

To whom it may concern,

10-05-2020

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

Motion to Censure Liliana Sanchez, President of the Sunland-Tujunga Neighborhood Council for continued violations of the Bylaws, Code of Conduct, Robert's Rules of Order 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 and are added at the end of this Document. This Motion is requested due to the ongoing hostility and violation of our rules causing a hostile environment at our meetings.

Item 1

Calling Board Members out by name and using and directing profanity to Executive Committee members and a Boardmember at the Executive Committee Meeting on September 22 ,2020.

Liliana Sanchez's statement after the Parliamentarian resigned:

"You guys are fucking embarrassing"

"Excuse me Code of Conduct Violation" Lydia Grant interjected

"I put in my resignation right now to... Fuck you Lydia Grant!"

"Fuck You Carol!" and "Fuck You Nina!"

"Shame on you Liliana interjected." Nina Royal

Ms. Sanchez responded and continued.

"Fuck you!"

"I call for this shit show that you guys have been doing."

"You guys have been trying to remove me from the board all for political reasons."

"It was all political Lydia Grant good riddance".

"I hope you can lead this board to whatever disaster you want to lead it."

Violation- STNC Bylaws:

Section 1: Code of Civility - The STNC, its representatives and all Stakeholders

shall conduct all STNC business in a civil, professional and respectful manner. Boardmembers will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy

Violation- NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT

Items 1, 2. And 4

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 Boardmembers 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.

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 Boardmembers.

Violation- The Standard Order of business for the Sunland Tujunga Neighborhood Council

Never should our meetings violate the Standard Order of Business by turning into a place where Boardmembers and Community members should be attacked or be forced to witness behavior that is harmful to our Community and Reflects so poorly on the Sunland- Tujunga Neighborhood Council.

Item 2

Removal of Items from the Neighborhood Council Storage shed and giving away those items during Covid -19

In violation of Funding Rules with no discussion or vote of the Board President Liliana Sanchez removed Masks and Goggles from the Storage Facility on or before April 4, 2020 and gave these items away to a hospital. There were no discussions with Boardmembers no Board vote and Ms. Sanchez posted the photos on the STNC Facebook page on April 4, 2020.

Policies put in place by the City for the Neighborhood Councils to make Emergency purchases due to Covid -19. The policy includes the rules for Documenting all of the Items and was required to be submitted to the City Clerk's Funding Department to justify all expenses.

There was no action on the behalf of Ms. Sanchez to replace this City Owned Property with her own funds. that was under the Stewardship of The STNC Board. The Board can be held accountable for missing items and these items are inventoried at least every 2 years.

actions of one Boardmember. The Items taken were in April and the request for the Board to pay for the replacement of these items is on the October. Six months after the items were taken, Months after the Votes and Documentation was due and a previous Fiscal year has passed. The items should have been approved and paid for in the previous fiscal year. The issue was brought up recently by a Boardmember in questions to the City Attorney and the Department of Neighborhood Empowerment. Boardmembers should not be held accountable for the missing Items.

Violation of the Funding Rules

Expenditures During Declared Emergencies

NC Funding Program Policy 5.0 - Expenditures of NC Funds in a Declared Emergencies

1. Emergency Authority

a. In the event that imminent and immediate danger to community persons and/or property is reasonably foreseen as a proximate result of a declared emergency, determined as a state of emergency by a government agency, the NC President may, at his or her discretion, direct the immediate use of NC funds under the conditions listed herein.

b. This emergency authority may remain in effect until the following Board meeting. It is expected that the Board will make efforts to hold a meeting as soon as reasonably possible.

