail.house.gov)

Dept. of Neighborhood Empowerment - Jasmine Elbarbary, NEA [jasmine.elbarbary@lacity.org](mailto:jasmine.elbarbary@lacity.org)

818-374-9886



# Sunland-Tujunga Neighborhood Council

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L.A. City COVID-19 Resources <https://corona-virus.la/>

Friendship Line for Aging Adults - Call anytime 24/7 1-888-670-1360

**4. PUBLIC COMMENT:** a total of 10 minutes – Comments from the Public on Non-Agenda items, issues, announcements within the jurisdiction of the Sunland-Tujunga Neighborhood Council. The Brown Act prevents the Board from commenting on your comments. If you wish to speak, either raise your hand (on computer or tablet) or dial \*9 (on your cell phone). [10]

**5. Selection to fill vacant Board seat**

**MOTION:** The STNC Board shall select a stakeholder to fill a vacant Group Representative Board seat. Letter of application received by Shirley Kim representing Shekinah Church.

**6. TREASURER REPORTS** (*Sandy Capps on behalf of the Budget & Finance Committee approved 4-0-0*)

**CONSENT CALENDAR FUNDING ITEMS** - Note: Consent calendar items are considered to be non-controversial and will be treated as one agenda item. Any Board member or stakeholder may request that an item be removed. There will be no discussion of these items unless an item is removed from the consent calendar, in which case it will go to the end of New Business and be considered as time allows.

**MOTION:** The STNC Board approves the consent calendar:

**A. Approval of June 2020 MER**

**MOTION:** The STNC Board approves the June 2020 Monthly Expenditure Report

**B. Approval of July 2020 MER**

**MOTION:** The STNC Board approves the July 2020 Monthly Expenditure Report

**C.** **MOTION:** The STNC Board approves the Land Use Committee request for a G-Suite Business Account at \$12 a month / \$144 yearly for LUC Committee email accounts. (Outreach)

**D.** **MOTION:** The STNC Board approves the STAT Committee request for up to \$500 for 50 Coroplast yard lawn signs for stakeholders who request them as a preventative measure to slow down speeding drivers. (Outreach)

**E.** **MOTION:** The STNC Board approves a request from Beautification Committee for up to \$850 for repair to the Sunland Welcome Sign located at Wentworth/Foothill. Repair: Installation of a new double sided graphic panel. Material to be used is .080" thick aluminum with applied digital prints. (Community Improvement - Special Clean Streets Fund)

**F.** **MOTION:** The STNC Board approves a Sunland Printing Invoice #191237 from March 11, 2020 in the amount of \$387.63 for printing costs of STNC board and committee meeting packets. (Office)

**7. CONSENT CALENDAR - NON-FUNDING ITEMS** - Note: Consent calendar items are considered to be non-controversial and will be treated as one agenda item. Any Board member or stakeholder may request that an item be removed. There will be no discussion of these items unless an item is removed from the consent calendar, in which case it will go to the end of New Business and be considered as time allows.

**8. Approval of Board Meeting Minutes**

**A. MOTION:** The STNC Board approves the June 29, 2020 minutes

**B. MOTION:** The STNC Board approves the July 8, 2020 minutes



# Sunland-Tujunga Neighborhood Council

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**9. OLD BUSINESS - None**

**10. NEW BUSINESS**

**A. Selection of Community Forestry Advisory Committee Representatives (Cindy Cleghorn)**

**MOTION:** The STNC Board shall select Rafi Shaheenian and Mark Norling STNC representatives as liaisons to the City's **Community Forestry Advisory Committee** which meets the first Thursday of Each Month

**B. Creation of Equity, Diversity and Inclusion AdHoc Committee [Evelyn Serrano]**

**MOTION:** The STNC Board creates the Equity, Diversity and Inclusion AdHoc Committee. The work of the Committee would take on dialogue and collective action towards envisioning and building a more inclusive, equitable, just, supportive, anti-racist, and inspiring community.

**C. MOTION:** Add Signature Duties to the STNC Standing Rules that in the event the President is unable or unwilling to sign that the First Vice President, Second Vice President or Treasurer shall sign in that order on behalf of the STNC.

**11. ANNOUNCEMENTS & REPORTS – Committee Chair Updates & Meeting Announcements**

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C. RYLAN (Ready Your LA Neighborhood) Update - Sandy Capps [2] - Webinars Aug 3, 10, 17

D. Emergency Preparedness – *Need liaison to attend monthly meetings*

E. Neighborhood Watch – Jon von Gunten written report - meetings via Zoom

F. Land Use – Pati Potter - Next Meeting Presentations: Aug 17, Sept. 21 @ 7 PM - via Zoom

G. STAT - Safe Traffic & Transportation Committee next meeting Aug. 25 @ 6 PM - via Zoom

H. Outreach & Community Improvement Committee – Next Meeting Aug 20 @ 6:30 PM - via Zoom

National Night Out - Tuesday Oct. 6

I. STARC – Arts, Culture & Recreation Committee, Aug. 25 @ 7:30 PM - via Zoom

J. Executive Committee – August 26, 2020 @ 7:30 PM via Zoom

i. STNC Bylaws Updated 6/29/20

ii. STNC Board Elections April 27, 2020 - Vote By Mail

K. NC Congress - Saturday, Sept. 26 - 8:30 AM

L. NC Budget Advocates – Liliana Sanchez / Sandy Capps [1] – ncbala.org - via Zoom

M. VANC - August 13 @ 6:30 PM via Zoom w/Mayor Garcetti

N. DWP MOU / DWP Committee – Sept. 5 @ 8:30 a.m. via zoom

O. LANCC Update on meeting with the Mayor – Next Meeting Sept. 5 @ 10 a.m. via Zoom

**12. FINAL ANNOUNCEMENTS:** Next STNC Board Meeting September 9, 2020

**ADJOURNMENT**



# Sunland-Tujunga Neighborhood Council

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P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: [stnc.org](http://stnc.org)

**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](mailto:NCsupport@lacity.org)

**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 in advance of a meeting may be viewed at our website: [www.stnc.org](http://www.stnc.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 **Cindy Cleghorn, Secretary, at (818) 951-7411** or email at: [secretary@stnc.org](mailto:secretary@stnc.org).

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows:

\* **NORTH VALLEY NEIGHBORHOOD CITY HALL**, 7747 Foothill Blvd, Tujunga, CA 91042

\* [www.stnc.org](http://www.stnc.org)

\* You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

**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 §§ 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)

**RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the STNC'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 on our website [www.stnc.org](http://www.stnc.org)

Ibm #3

**Subject:** Fwd: Presidents Meeting  
**From:** Lydia Grant <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)>  
**Date:** 8/10/2020, 7:22 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

**From:** Lydia Grant <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)>  
**Date:** Mon, Aug 10, 2020, 12:44 AM  
**Subject:** Re: Presidents Meeting  
**To:** Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)>

Liliana, I am again asking for you to forward the information for the Presidents Roundtable meetings. Our Neighborhood Council again has gone 2 months without representation including a meeting last night.

Thank you  
Lydia Grant

On Mon, Apr 27, 2020, 3:59 PM Lydia Grant <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)> wrote:  
Please forward the information and I can attend in the future.  
Lydia

On Sun, Apr 26, 2020, 10:51 PM Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)> wrote:  
Hi Lydia,

No I did not attend the meeting  
I did receive an overview of what the meeting was about.  
I was busy helping out the community picking up facemasks and distributing some of them.

Thank you.

Liliana sanchez  
STNC President

On Sun, Apr 26, 2020, 9:07 PM Lydia Grant <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)> wrote:  
Lilliana,  
there has been 2 Presidents meetings since the one that I was on (zoom) Have you attended the other two?  
One was tonight.

*Ivan # 5*

**Subject:** Fwd: STNC board member resignation notice  
**From:** Lydia Grant <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)>  
**Date:** 8/10/2020, 7:18 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

**From:** Lydia Grant <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)>  
**Date:** Sun, Aug 9, 2020, 12:37 PM  
**Subject:** Re: STNC board member resignation notice  
**To:** Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)>  
**Cc:** Cindy Cleghorn <[stnc.secretary2019@gmail.com](mailto:stnc.secretary2019@gmail.com)>

Dear Liliana,

I would like you to re-read the email chain and explain to me why you would have expected me to contact Victoria Cerpa when you made it very clear that The City Attorney needed to be contacted before a Boardmember is removed, as stated in the Bylaws? Are you criticising my actions for not violating the rules and contacting her on my own? I have known Vicky for many years and I am amazed at how hard she works to help others. Our history goes back many years fighting together to help all kids get the best education possible. We have never had an issue with each other or any disagreement. We are friends. I chose her to be on the STNC Education Committee when I was chair. Could you please explain what you are trying to imply and what the issues really are?

Lydia

On Sun, Aug 9, 2020, 1:18 AM Lydia Grant <[stnclydia@gmail.com](mailto:stnclydia@gmail.com)> wrote:

The situations are not the same. I was told to give you the information by Ivan. Please feel free to take it up with him. It is very clear that your behavior towards us is clearly unprofessional and you feel that it is ok for you to control us. I will not put up with your behavior any longer. You calling me and calling me names and saying I am an embarrassment is a complete violation of the rules. You continue to break rules and now are refusing to do your duties as President. Please feel free to resign since you are unable to put your political bias aside and that is unfair to our community.