2. Use of NC Funds

a. The NC is hereby authorized to expend NC funds not exceeding \$1,000.00 total for emergency services and/or supplies under the circumstances described herein without prior board approval.

b. With prior approval by the NC Board at a properly noticed meeting, the NC may authorize more than \$1,000.00 for emergency services and/or supplies under the circumstances described herein

c. Expenditures during a Declared Emergency are categorized under the Outreach Subcategory

d. NCs may expense funds for items such as:

- i. Water and light refreshments for first responders
 - ii. Water and light refreshments for affected persons
 - iii. Emergency generators
 - iv. Flood lights
 - v. Shelter amenities
1. Blankets

- 2. Toiletries
- 3. Pet food
- vi. Communication equipment/services
 - 1. Walkie-talkies
 - 2. Radios
 - 3. Bull-horns
- vii. Printing services
 - 1. Flyers
 - 2. Banners

6. Receipts and Invoices

a. Receipts or paid invoices itemizing payments must be obtained from the vendor and uploaded to the NC Funding portal per standard operating procedures.

7. Report and Board Action

a. At the next regular or special meeting of the NC, the President shall report the expenditure to the governing board, including the details surrounding the emergency which gave rise to the expenditure. The expenditure shall be ratified by the governing board through a Board Action Certification (BAC) entered into the minutes of the meeting.

b. If a Board member reimbursement as described herein is requested, the Board must review and approve the request through a separate BAC and submit (upload) for payment through the NC Funding System portal.\

Violation of the Standard Conduction of the Orderly Business of the Sunland Tujunga Neighborhood Council.

See attachments

Item 3 Example 1

Refusal to acknowledge Point of Order at Executive and Board meetings.

Ms. Sanchez refuses to address a Point of Order when called at her meetings which are called to stop the violation of the rules. It is the Chairs responsibility to stop the meeting when the point of order is called and address the violation before she moves on. Ms. Sanchez continues the meeting ignoring the fact that she is violating the meeting adding further violations of Roberts Rules of order. The Parliamentarian is not acting in his position to guide the President as required in or bylaws.

There are examples of this in many of our meetings, in the last board meeting Wednesday September 9, 2020, Ms. Sanchez failed to address the Point of Order which was stated several times causing the caller of the point of order to interrupt as they are instructed to do according to those rules. The Point of Order was in regards to the President refusing to allow the board to discuss an Item before the vote. When the Parliamentarian was asked he gave the President the advice that it was up to her which was bad advice and a violation of our Bylaws. The Parliamentarian is to know the rules or look them up. All Boardmembers are allowed to discuss the Item before a vote but by the time she was forced to allow it by Boardmembers she had created much hostility and disrespect to the STNC Boardmembers in violation of the Code of Conduct and Bylaws and Robert's Rules of Order.

Item 3 Example 2

During the Executive Board Meetings on August 26, 2020 and in

Ms. Sanchez refused to ask for a second on the motion. She made no statement as to why and said it was going to the Board Agenda without allowing a discussion.

Lydia Grant made a Motion to move this item to Committee so that more information could be gathered. Liliana refused to ask for a second and refused for it to go to committee with out allowing a discussion or a vote from the Executive Committee. A point of order was called which was ignored by Ms. Sanchez.

Lydia Grant was then asked to follow up on the item which is what would have been done had it gone to committee. She was also told to invite speakers. After contacting the DWP and wasting the time of several employees as they tried to figure out what this was in regards to. They had not been notified by the City of this issue and a few employees stopped what they were doing to try and follow through. It was very embarrassing because there was not enough information to go on.

The following day an email was sent to all of the Executive Board Members (In violation of the Brown Act as it was a Serial Communication, stating why she wanted it to go straight to the Board).

Violation of Robert's Rules of Order

The Department of Neighborhood Empowerment sent us guidance on how to how to run a meeting due to the violations.

Robert's Rules of Order

A point of order can be raised at any time when any member notices a violation of the rules. The chair's duty is to make a decision, called a ruling, on the point of order. She may need to check the rules or the bylaws, or ask the parliamentarian for advice, but in any case, a point of order is usually ruled on in one

of two ways: The point is declared either “Well-taken,” or “Not well-taken,” and a short explanation of the ruling is given. A point of order can interrupt a speaker who has the floor. Is decided by the chair.