Lydia

On Sun, Aug 9, 2020, 12:28 AM Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)> wrote:

Lydia,

I will explain... You were so eager to personally send Oscar a warning but you did not extend

the same courtesy to Victoria Cerpa, why?

Liliana Sanchez  
STNC President

On Sat, Aug 8, 2020, 11:56 PM Lydia Grant <[stncl Lydia@gmail.com](mailto:stncl Lydia@gmail.com)> wrote:

I do not understand. Please explain.  
Lydia

On Sat, Aug 8, 2020, 10:37 PM Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)> wrote:

Hi Lydia,

I wonder why you did not extend the same courtesy to Victoria Cerpa?

Liliana Sanchez

On Fri, Aug 7, 2020, 4:58 PM Lydia Grant <[stncl Lydia@gmail.com](mailto:stncl Lydia@gmail.com)> wrote:

Liliana,  
A letter or notice to Oscar is a courtesy.  
It was agreed that it would be added to our standing rules. I will reach out to Oscar  
and let him know so that he knows that his attendance is in jeopardy.  
Thank you,  
Lydia

On Fri, Aug 7, 2020, 4:07 PM Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)>

wrote:

Hi Lydia,

This is an email I sent to Elise this morning. I have to wait on how to proceed with  
the absences. Also, new bylaws do not state that we are to send out courtesy  
warning letters to board members such as you have requested to do for Oscar.  
We will have to work on Standing Rules to address these issues.

Liliana Sanchez  
STNC President

----- Forwarded message -----

From: **Liliana Sanchez** <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)>

Date: Fri, Aug 7, 2020 at 3:40 PM

Subject: STNC board member resignation notice

**Subject:** Fwd: Phone books and motions  
**From:** Lydia Grant <[stncl Lydia@gmail.com](mailto:stncl Lydia@gmail.com)>  
**Date:** 8/10/2020, 7:27 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

**From:** Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)>  
**Date:** Wed, Jul 29, 2020, 4:44 PM  
**Subject:** Re: Phone books and motions  
**To:** Lydia Grant <[stncl Lydia@gmail.com](mailto:stncl Lydia@gmail.com)>

Hello Lydia,

The second part to your question is the duty of our Secretary, Cindy Cleghorn. She has my direction.

D. Secretary - Shall fulfill correspondence duties at the direction of the President, including, but not limited to, correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City government agencies. He/She will be responsible for maintaining the contact lists of STNC Board and committee members and stakeholders, and shall coordinate with the staff to ensure the timely posting of notices of Board meetings, committee meetings, elections, and other items of interest to the STNC community. He/She shall take minutes at the Agenda and Board meetings in the absence of the appointed minute taker. The Secretary shall be the STNC Officer of Service.

Thank you.  
Liliana Sanchez  
STNC President

On Wed, Jul 29, 2020 at 4:19 PM Lydia Grant <[stncl Lydia@gmail.com](mailto:stncl Lydia@gmail.com)> wrote:

I do not know which Board members need them. Mr Norline was the only one you mentioned.  
I am also waiting for the response on the papers.

Lydia Grant

On Wed, Jul 29, 2020, 4:09 PM Liliana Sanchez <[stnc.president2019@gmail.com](mailto:stnc.president2019@gmail.com)> wrote:  
Hello Lydia,

Can you please have the books delivered to the 2 board members that requested them and maybe you can give them to any other board members that may want one?

Thank you.

Liliana Sanchez

On Wed, Jul 29, 2020 at 11:55 AM Lydia Grant <[stnlydia@gmail.com](mailto:stnlydia@gmail.com)> wrote:

Liliana,

Yesterday I received the phone/ information books You requested for the new Boardmembers. What would you like me to do with them?

also I reached out to Cindy for the signed letters from last months STNC motions I hav a few NC's waiting for copies.

Can you please sign and send back so that I can send them to the other NCs?.

Thank you

Lydia Grant

ITEM #3

**Subject:** Fwd: STNC - Contact Form  
**From:** Lydia Grant <stncl Lydia@gmail.com>  
**Date:** 8/10/2020, 8:19 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

From: <stncl Lydia@gmail.com>  
Date: Wed, Jul 29, 2020, 6:37 PM  
Subject: STNC - Contact Form  
To: <stncl Lydia@gmail.com>

 **Agenda Request Form**

First Name: Lydia  
Last Name: Grant  
Email: [stncl Lydia@gmail.com](mailto:stncl Lydia@gmail.com)  
Request Title: Addition to Standing Rules  
Committee: Arts, Recreation & Culture Committee  
Agenda Motion Request: No Committee Motion to add the following to the STNC Standing Rules. In the event that the President is unable or chooses to not properly fill out and/or sign the Legal Documents, Including the Name and the Title of the person signing them. The Legal Documents for the STNC include Motions, Letters, Communications, etc. that would normally be done by the President. The Documents will be signed by the next Executive Boardmember following in this order: The First Vice President, Second Vice President, Secretary and Treasurer.  
Motion Title: Motion to add Signature Duties to the STNC Standing Rules  
Agenda Announcement Request: Motion to add Signature Duties for the STNC Standing Rules in the event the President is unable or unwilling to sign.

**Uploaded Documents:**



# Sunland-Tujunga Neighborhood Council

*Bkm#3*  
Certified May 27, 2003

P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: stnc.org

July 8, 2020

**VIA EMAIL**

Mayor Eric Garcetti  
City Councilmembers  
City Of Los Angeles  
200 N. Spring Street  
Los Angeles, CA 90012

## **RE: L.A. Mayor & City Council Should Take Pay Cut**

Dear Mayor Garcetti and Los Angeles City Councilmembers:

The STNC requests that our elected officials should donate 46% of their pay to make their pay equal to other large city councils and recommend they donate the money back to city services for the duration of the current financial crisis.

Sincerely,

Liliana Sanchez, President  
Sunland-Tujunga Neighborhood Council



# Sunland-Tujunga Neighborhood Council

*Interim #*  
Certified May 27, 2003

P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: stnc.org

July 8, 2020

**VIA EMAIL**

Mayor Eric Garcetti  
City Controller Ron Galperin  
City Councilmembers  
City Of Los Angeles  
200 N. Spring Street  
Los Angeles, CA 90012

## **RE: Form a Task Force to STOP Illegal Fireworks**

Dear Mayor Garcetti and Los Angeles City Councilmembers:

There needs to be enforcement to STOP the use of illegal fireworks. The previous Council File 17-421 expired and needs to be restarted immediately. Please address this issue so that next year the City of Los Angeles does not have to sound like a war zone for week's prior to the 4<sup>th</sup> of July.

Sincerely,

Liliana Sanchez, President  
Sunland-Tujunga Neighborhood Council



# Sunland-Tujunga Neighborhood Council

*Certified May 27, 2003*

P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: stnc.org

*Item # 3*

July 8, 2020

**VIA EMAIL**

Mayor Eric Garcetti  
City Controller Ron Galperin  
City Councilmembers  
City Of Los Angeles  
200 N. Spring Street  
Los Angeles, CA 90012

## **RE: L.A. City Ability to financially and safely support the 2028 Olympics**

Dear Mayor Garcetti, City Controller Ron Galperin and Los Angeles City Councilmembers:

COVID-19 and the shutting down of our businesses, parks and public spaces has had a major impact on our City and our communities. City services are already impacted due to the homeless and housing crisis. The STNC requests that the City Administrative Officer (CAO) and City Controller, Ron Galperin, report within 120 days if the City of Los Angeles with its current economic crisis and potential loss of LAPD fund if the City of Los Angeles can safely support the Games of the XXXIV Olympiad (2028 Olympics).

Sincerely,

Liliana Sanchez, President  
Sunland-Tujunga Neighborhood Council

# Item 4

**Subject:** Fwd: STNC Special Virtual Executive Committee Meeting 6/3 @ 7:30 PM  
**From:** Lydia Grant <stnclidia@gmail.com>  
**Date:** 8/10/2020, 7:23 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

**From:** [Liliana Sanchez <stnc.president2019@gmail.com>](mailto:Liliana.Sanchez@stnc.org)  
**Date:** Wed, Jun 3, 2020, 11:20 AM  
**Subject:** Re: STNC Special Virtual Executive Committee Meeting 6/3 @ 7:30 PM  
**To:** [Sandy Capps <sandy.stnc@gmail.com>](mailto:Sandy.Capps@stnc.org)  
**Cc:** [Cindy Cleghorn <stnc.secretary2019@gmail.com>](mailto:Cindy.Cleghorn@stnc.org), Gibson Nyambura <gibson.nyambura@lacity.org>, Ivan Spiegel <ivan13147@verizon.net>, Lydia Grant <stnclidia@gmail.com>, NC Support <ncsupport@lacity.org>, Nina Royal <stnc.vpoutreach2019@gmail.com>

Be safe out there Sandy.