Violation of the Duties of the Executive Committee

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.

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.

Violations of the Standard Conduction of the Orderly Business of the Sunland Tujunga Neighborhood Council.

See attachments

Item 4

Cancelling Adam Schiff from attending the October Board Meeting

Relationship Damage between Adam Schiffs office and The Sunland Tujunga Neighborhood Council due to false information being given to Adam Schiffs office by Ms. Sanchez in an attempt to cancel Adam Schiff from coming to the STNC to give a candidate statement because she did not want Eric Early to be given equal time.

In violation of the Executive Committee Rules Ms. Sanchez set up Congressman Adam Schiff as a Speaker for the October Board Meeting and did not give the information to the Executive Committee who sets the Agenda. Lydia Grant asked the Executive Committee to be allowed to invite both Eric Early and Adam Schiff to the October Meeting as required to allow Equal time for candidates and to use for Community Outreach,

Liliana Sanchez Cancelled Adam Schiff from attending the October Board Meeting stating it would be Electioneering and inviting him to the November Meeting

Adam Schiff office was told by Ms. Sanchez when they asked why were they being re-invited in October that The Neighborhood Council was setting up a debate Since Adam Schiff did not want to debate he

refused to reschedule attending the October Meeting. When the office learned there was no debate just 20 minutes for him to speak as a Candidate the office became angry that they were told false information by Ms. Sanchez and they did not want to be a part of our NC Politics.

Lydia Grant contacted Theresa Lamb Simpson by phone and explained the situation and Lydia was given the information to reach Patrick Bolan in Washington D.C. He stated that Congressman Schiff had already been scheduled and cancelled by Ms. Sanchez and He refused to reschedule and participate in the October Meeting for the STNC Board. Ms. Grant. Ms. Grant tried to explain the situation and explain that she was acting on behalf of the Executive Committee and apologized for the way Mr. Schiff had been treated.

Violation of STNC Bylaws

STNC Bylaws 07232020

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See attachments

Item 5

Issues with Parliamentarian Position

Violation not allowing checks and balances and violating the Bylaws

According to the July 09, 2020 Agenda President Liliana Sanchez Appointed Ivan Spiegel to the Parliamentarian position. There was no discussion allowed by the Board and no vote to confirm the appointment was allowed. The Minutes from the July Meeting do not reflect that Ivan Spiegel was appointed. The President does have the ability to choose the Parliamentarian according to the Bylaws. The President has not reached out to the City Attorney for guidance.

According to the Bylaws:

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

Understanding Bylaws:

If a bylaw prohibits something, then everything beyond that which is prohibited (or limited) is also prohibited. However, other things not expressly prohibited or not as far-reaching as the prohibition are still permitted.

When a bylaw authorizes a specific privilege, no privilege greater than the one that's authorized is permitted.

Ms. Sanchez's arguments that the Board has no right to affirm her choice for Parliamentarian or that the Board should have the Power to remove her choice is a violation of Government powers

The fact that President Sanchez was demanding ultimate power and authority for her appointment of Parliamentarian even though it was pointed out that the Parliamentarian was violating Robert's Rules of Order and our Bylaws at the meetings and giving bad advice. There is nothing in the STNC bylaws that prohibits the Board from voting to approve the Presidents choice as in the case of Committee Chairs and there is no prohibition to remove the Parliamentarian by a vote of the Board. These were the Contentious issues that that were on the Executive Agenda on The September 22, 2020 Executive Committee Meeting which caused much contention and Ms. Sanchez to resign. The Parliamentarian is not unbiased and is not following the rules as required in the bylaws.

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

According to the STNC Bylaws

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

Violation of the Standard Conduction of the Orderly Business of the Sunland Tujunga Neighborhood Council.

Link to STNC Bylaws: <https://www.stnc.org/pdfs/STNCBylaws06292020.pdf>

(includes Censure)

Neighborhood Council Code of Conduct

<https://empowerla.org/wp-content/uploads/2019/03/NEIGHBORHOOD-COUNCIL-BOARD-MEMBER-CODE-OF-CONDUCT-POLICY.pdf>

Removal of Items from the STNC Storage

Censure Item 2



10:09 [social icons] 4G LTE 59%

← Sunland-Tujunga Neighborh... →

Home About Photos Notes Videos Events

Apr 4 • 🌐

STNC Donation Medical Equipment Drop-Off at Olive View Medical Center. Olive View sends their wholehearted thanks to our community of Sunland-Tujunga for the donations today 4/4/2020. STNC is waiting for a complete list of City approved suppliers in order to donate much more needed emergency items.



▶ Watch Video

[messaging icon] [more options icon]

Censure Item 3

Olive View-UCLA Medical Center
Supply Chain Operations Warehouse
14445 Olive View Drive, Sylmar, CA 91342
(747) 210-4001

★ Indicates Medical Supply Drop-off Location



New and unused supplies accepted:

- Disposable face masks
- N95 masks, sometimes called respirators
- Eye protection including face shields and safety goggles
- Disposable gowns
- Disposable gloves, especially non-latex
- Disposable surgical caps
- Disposable foot covers
- Wipes: bleach or antimicrobial
- Hand sanitizer

Items NOT being accepted:

- Homemade sewed masks
- 3D ventilator parts
- Medications, food and blankets
- Medical equipment

Dates & Times:

- 7 Days a week
- 8am – 5pm
- Beginning Monday March 23rd



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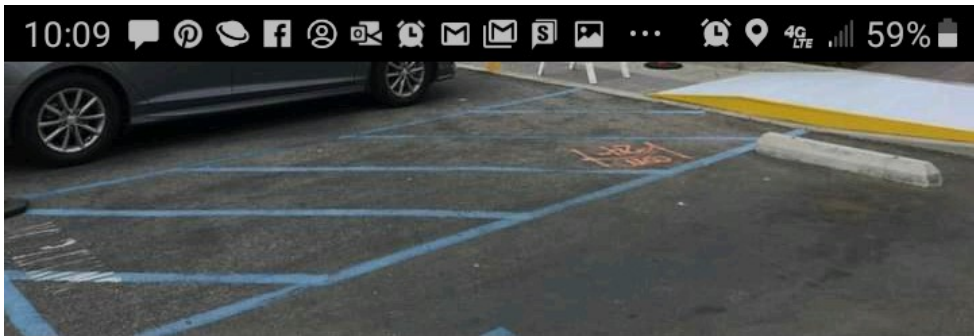


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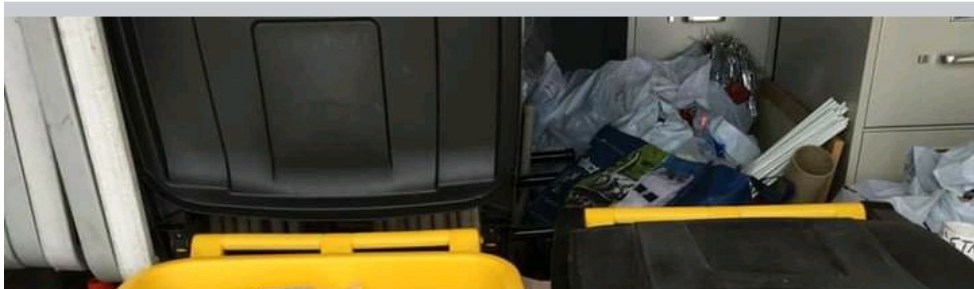


Gail J. Carlson and 2 others

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Violation of point of order.