Liliana

On Wed, Jun 3, 2020 at 9:36 AM Sandy Capps <[sandy.stnc@gmail.com](mailto:sandy.stnc@gmail.com)> wrote:

Hi All,  
I will try my best to join. Not sure I'll be able to

On Sun, May 31, 2020 at 5:16 PM Cindy Cleghorn <[stnc.secretary2019@gmail.com](mailto:stnc.secretary2019@gmail.com)> wrote:

Hello,

Attached is the STNC Special Virtual Executive Committee Meeting on Wednesday, June 3 at 7:30 pm for ENS posting.

Please acknowledge receipt. Thank you,

--Cindy Cleghorn  
STNC Secretary

Item 4

**Subject:** Fwd: STNC - Contact Form  
**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** 8/10/2020, 8:13 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** Mon, Jun 29, 2020, 12:45 AM  
**Subject:** Re: STNC - Contact Form  
**To:** Liliana Sanchez <stnc.president2019@gmail.com>  
**Cc:** Cindy Cleghorn <stnc.secretary2019@gmail.com>

I may not be able to attend the EC Meeting.

We voted for them to be held 2 weeks before our Board Meeting. Why has that been changed without you notifying us?

I have repeatedly stated that I am unable to attend meetings on the first Wednesday of the month which you also did to me last month causing me to miss the Executive Committee Meeting. A good leader would contact the 5 Committee Members to find a Meeting date that would work for all of them.

It is also my understanding that the Executive Committee votes for what goes on the agenda. Could you please refer me to where in the Bylaws or Standing Rules where it states that the President makes the decisions? I do understand that we try to have both sides represented but giving me a 3 day ultimatum?

On Sun, Jun 28, 2020, 11:10 PM Liliana Sanchez <stnc.president2019@gmail.com> wrote:

Hello Lydia Grant,

This is going to be a highly controversial item so if this is coming before the EC committee please make sure to have a PRO and CON speaker and provide us with both or this will not go on the draft agenda.

Thank you.

Liliana Sanchez  
STNC President

On Sun, Jun 28, 2020 at 11:05 PM <stnclydia@gmail.com> wrote:



### Agenda Request Form

First Name: Lydia  
Last Name: Grant  
Email: [stnclydia@gmail.com](mailto:stnclydia@gmail.com)  
Request Title: Motion for Board Meeting on 7/8/20  
Committee: Executive Committee

LERN NY

**Subject:** Fwd: STNC - Contact Form  
**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** 8/10/2020, 8:14 AM  
**To:** linda@cmprintmail.com

----- Forwarded message -----

**From:** Lydia Grant <stnclydia@gmail.com>  
**Date:** Mon, Jun 29, 2020, 12:45 AM  
**Subject:** Re: STNC - Contact Form  
**To:** Liliana Sanchez <stnc.president2019@gmail.com>  
**Cc:** Cindy Cleghorn <stnc.secretary2019@gmail.com>

I may not be able to attend the EC Meeting.

We voted for them to be held 2 weeks before our Board Meeting. Why has that been changed without you notifying us?

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Thank you.

Liliana Sanchez  
STNC President

On Sun, Jun 28, 2020 at 11:05 PM <stnclydia@gmail.com> wrote:



### Agenda Request Form

First Name: Lydia  
Last Name: Grant  
Email: [stnclydia@gmail.com](mailto:stnclydia@gmail.com)  
Request Title: Motion for Board Meeting on 7/8/20  
Committee: Executive Committee  
Agenda Motion Request: MOTION: The STNC Board approves the submission of a Community

Agenda Motion Request: MOTION: The STNC Board approves the submission of a Community Impact Statement in opposition to Council File 20-0692

Motion Title: Community Impact Statement (CIS) opposing any LAPD Budget cuts. (Lydia Grant LANCC Liaison)

**Uploaded Documents:**

[Download 01593410753.docx](#)

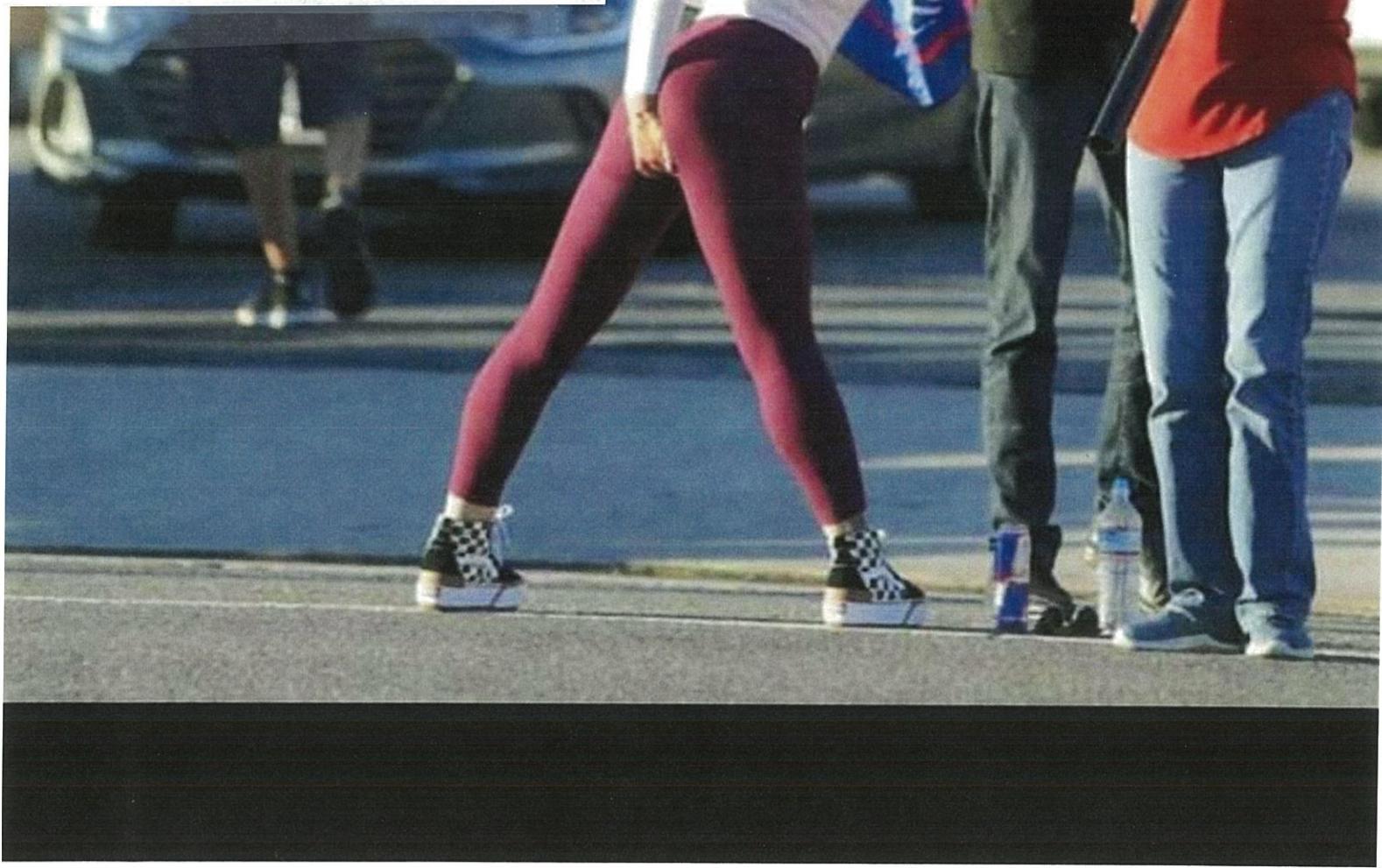
Impact Statement in opposition to Council File 20-0692

Motion Title: Community Impact Statement (CIS) opposing any LAPD Budget cuts. (Lydia Grant  
LANCC Liaison)

**Uploaded Documents:**

[Download 01593410753.docx](#)

Herri #8  
Snapshot of  
crude political  
video sent to  
Ms. Cleggon  
and  
Ms. Royal on  
August 9, 2020  
with a rude  
message from  
Liliana Sanchez  
attached





Search

Item #8



Liliana Sanchez updated her cover photo.

13 mins ·

...





Search

Item #8



Liliana Sanchez was live.

5 hrs •

...

#BLM 6/19/2020 Sunland-Tujunga counter protest against racist trump supporters and police reform.





Search

Item 8



Liliana Sanchez was live.

...

5 hrs •

#BLM 6/19/2020 Sunland-Tujunga counter protest against racist trump supporters and police reform.



8:01



16%



## Replies

**Nina Royal**

**Brian Cordier** I was told the back woman standing next to me with the "Blue Lives Matter" sign had the light shined in her eye and got a terrible head pain and left to get medical care. Some of the others saw it and started yelling and screaming at the guy. I turned my head in the other direction then saw people running across the street after him. I turned to look for her and saw she was gone. I asked where she was and someone said she drove herself to emergency, It was chaos. Somebody had called 911 and the Police were prepared and their response was quick. It appeared to me that this was all staged by BLM. It was the first time I had seen Antifa there with their signs. in black outfits and hoodies

8:02



16%



## Replies

staged by BLM. It was the first time I had seen Antifa there with their signs, in black outfits and hoodies with masks and gloves. I tried to stay by myself but a couple of them came up and stood directly in front of me and got in my face, tried to block me from moving and accused me of being some Nazi lady who gave a Hitler Salute and threatened to expose me. I told them I want their names so I can sue them! I saw how they were trying to agitate and goad the police in order to claim they hurt them and ignored all request to back off and got right up into their faces. This groups intentions are not honorable! The Rally was started on the Big Five side a month before the BLM decided to pick the other side of the street to harass participants on the

*Hemming*

8:02                   

8

## Replies



# Liliana Sanchez

**Nina Royal** did YOU actually see this laser with your vision from across the street?

**3d Like Reply**



## Nina Royal

**Liliana Sanchez** YES! I am not color blind. It was pointed in my direction! We both saw it at the same time!

3d Like Reply



# Liliana Sanchez

**Nina Royal** didn't say you're color blind I just know how poor your eyesight is.

3d Like Reply



## Nina Royal

**Liliana Sanchez** only for the written word. I don't need glasses for distance just close up. Wish I had

STNC Policies, Procedures and Standing Rules  
as of December 4, 2008

Article VII Committees

C. Budget and Finance Committee

1. Use of STNC prepaid card

(Brand/Stewart) moved "That anyone who uses the Sunland Tujunga NC prepaid card is required to adhere to the same rules as the treasurer regarding said card as set forth by DONE."

**Motion passed at June 14, 2006 Board Meeting.**

2. Second Signer on STNC prepaid card

Ed Rock is designated as the second signer on the STNC Debit Card for the 2006 Board year.

**Motion passed at June 14, 2006 Board Meeting.**

3. Limits on expenditures and approvals

- a. "That all expenses up to \$100 need only the approval of the committee chair from whose budget the expense will be deducted."
- b. "That all expenses over \$100 but under \$300 need the approval of the committee chair from whose budget the expense will be deducted, plus the approval of an executive board member, and that the committee chairman and executive board member cannot be the same person."
- c. "That all expenses \$300 and over need to be voted on by a quorum of the STNC board and receive a majority vote to be approved."

**(Brand) Budget Committee recommended. Unanimous vote to approve at August 9, 2006 general Board Meeting.**

4. All requests for reimbursement by Board members must be submitted within 60 days for out of pocket expenditures. Any request received beyond this 60 day limit will be submitted to the board for approval.

**Motion by Seigel, passed with one abstention at August 8, 2007 Board Meeting**

E. Other Committees

1. By-Laws and Standing Rules Committee

Combine the rules and bylaws committees with the following task to be completed by the November 8<sup>th</sup> STNC meeting: 1) Code of Civility and 2) Bylaws, Tier 2.

**Motion by Seigel/Royal carried unanimous at the September 13, 2006 Board Meeting**

2. Arts & Culture Committee

Establish an ad-hoc "Arts & Culture" committee with board member Timothy Borquez as chair. "The Arts & Culture committee will consist of a minimum of 5 Sunland-Tujunga stakeholders with no more than two STNC board members. Three members of the committee, one of

them being a STNC Board member, will constitute a quorum. Meetings shall be held a minimum of once per quarter and called at the direction of the chair who will set the agenda for meetings. The Arts & Culture committee makes no decisions for the board but will advise and present motions to the board. Upon ratification of its formation by the STNC, this committee will exist through the 2007 STNC elected year, plus 2 months- through February 29, 2008 and can continue upon ratification by each newly elected STNC board before the end of February year to year until such time as it becomes a standing committee through a Bylaws amendment or it may be disbanded at the beginning of each new elected term by the STNC if no longer needed. Purpose: to discuss issues, foster collaboration on projects, and develop ideas to encourage greater community support and involvement in the arts; provide a resource focusing on artists and the creative life of the community; expand awareness of, involvement in, and access to arts and arts experiences; and to help our community use the arts to explore ideas in order to articulate community history, identity and values through telling local stories, giving voice to its citizens, and providing a forum for group action and expression.

Motion by Borquez/Cain carried 11 – 0 – 1 at the August 9, 2006 general Board Meeting

3. Community Beautification Committee

Establish the Community Beautification Committee with the purpose of getting a Welcome to Sunland-Tujunga sign across from Albertsons and also research other Community Improvement Projects.”

Seigel/Royal motion passed unanimously June 14, 2006.

4. Oversight Committee

Establish an oversight committee to investigate and gather information of any Board or Committee activities at the request of the STNC Board”.

Deborah Ray motion passed unanimously April 12, 2006.

F. Committee Administration

1 Sub-Committee Creation

Any Standing Committee chairman, with the support of a majority of that committee, may establish an ad hoc sub committee for a specific purpose within the scope of responsibilities of that committee. The membership of this ad hoc sub committee shall be appointed by the chairman of the standing committee and ratified by a majority of that standing committee. Recommendations made by any such ad hoc sub committee shall in all cases be submitted to the parent committee for action.

Bylaws (Skiles/Seigel) Committee recommendation to Board. On June 13, 2007 the Board met and adopted this Standing Rule unanimously.

2. Committee Member Attendance

Any committee member who has three consecutive unexcused absences forfeits his seat on that committee, at the discretion of the chairman of that committee. The committee chair shall be responsible to notify the committee member of his removal. Removal will not require the ratification of the Board, however any replacement on the committee must be ratified by the Board.

The Board may remove any committee member from a standing or ad hoc committee when that person has violated the STNC Bylaws, the STNC's code of responsibilities (adopted by the board on Oct. 11<sup>th</sup> 2006), or when that person has repeatedly engaged in dilatory tactics.

This rule may not be used to remove Board members from committees. Board members may be removed from committees by a majority vote of a quorum of the STNC Board.

**Bylaws (Skiles/Seigel) Committee recommendation to Board.** On June 13, 2007 the Board met and adopted this Standing Rule unanimously.

## Article VIII Elections

### F. Accession of New Board Members

1. all new board officers to be given this Code of Civility as part of their oath of office:

"As a Board Member and/or Committee Representative of the STNC, I agree to

- Attend all meetings and be on time unless prior arrangements are made.
- Conduct myself in a civil manner at all times and always wait for the presiding officer to recognize me before speaking.
- Learn the applicable laws that govern Neighborhood Councils including bylaws, standing rules, meeting procedures, the Brown Act, conflict of interest laws, city ordinances and the city charter.
- Take responsibility to fulfill my elected role as specified in the bylaws.
- Support the chairperson's effort at preserving decorum.
- Not use my Board position for a personal agenda outside my responsibilities as assigned by the STNC bylaws."

The ByLaws Committee recommended the board approve this motion. (Borquez/Van Es) amended the motion to strike Rule #2, (which states that Board Members remain seated at their designated area during the entire meeting unless excused by written request to the chairperson through the parliamentarian.) The amendment also stated that all new board officers be given this Code of Civility as part of their oath of office. **Motion to amend motion passes: 11-1-1.**

(Blue/Cain) then moved to further amend the proposed Code of Civility to strike Rule #4 (which states the Board members learn the applicable laws that govern Neighborhood Councils

including bylaws, standing rules, meeting procedures, the Brown Act, conflict of interest laws, city ordinances and the City Charter.) **The motion to amend failed: 4-8-1**  
**The Board then voted on the motion to accept the Code of Civility as amended. The motion as amended passed: 8-5-0 on October 11, 2006**

Procedure for Replacement of Vacated Board Positions  
March 11, 2009

**ARTICLE VI GOVERNING BODY**

**Section I. Vacancies on the Board**

In the event that a board seat becomes vacant the STNC will fill that vacancy through the following procedure:

- 1 During the same meeting of the board where a seat on the STNC is confirmed as vacant, an announcement shall be made to the board and stakeholders in attendance that the seat/position is vacant.
- 2 The appropriate section of the STNC bylaws will be read to those present that pertain to the vacant position(s), detailing the pertinent roles and responsibilities.
- 3 When the meeting is complete, the Secretary will send an email to the STNC mailing list detailing the vacant position, the bylaws sections that were read at the meeting relating to the position(s), the appropriate response deadlines, and the accepted methods of submitting interest in the position and a candidate statement.
- 4 Stakeholders or board members interested in filling the vacant position(s) will be asked to submit a statement announcing their desire to fill the vacancy and their qualifications to do so. These may be submitted in person to the STNC office or by email to [secretary@stnc.org](mailto:secretary@stnc.org). They must be submitted at least 24 hours in advance of the next General Meeting.
- 5 An item will be placed on the agenda of the next General Meeting of the STNC to complete the replacement procedure.
- 6 At the next General Meeting, the candidates' statements will be copied and handed to the assembled board members. Additional copies will be made available for stakeholders in attendance.
- 7 Each candidate for the vacated position(s) will be given 2 minutes to address the board in order to present their interest and qualifications. Board members' questions will be limited to 2 minutes per candidate unless the presiding officer determines that an extension is needed.
- 8 The board will then vote by show of hands for each candidate.
- 9 If one of the candidates receives a majority vote of the board (50% of those in attendance plus one – with an appropriate quorum in attendance), they will be confirmed as a new member of the STNC board in the appropriate position.
- 10 If none of the candidates receives a majority vote, the candidate with the lowest vote tally will be removed from the running and another round of voting will commence.
- 11 If one of the candidates receives a majority vote of the board (50% of those in attendance plus one – with an appropriate quorum in attendance), they will be confirmed as a new member of the STNC board in the appropriate position.
- 12 If none of the candidates receives a majority vote, items #10 and #11 will be repeated until a candidate receives a majority vote and is appointed to the board.
- 13 If a current member of the board applies for and wins a vacated position, they will be seated immediately in that position, vacating their original seat and triggering step one to commence for the newly vacated seat.
- 14 The resignation of a member of the Board may be reconsidered and the member may be reinstated with a vote of the board.