Censure Item #3,

Emails

Agenda Request Form

First Name: Carol

Last Name: Hutchinson

Email: carolh.stnc@gmail.com

Request Title: Motion to Ratify Ivan Spiegel as the Parliamentarian

Committee: Executive Committee

Agenda Motion Request: At the Meeting on July 8th Liliana Sanchez President Appointed Ivan Spiegel as the Parliamentarian but the Board and Community were not allowed to comment nor was the Board allowed to vote. All Appointments by the President should be ratified by the Board like it is done for Committee Chairs. The Changing of our Bylaws and removing the Parliamentarian position from the board caused this oversight problem. Our Bylaws state on Page 8 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. Copy from Agenda July 8, 2020 Sunland-Tujunga Neighborhood Council Certified May 27, 2003 P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: stnc.org NOTE: To VIEW the agenda, board minutes, MER, board packet, go to stnc.org Go to COMMITTEES click on BOARD MEETING AGENDAS and MINUTES select JULY 8 2. President's Report A. STNC Bylaws Approved by the BONC and in effect as of 6/29/20. B. President appoints Ivan Spiegel as STNC parliamentarian who will advise the president in accordance with the STNC Bylaws

Motion Title: Motion to Ratify Ivan Spiegel as the Parliamentarian

Uploaded Documents:

From: Lydia Grant <stncllydia@gmail.com>

Date: Thu, Sep 3, 2020, 2:14 PM

Subject: DWP

To: Liliana Sanchez <stnc.president2019@gmail.com>

I did hear back from the DWP after inviting them to come to our next meeting.

They are unaware of this Council File and will have to look into it. I would like to add this item to my next Community Improvement Committee Meeting.

Thank you,

Lydia Grant

Email Regarding DWP and point of order violation.

From: Lydia Grant <stnclydia@gmail.com>

Date: Thu, Sep 3, 2020, 6:00 PM

Subject: DWP Item

To: Lilliana Sanchez <stnc.president2019@gmail.com>

Dear Lilliana,

I am letting you know that you wasted not only my time today but Cindy's also and several DWP employees as we tried to follow up on the DWP item that doesn't exist at this time. I was trying to schedule people for you which I will never do again.

It was very embarrassing. I asked that the Item go to Committee at the first EC Meeting but of course you had your agenda to push and ignored me.

You followed it up with a Serial Communication which is a violation.

I tried to help you anyways and looked like a fool today. Do the work yourself and start following the rules.

There will be no one to speak on this item at our board meeting since it currently is only a report back.

DWP thought they missed something and rushed around trying to get the info.

I had to apologize for all of their wasted time and the waste of taxpayer money.

Don't ever call me an embarrassment again.

I am not the one the label fits.

Lydia Grant

Liliana Sanchez <stnc.president2019@gmail.com>

Date: Fri, Aug 28, 2020, 7:07 PM

Subject:

To: Lydia Grant <stnclydia@gmail.com>

Cc: Cindy Cleghorn <stnc.secretary2019@gmail.com>, Nina Royal
<stnc.vpoutreach2019@gmail.com>, Sandy Capps <sandy.stnc@gmail.com>

Hello Lydia Grant and EC Committee members,

In my attempt at better communication I would like to let you know that the letter that I am working on regarding the DWP Elimination of Water and Power Tiers has been sent to Glen Bailey for his input.

This letter is time sensitive so I would *not* want to return this letter to a committee for further review. But I would appreciate all of your input if you know of anyone else that may have any suggestions please let me know.

Thank you.

Liliana Sanchez
STNC President

Motion Title: Eliminating DWP Tiers during COVID 2020

Request Title: Eliminating DWP Tiers

To: ECCEJ Committee City Council District 7 Monica Rodriguez OPA (Office of Public Accountability), Mayor Eric Garcetti, City Attorney Mike Feuer

The Residents of Sunland-Tujunga are requesting that the Department of Water and Power lift all water and electric tiers during the remaining year of 2020. Los Angeles residents are not only suffering financial hardships during this pandemic but we are also experiencing climate change with historical recorded high temperatures. Our elderly are especially vulnerable during this extreme heat and a limited pop-up cooling centers throughout Los Angeles are offering some relief from the extreme heat to some of our most vulnerable residents. Sunland-Tujunga residents do not have a cooling center option for their residents.