## **NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY**

**WHEREAS**, the Board of Neighborhood Commissioners (Commission) established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders on January 26, 2013, to recommend changes to the Plan for a Citywide System of Neighborhood Councils;

**WHEREAS**, the Commission believes the following Code of Conduct (Attachment A) will address some of the concerns and recommendations of the Working Groups;

**WHEREAS**, the Commissioners recognize that a Neighborhood Council System that is physically and emotionally safe and secure for all Board Members promotes good citizenship, increases Stakeholder attendance and supports community engagement;

**WHEREAS**, Neighborhood Councils are required under Article II of the Plan for a Citywide System of Neighborhood Councils to be diverse, inclusive and open to all Stakeholders;

**WHEREAS**, the Board of Neighborhood Commissioners expects Board Members to conduct themselves in a manner in keeping with an established Code of Conduct and with a proper regard for the rights and welfare of other Board Members, Stakeholders, Committee Members, and volunteers;

**WHEREAS**, this Commission and others believe Neighborhood Council Board Members should be aware of other types of behavior such as sexual harassment, sexual, gender and age discrimination, "bullying," work place violence and other related conduct because it will help minimize improper conduct by making Neighborhood Council members aware of the harm that results from it;

**WHEREAS**, the Commission recognizes that improper conduct may occur within the Neighborhood Council System and among members of Neighborhood Councils;

**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."

**Now, therefore, be it resolved** that the Board of Neighborhood Commissioners establishes this policy to inform Neighborhood Council members of that type of conduct which this Commission and others deem harmful to the Neighborhood Council system.

**POLICY NUMBER:** 2014-2

## **NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY**

1. Neighborhood Council Board Members are required to read and sign a copy of the Code of Conduct attached as Exhibit "A"
2. On or before January 5, 2015, each Neighborhood Council Board Member shall provide a signed and dated copy of the attached Code of Conduct to the Department of Neighborhood Empowerment (Department) bearing their signature.
3. Thereafter each newly elected, re-elected or appointed Neighborhood Council Board Member shall provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature, within 30 days of the election being certified by the Department or within 30 days of being appointed.
4. Any Neighborhood Council Board Member who fails or refuses to review, sign, date and provide a copy of the attached Code of Conduct to the Department within the abovementioned time frames shall be suspended from their Neighborhood Council and shall not act on any matter that comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council.
  - a. The Department shall notify the Board Member of their suspension by sending a letter to their last known email address and/or physical mailing address.
  - b. The Department shall also notify the remainder of the Board Members by email and/or U.S. mail of the suspension of the Board Member.
5. If within 30 days of being suspended the Neighborhood Council Board Member does not provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature they shall be removed as a Neighborhood Council Board Member by the following procedures:
  - a. The Department will notify the Board Member of their removal by sending a letter to their last known email address and/or mailing address.
  - b. The Department will also notify the remainder of the Board Members by email and/or U.S. mail regarding the removal of the Board Member and that the Board Members position on the board shall be considered vacant.
  - c. Any Board Member removed pursuant to this policy shall have the right to present to the Department evidence that he or she has in fact complied with this policy. The Department shall be the sole decision maker as to the sufficiency of the evidence submitted.

# NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY

Moved by:

Donald J. Shaffer  
Member, Board of Neighborhood Commissioners

Seconded by:

Hydeak Hant  
Member, Board of Neighborhood Commissioners

Witnessed by:

Janet T. Yau  
Staff, Department of Neighborhood Empowerment

## VOTES

AYES: 7

NAYS: 0

DATE: 9/15/14

# **NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY**

## **ATTACHMENT A**

1. Neighborhood Council Board Members should conduct themselves in a professional and civil manner.
2. Neighborhood Council Board Members should treat other Board Members and members of the public with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowner status, renter status or political affiliation.
3. Neighborhood Council Board Members should not, during meetings, functions or events engage in or threaten to engage in any physical attack on any other individual.
4. Neighborhood Council Board Members should not use language that is threatening, obscene, or slanderous, including profanities, insults or other disparaging remarks or gestures directed toward other Board Members.
5. Neighborhood Council Board Members should promote and, if necessary, enforce a safe meeting environment. If other Board Members become disruptive or violate the Code of Conduct Neighborhood Council Board Members have agreed to abide by, Board Members should demand that the offending Board Member conduct themselves in a respectful and orderly manner.
6. Neighborhood Council Board Members should not engage in "bullying" or harassment which is generally defined as follows:
  - a) "Bullying" is conduct that meets all of the following criteria:
    - i. is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
    - ii. is directed at one or more Board Members;
    - iii. is conveyed through physical, verbal, or technological means;
    - iv. substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;
    - v. adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities by placing the Board Member in reasonable fear of physical harm or by causing emotional distress; and,
    - vi. is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.

## NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY

- b) "Harassment" is conduct that meets all of the following criteria:
- i. is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
  - ii. is directed at one or more Board Members;
  - iii. is conveyed through physical, verbal, or technological means;
  - iv. substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;
  - v. adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities because the conduct, as reasonably perceived by the Board Member, is so severe, pervasive, and objectively offensive as to have this effect; and,
  - vi. is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.

I have read and understand the Neighborhood Council Board Member Code of Conduct. I understand that if I fail to provide the Department of Neighborhood Empowerment with a signed and dated copy of this Neighborhood Council Board Member Code of Conduct I may be subjected to suspension and/or removal from my Neighborhood Council Board.

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Neighborhood Council \_\_\_\_\_

# BY-LAWS OF THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL

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## **ARTICLE I NAME**

The name of this organization is the Sunland-Tujunga Neighborhood Council, hereafter referred to as the "STNC".

## **ARTICLE II PURPOSE**

The purpose of the Sunland-Tujunga Neighborhood Council is to address issues that affect our community regarding the Governance of the City of Los Angeles by communicating with our stakeholders, allowing their feedback at our Neighborhood Council Meetings and representing our community's voice at City Hall. In order to fulfill the mission of the STNC, the following purposes and policies are established:

### **PURPOSES**

1. To engage the broad spectrum of STNC stakeholders to collaborate and participate in matters affect the community, including events, issues and projects.
2. To work with other organizations in Sunland-Tujunga and with other Los Angeles neighborhood councils.
3. To promote STNC stakeholder participation and advocacy in Los Angeles city government decision making processes.
4. To propagate community awareness of available Los Angeles city resources.
5. To be an advocate of Sunland-Tujunga to government and private agencies.

### **POLICIES**

1. To respect the will of the stakeholders of the STNC as the guiding influence of the STNC, subject to Department of Neighborhood Empowerment (hereinafter "Department") and legal constraints.
2. To consistently and diligently outreach to the diverse and changing Sunland-Tujunga community.
3. To respect the autonomy of all individuals, groups, and organizations in the community.
4. To be fair, open, and transparent in the conduct of STNC business.

## ARTICLE III BOUNDARIES

### **Section 1: Boundary Description**

- Starting at the Intersection of Wentworth St and the 210 Freeway
- Northeast along Wentworth St to Foothill Blvd
- Northeast along the northernmost property lines of all residential properties adjacent to the southern border of Angeles National Golf Club, including Oro Vista Park,
- Following the Eastern boundaries of the Angeles Golf Club North to the property lines of the Riverwood Ranch community.
- Continuing along the perimeter of the property lines until Ebey Canyon Rd.
- Following Ebey Canyon Road until Oro Vista Ave.
- Continuing in a straight line East until the Eastern most property lines of the Riverwood Ranch community
- Continuing South to Oro Vista Ave.
- Follow East on Oro Vista Ave to Big Tujunga Canyon Rd.
- East on Big Tujunga Canyon Rd to the boundary line of the City of Los Angeles
- Continue to follow the boundary line of the City of Los Angeles until it intersects with the 210 Freeway
- West along the center of the 210 Freeway, only to adopt the northbound lane, to the intersection of Wentworth and the 210 Freeway.

The boundaries of the Council are set forth in Attachment A - Map of Sunland-Tujunga Neighborhood Council.

### **Section 2: Internal Boundaries –**

#### **Region 1**

- Starting at the intersection of Foothill Blvd and Wentworth St - Northwest along the northernmost property lines of all residential properties adjacent to the southern border of Angeles National Golf Club, including Oro Vista Park, to the intersection of Big Tujunga Canyon Rd and Mount Gleason Ave
- South on Mount Gleason Ave to Foothill Blvd
- West on Foothill Blvd to the intersection of Foothill Blvd and Wentworth St

#### **Region 2**

- Starting at the intersection of Big Tujunga Canyon Rd and Mount Gleason Ave - North along Big Tujunga Canyon Rd to the northernmost property lines of the residential properties on Dellmont Dr
- East along the northernmost property lines of the residential properties on Dellmont Dr to the eastern property line adjacent to Linda View PI
- South along said property line to the end of Seven Hills PI
- East along Seven Hills PI until it turns into Commerce Ave, then south along Commerce Ave to Foothill Blvd

- West on Foothill Blvd until Mount Gleason Ave

**Region 3**

- Starting at the intersection of Big Tujunga Canyon Rd and the northernmost property lines of the residential properties on Dellmont Dr - North along Big Tujunga Canyon Rd to the border of the City of Los Angeles
- South along the border of the City of Los Angeles, and following the border of the City of Los Angeles until it intersects with Foothill Blvd
- West on Foothill Blvd to Commerce Ave
- North on Commerce Ave until it turns into Seven Hills Pl, then continue on Seven Hills Pl until its terminus
- North along the eastern property line adjacent to Linda View Pl until the northernmost property lines of the residential properties on Dellmont Dr

**Region 4**

- Starting at the intersection Wentworth St and the 210 Freeway - North on Wentworth St to Foothill Blvd
- East on Foothill Blvd until it intersects with the border of the City of Los Angeles
- South on the border of the City of Los Angeles until it intersects with the 210 Freeway
- West along the center of the 210 Freeway, only to adopt the northbound lane, to the intersection of Wentworth and the 210 Freeway

## **ARTICLE IV STAKEHOLDER**

STNC stakeholders shall be defined as those who live, work or own real property in the neighborhood and also 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, non-profit and/or religious organizations

**A. Stakeholder Rights**

1. To vote to elect the Board of Representatives as specified in Article X.
2. To participate in discussion on an action, policy, or position before the STNC.
3. To participate in an advisory vote at any regular or special meeting.
4. To make use of initiative, reconsideration, election challenge, recall and grievance procedures described in these by-laws.
5. To participate as an elected Representative or Executive Officer, a Chairperson or a member on a Standing or Ad-Hoc Committee, and assist with the various activities of the STNC described in these by-laws.

**B. Stakeholder Privacy –** The STNC stakeholder database will be deemed confidential to the fullest extent of the law as permitted by the Public Records Act.

The STNC shall encourage all stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed,

national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, citizenship status, or political affiliation in any of its policies, recommendations, or actions.

## **ARTICLE V GOVERNING BOARD**

The Board of Representatives ("Board") shall be the Governing Body of the STNC 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-two (21) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The Board is comprised of:

- Five (5) Executive Officers
- Seven (7) Stakeholder Group Representatives
- One (1) At-Large Community Interest Representative
- Eight (8) Geographical Representatives

The composition of the Board must be such that no one stakeholder group comprises a majority of the Board.

**A. Executive Officers** - There are five (5) Executive Officers, elected at large:

1. President
2. First Vice-President- Community Improvements
3. Second Vice-President- Outreach
4. Secretary
5. Treasurer

**B. Stakeholder Group Representatives**

Seven (7) Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of community stakeholders representing non-profits, educational, faith-based, and, service, youth, and special-interest organizations located or meeting regularly within the Sunland-Tujunga Neighborhood Council boundaries. No organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee

**C. At-Large Community Interest Representative**

One (1) At-Large Representative shall be elected from stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 16 years of age or older at the time of filing for candidacy .The Community Interest Representative must participate on at least one committee.

#### **D. Geographical Representatives**

Eight (8) Geographical Representatives shall be elected from stakeholders who live (either homeowner, renter, or other fixed living arrangement), work, or own property in each of the following districts within the STNC boundary area:

1. North Sunland Region: North of Foothill Boulevard, from the western STNC domain boundary east to Mount Gleason Avenue and Big Tujunga Canyon Road.
2. North-West Tujunga Region: North of Foothill Boulevard, from Mount Gleason Avenue and Big Tujunga Canyon Road to Commerce Avenue and Seven Hills Drive.
3. North-East Tujunga Region: North of Foothill Boulevard, from the eastern STNC domain boundary west to Commerce Avenue and Seven Hills Drive.
4. South Sunland-Tujunga Region: South of Foothill Boulevard.

Two (2) Geographical Representative shall represent each region. Geographical Representatives shall represent the interests of the stakeholders within their region. Geographical Representative shall maintain lines of communication with the various neighborhoods, businesses, and other organizations operating within their districts. Geographical Representatives shall actively outreach to stakeholder groups and individuals within their regions. One Geographical Representative from each region shall attend all Outreach Committee meetings.

Region boundaries shall be based upon population density, distinct neighborhoods within the community, and distribution of diverse populations and interests. It is expected that region boundaries may need to be changed over time, and that these changes will be made by means of bylaws amendments.

**Section 2: Quorum** – No meeting shall take place without the presence of at least eleven (11) of the twenty-one (21) members of the Board, constituting a quorum. A minimum of three (3) of the five (5) Executive Officers shall be required at STNC regular, special and Executive Committee meetings for a quorum to be present.

Representatives and Executive Officers shall not meet and discuss STNC business in numbers meeting or exceeding a majority of a quorum – six (6) out of eleven (11), except

in regular, special and joint STNC meetings.

**Section 3: Official Actions** - The Board may vote on measures listed on the agenda. In general, a simple majority vote of the Board members present and voting, not including abstentions, is sufficient to pass a measure, with a tie being considered a failure to pass. Exceptions include bylaws amendments and removal of a Board member, which require a two-thirds (2/3) majority vote of the current seated Board.

Board members with a conflict of interest in a particular measure must recuse themselves from voting on it. Conflicts of interest shall be as defined in the City of Los Angeles ethics laws. Board members under the age of eighteen (18) are prohibited from voting on measures involving legal contracts or expenditure of monies.

**Section 4: Terms and Term Limits** - The normal term of office for all Board seats is two (2) years. A Board member may serve no more than two (2) terms in the same office, and may thereafter run for any other seat for which he/she is qualified for according to stakeholder, community interest or residency status. No stakeholder may serve in any combination of voting positions on the Board for more than eight (8) consecutive years.

**Section 5: Duties and Powers** - The Board shall establish policies and positions of the STNC at its regular and special meetings, and review and recommend actions to governmental and other entities on issues affecting the Sunland-Tujunga community. The Board shall also exercise all other authority granted to Neighborhood Councils by the City of Los Angeles.

- A. **Conflicts of Interest** - Board members shall not vote on measures with which they have a conflict of interest. A conflict of interest shall be as defined by the applicable City of Los Angeles ethics laws and policies.
- B. **Restriction on Political Campaigns** - The STNC shall not participate in, or interfere in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This restriction shall not be interpreted to forbid informational events such as candidates' forums, or announcement of such forums. If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, he or she must immediately resign from the Board.
- C. **Vote of Confidence** - If a Board member feels it necessary to do so, he or she may request a vote of confidence from the Board. This shall be conducted as a regular vote by the members of the Board, reflecting the Board's judgment of the conduct of the person requesting the vote. The vote shall be advisory only, with no particular result required.

**Section 6: Vacancies** - When a vacancy occurs the Secretary must announce that vacancy at its next regular meeting and is authorized to continue actively searching for a candidate to fill it until ninety (90) days prior to the next election. Appointees must meet the same eligibility requirements as the Board member who vacated the seat as set forth in Article V, Section 1.

**Section 7: Absences** – Any Board member having three (3) consecutive absences or four (4) absences in 12 consecutive months from General STNC meetings is considered to have tendered their resignation.

**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 prior-written 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** - 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 be 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** - Any Board member may resign by submitting a written resignation to the President or Secretary. Notice of the resignation shall be posted and archived by the Secretary. The Board may opt to appoint a replacement for the resigned Officer or Representative if the resignation takes place more than sixty (60) days prior to the next regular election of Board members.

If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, or be appointed a City Commissioner he or she must immediately resign from the Board.

**Section 11: Community Outreach** - The STNC shall establish procedures for communicating with all stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

## ARTICLE VI OFFICERS

**Section 1: Officers of the Board** - The officers of the Board ("Officers") shall include the following positions which, all together, comprise the Executive Committee: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer. The Executive Officers shall form the Executive Committee of the Board.

**Section 2: Duties and Powers** - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board. There are five (5) Executive Officers elected at large:

- A. **President** - Shall chair regular, special and Executive Committee meetings and shall be the STNC representative to other Los Angeles neighborhood councils and to the Los Angeles City Council, or may delegate someone to represent the STNC to these bodies.

- B. First Vice President** - First Vice President, Community Improvement - Shall perform the duties of the President when the President is unavailable or otherwise unable to preside at Agenda or Board meetings. He/She shall be the liaison between the Board and STNC/community improvement projects.

He/She shall assist Standing and or Ad Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member. The First Vice-President shall carry on the duties of the Treasurer should there be no Treasurer or the Treasurer be incapacitated.

In the event that the President position is vacated, the First Vice President shall preside over the appointment process as described in Article 5 Section 6 to select a new President to serve out the remainder of the term; the new President must be chosen from those current board members who have served a minimum of twelve months on the current Board.

- C. Second Vice President** –Outreach- Shall chair the Outreach Committee. He/She shall assume the duties of the President when both the President and First Vice President are unable to do so.
- D. Secretary** - Shall fulfill correspondence duties at the direction of the President, including, but not limited to, correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City government agencies. He/She will be responsible for maintaining the contact lists of STNC Board and committee members and stakeholders, and shall coordinate with the staff to ensure the timely posting of notices of Board meetings, committee meetings, elections, and other items of interest to the STNC community. He/She shall take minutes at the Agenda and Board meetings in the absence of the appointed minute taker. The Secretary shall be the STNC Officer of Service.
- E. Treasurer** - Chairs the Budget and Finance Committee. Oversees the finances of the Neighborhood Council to assure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements. Submits financial reports to the Board of Officers at every regular meeting. The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP) requirements and shall file the Department's required reports and all other paperwork and reports required by the Department in a timely manner.

Executive Officers are expected to act in the interest of the STNC and the Sunland- Tujunga community as a whole.

**Section 3: Selection of Officers** - Officer positions are elected during the elections of the STNC.

**Section 4: Officer Terms** - The normal term of office for all Executive Officers is two (2) years or until the next election. An Executive Officer may serve up to two (2) consecutive terms in any particular office, and may thereafter run for any other seat for which he/she is qualified by stakeholder group or residency status.

## **ARTICLE VII COMMITTEES AND THEIR DUTIES**

STNC stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee President. Unless otherwise stated in these bylaws committees may only make recommendations to the Board

**Section 1: Standing Committees** - Standing Committees must meet at least once every other month and are subject to the Brown Act. Standing Committee meetings must be public and must be posted at least seventy-two (72) hours in advance with an agenda. Minutes of the meeting must be recorded and archived, and must be made available for public inspection.

**A. Executive Committee** – This committee consists of the five (5) Executive Officers. The Executive Committee:

- Meets at least once per month.
- Is chaired by the STNC President.
- Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
- Recommends actions to the Board.
- May refer agenda items to committees for action.

A quorum of the Executive Committee is three (3) of the voting members, and at least three (3) votes in favor or at least three (3) votes against an issue are required to achieve consensus. Unless otherwise stated in these By-Laws the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. The President, acting for the Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings.

**B. Outreach Committee** – This committee is considered to be a permanent and ongoing function of the STNC consisting of stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Outreach Committee:

- Meets at least once per month.
- Is chaired by the Second Vice President.
- Has 5 Board members, consisting of the Second Vice President, and (1) Geographical Rep from each of the four Regions.
- Has up to 10 non-board stakeholder members
- Makes Geographical Representatives responsible for outreach to their respective regions.
- Is expected to make regular and continuing efforts to inform and solicit

- input and STNC participation from the diverse elements of the community.
- Performs outreach on its own volition and by direction of the Board, and reports its actions to the Board.
- Performs Press Relations and Social Media duties.

The Outreach Committee shall be comprised of the second Vice President of Outreach, one (1) Geographical Rep from each of the four Regions and up to 10 non-board Stakeholder members. A quorum of the Outreach Committee meeting consists of four (4) Committee members. A Majority vote of the Committee members present at a meeting is sufficient to achieve consensus on an issue. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting agendas and to assign duties to the Committee members in order to implement these policies and directives.

**C. Budget and Finance Committee** - This committee consists of the Treasurer and four (4) other stakeholders who may or may not be Board members, who shall be appointed by the Board. At least one (1) of the Committee members should be, but is not required to be, also a member of the Outreach Committee. The Budget and Finance Committee:

- Meets at least once per month.
- Is chaired by the STNC Treasurer.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings unless the meeting has been posted as a special joint board and committee meeting.
- Investigates and pursues special funds available through the City for special projects.
- Generates a financial plan for each fiscal year, showing planned income and expenditures.
- Keeps the plan current and issues reports to the Board.
- Receives, reviews, and submits stakeholder and committee requests to the Board for funding consideration.

A quorum for a Budget and Finance Committee meeting consists of three (3) members, including at least one (1) Board member. At least three (3) votes in favor or three (3) votes against an issue are required to achieve consensus. The Budget and Finance Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

**D. Land Use Committee** - This committee consists of stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Land

Use Committee:

- Meets at least once per month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Sends Committee members to attend Planning Commission meetings and other meetings dealing with city development and land use.
- Meets with representatives of prospective new businesses in the community and negotiates with those representatives to promote community standards of architecture, appearance, and preservation of scenic areas.
- Issues reports and recommendations to the Board on issues and developments within its purview.

The Land Use Committee shall contain eleven (11) full members and four (4) alternates, appointed by the Board. A quorum for a Land Use Committee meeting consists of seven (7) members, and at least six (6) votes in favor or at least six (6) votes against an issue are required to achieve consensus. The alternates shall be called on to vote in the absence of full members of the Committee. The Land Use Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set the meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

**E. Community Improvement Committee**-The mission of the Community Improvement Committee is to address issues of community improvement including those of economic or legislative impact and present recommendations to the STNC Board.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

**F. Beautification Committee**-The mission of the Sunland-Tujunga Beautification Committee is to improve the visual quality and enhance the beauty of Sunland-Tujunga. The Committee will plant trees, organize public art projects, establish gardens, and conduct clean-up activities. We will also educate and engage residents and businesses in beautification projects that benefit and give back to the community.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a

quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.

- Issues reports and recommendations to the Board on issues and developments within its purview.

**G. Sunland Tujunga Arts Recreation and Culture Committee-** The Arts, Recreation & Culture Committee nurtures and promotes artistic endeavors and cultural events within the community; provides a resource for and expands the awareness of the growing diversity of our neighborhoods. works to provide local artists and cultural organizers with the nexus of public space, venues and available support to aid in the achievement of relevant projects. The committee also encourages the use and preservation of existing recreation space and advocates for future funding and expansion as a necessary means for the growth of social interaction among our community.

- Meets at least once every other month
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

**H. Safe Traffic and Transportation Committee-** The Safe Traffic and Transportation Committee's purpose is to represent the community's needs and interests regarding traffic safety and related transportation issues in our community, and to communicate and represent them to City and State officials to make needed changes.

- Meets at least once every other month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings, unless the meeting has been posted as a special joint board and committee meeting.
- Issues reports and recommendations to the Board on issues and developments within its purview.

**Section 2: Ad Hoc Committees** – Ad-Hoc Committees may be established as deemed appropriate by the Board, to carry out the work of the STNC. An Ad-Hoc Committee will be automatically dissolved when their task is completed or one year after inception. They may be renewed. Committees may meet when and as needed, but are subject to the requirements of the Brown Act regardless of whether or not they are comprised only of STNC Board members. Ad Hoc Committees shall be terminated automatically if they have not met in 90 days.

**Section 3: Committee Creation and Authorization** – Additional Standing Committees may be established or dissolved by the Board at any time and will be added to the Standing rules. With the exception of the Executive Committee and unless otherwise

specified in these bylaws, the Board shall appoint any and all committees and committee chairs, and ratify all committee members. Removal of committee chairs or committee members shall be by a two thirds vote of the Board unless stated otherwise in these bylaws. Each standing committee must have at least one (1) Board member appointed to it and this Board member must be present for the Committee to formally take action.

## **ARTICLE VIII MEETINGS**

All meetings shall be conducted in accordance with the Brown Act and the Neighborhood Council Agenda Posting Policy. Ongoing outreach shall be performed to inform stakeholders of meetings.

**Section 1: Meeting Time and Place** - All meetings shall be held within Council boundaries at a location, date and time 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 STNC meetings shall be held once per calendar month, where possible, with no fewer than ten (10) regular meetings held per calendar year and with no more than one (1) calendar month skipped in sequence.
- B. **Special Meetings** - Special meetings of the Board will not permit advance notice for an agenda meeting, and so the agendas for special meetings shall be set by the President.

**Section 2: Agenda Setting** - The Executive Committee shall establish the agendas for regular STNC meetings at Executive Committee meetings called for that purpose. These agenda meetings shall be open to the public and subject to the requirements of the Brown Act.

Stakeholders may force the Board to consider a measure by means of an initiative. Proponents of a measure must draft the measure that they wish to see passed, and obtain the signatures of at least fifty (50) validated stakeholders. The drafted measure and signatures must then be submitted to the secretary. The Executive Committee is then required to place the item on the agenda of the next regular meeting of the STNC within sixty(60) days, or to call a special meeting if it deems it appropriate to do so. At the meeting the measure may be discussed and debated, and then voted upon by the Board or referred to committee. As with other measures before the Board, reconsideration is permitted. An initiative that fails to pass may not be re-submitted until after the next election of Board members. An initiative may not be submitted for a measure already considered by the Board during the current elective term, except for a reconsideration initiative.

**Section 3: Notifications/Posting** – Agendas shall be posted in at least one (1) twenty-four (24) hour accessible physical location and the STNC website in compliance with City policy. Agendas must be posted and emailed to the STNC email database and to the Department at least seventy-two (72) hours before regular meetings and twenty-four (24) hours before special meetings.

**Section 4: Reconsideration** - The Board may reconsider and amend its action on items listed on the agenda if reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either occasion, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter, and (2) a proposed action, should the Motion be approved. A Motion for Reconsideration can only be made by a Board member who previously voted on the prevailing side of the original action taken, or by a stakeholder initiative as described in Article VIII, Section 2. If a Motion for Reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action who wishes to initiate a reconsideration must submit a memorandum to the Secretary identifying the matter to be reconsidered, as well as a brief description of the reason(s) for requesting reconsideration, at the next regular meeting.

## **ARTICLE IX FINANCES**

The STNC agrees to comply with all financial accountability requirements as specified by City Ordinance 174006 and the Plan for a Citywide System of Neighborhood Councils, and as stated in the certification application. STNC further agrees to comply with all reporting requirements as prescribed by the Department. The Treasurer shall comply with the accounting requirements of GAAP.

## **ARTICLE X ELECTIONS**

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

**Section 2: Governing Board Structure and Voting** - The number of Board seats, 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.** All Stakeholders aged sixteen (16) years old and above shall be entitled to vote in the STNC elections.

**Section 4: Method of Verifying Stakeholder Status** - Voters will verify their Stakeholder status by providing acceptable documentation.

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

**Section 6: Other Election Related Language**

- A. Because the Groups that are being represented are at least as important as the person representing them, it is imperative that Stakeholder Group Representative candidates provide proof that they are supported in their candidacy by the group

they propose to represent and that this organization/group affirms that the candidate does regularly attend monthly meetings at the location/branch of the organization that is located within the STNC boundaries.

## **ARTICLE XI GRIEVANCE PROCESS**

Any STNC stakeholder who is adversely affected by a decision of the Board, or who feels the conduct of the Board is not in accordance with the governing principles, may submit a written grievance to the Board Secretary. An appointed Grievance Committee shall review the grievance and advise the stakeholder of the outcome within thirty (30) days of the submission. Submitted grievances must be announced by the Secretary at the next regular meeting of the STNC. If a Board vote is required to resolve the grievance, it should be held at this meeting. If the stakeholder is not satisfied with the outcome, he or she may then petition the Department for mediation. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The conduct of meetings shall be based on the following four standards, in decreasing order of priority:

- Any and all applicable laws, including the Brown Act
- Bylaws
- Standing Rules
- Robert's Rules of Order, Newly Revised

The President may appoint an unbiased parliamentarian. The Parliamentarian shall advise the President on parliamentary rules.

## **ARTICLE XIII AMENDMENTS**

Amendment of bylaws requires approval of both the Board and the Department. An amendment may be initiated by a Board member as an agenda item request, or by a stakeholder via the initiative process. The amendment shall then be placed on the agenda of the next regular STNC meeting, or the Executive Committee may call a special meeting of the STNC if it is deemed appropriate. A two-thirds (2/3) majority vote of the entire Board at least fifteen (15) votes in favor – is required to approve an amendment. After an amendment is approved, it must be submitted to the Department along with a statement of ratification by the Board. When approval of the amendment is received from the Department, the amendment becomes part of the bylaws.

## **ARTICLE XIV COMPLIANCE**

The STNC shall be subject to any and all applicable sections of the City of Los Angeles governmental ethics ordinances, including Los Angeles Municipal Code Section 49.5.1. All

STNC Bylaws 06292020

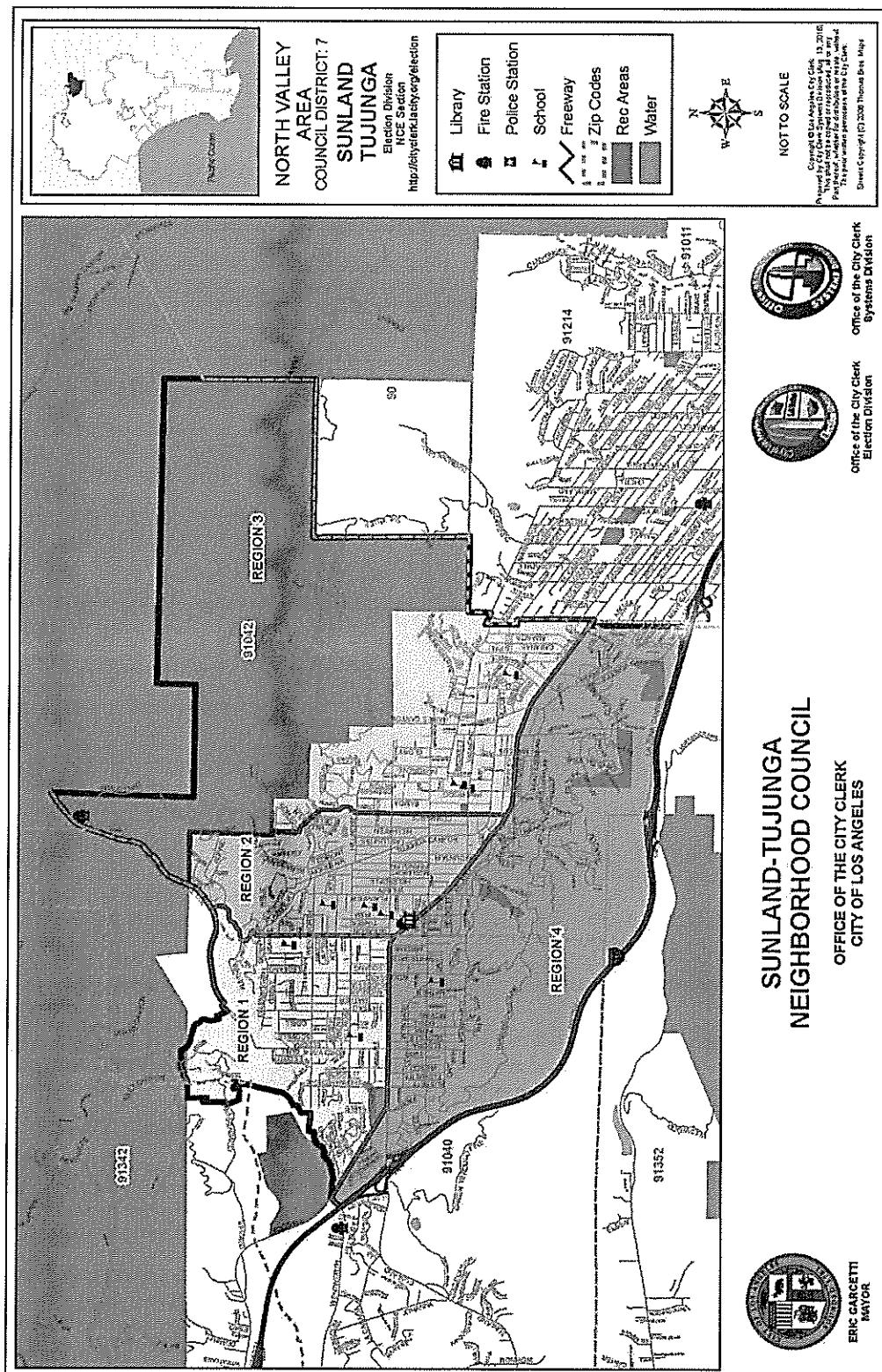
applicable laws of local, state, and federal government shall be the minimum ethical standard for STNC, its Board, and its stakeholders.

**Section 1: Code of Civility** - The STNC, its representatives and all Stakeholders shall conduct all STNC business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

**Section 2: Training** - All board members must take ethics and funding training prior to making motions and voting on funding related matters.

**Section 3: Self-Assessment** - Intentionally left blank.

## ATTACHMENT A – Map of Sunland-Tujunga Neighborhood Council



## ATTACHMENT B – Governing Board Structure

### Sunland-Tujunga Neighborhood Council – 22 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
First Vice-President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Second Vice-President Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Secretary Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
Treasurer Term: 2 Years	1	Elected	Stakeholders who live, work, or own real property within the STNC boundaries and who are 18 years of age or older at the time of filing for candidacy.	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Stakeholder Group Representatives Term: 2 Years	7	Elected	Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of stakeholders representing non-profits, educational, faith-based, service, youth, and special-interest organizations located or meeting regularly within the Sunland-Tujunga Neighborhood Council boundaries. No organization may have more than one stakeholder representative. All Group Representatives must participate on at least one committee	Stakeholders who live, work, or own real property within the STNC boundaries and who are 16 years of age or older.
At-Large Community Interest Representative Term: 2 Years	1	Elected	Stakeholders who declare a stake in the neighborhood as a community interest stakeholder and are 16 years of age or older at the time of filing for candidacy. The Community interest Representative must participate on at least one committee.	Stakeholders who live, work, or own property within the STNC boundaries or those who declare a stake in the neighborhood as a community interest stakeholder and are 16 years of age or older.
Region 1 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 1 and are 16 years or older at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 1 and are 16 years of age or older.
Region 2 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 2 and are 16 years or older at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 2 and are 16 years of age or older.
Region 3 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 3 and are 16 years or older at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 3 and are 16 years of age or older.
Region 4 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own real property in Region 4 and are 16 years or older at the time of filing for candidacy.	Stakeholders who live, work or own real property in Region 4 and are 16 years of age or older.