We are asking that the DWP's board immediately look at the current tier rates and approve imposing an emergency tier price reduction on both electric and water use in the city of Los Angeles.

Sincerely,

Liliana Sanchez

STNC Pre From: **Jasmine Elbarbary** <jasmine.elbarbary@lacity.org>

Date: Wed, Sep 9, 2020, 10:30 PM

Subject: Acknowledgement + [Friendly] Suggestions

To: Jasmine Elbarbary <Jasmine.Elbarbary@lacity.org>

Dear Liliana, Cindy, Lydia, and Sandy (bcc'd you all individually)

I want to first acknowledge you for the way you handled tonight's meeting. It was tough and contentious but you all did a great job.

Liliana, thank you for your leadership and moving through the agenda according to the process.

Lydia, thank you for reading the [update to the stakeholder definition](#) as I was searching for it. (I finally found it at 10:14pm right in front of my face in my inbox with the label "important." Sheesh.)

Cindy and Sandy, thank you for managing public comment and maintaining order.

I have a suggestion for future meetings. If you could please review our [EVG protocols](#), as a Department we recommend [hosting the meeting through Zoom 'webinar' format](#). This allows the host more control in making folks panelists vs. attendees.

Board members can be individually sent panelist links (as can speakers such as government reps) so they enter the meeting with the ability to mute and unmute themselves. The public would then be limited to attendee status only and would be unmuted one at a time by the host/co-host.

Please note that you can also issue warnings to continuously disruptive guests and revoke panelist status, reverting them to attendee, as the ability to mute and unmute should really lie with the host/co-hosts alone. Here's some language around how to address this:

Public Comment:

One of the requirements of the Brown Act is to provide the public the opportunity to comment on every item on the agenda prior to the board taking a vote.

Typically, public comment occurs in these 4 steps.

1. Board member makes a motion and is seconded.
 - a. Be sure to obtain the floor from the Chair.

2. The board deliberates.
 - a. All board members receive an equal amount of time to speak. Each board member is able to speak once, and opportunity to speak must be provided to all board members, prior to speaking a second time.
3. Public comment is held.
 - a. First, the Chair will check the participant panel or ask the moderator for “raised hands”. Then, the Chair or the moderator will ask each speaker to identify him/her/them selves prior to the start of public comment. The Chair, at the beginning of the meeting and throughout the course of the meeting, should remind the public how much time is allocated to public comment for each item. The Chair should also maintain an equitable distribution of time to each speaker.
4. Then, the board will vote, once public comment has concluded.

Some NCs take public comment before the board deliberates, while others take public comment after the board deliberates. Both are ok, as long as public comment occurs before or during board deliberation, but always before the board votes.

Disruption / First Amendment:

Under the Brown Act, NCs cannot prohibit public criticism of policies, procedures, programs, or services of the City or the acts or omissions of the neighborhood council itself.

The First Amendment protects the public’s free speech rights and the Courts have held that offensive, obnoxious and repugnant speech, including profanity and cursing is protected by the First Amendment.

While these comments can be disturbing, you will need to examine whether or not these comments are disruptive to your meeting.

If a speaker is throwing the F-bomb or cursing profusely without connecting to an agenda item, the chair can stop the time, and politely remind the speaker to remain on topic and to keep comments germane to the agenda item, before resuming the speaker’s time.

The Brown Act does allow NCs to have “reasonable regulations” for meetings, which allows the NC to set time limitations for public comment.

This means, you are able to set a maximum amount of time allocated for public comment for each agenda item.

For example, let’s say you have a controversial land-use matter and you anticipate a lot of public comment. When preparing your agenda, you can set a time limit for each item, such as 30 minutes total for the matter.

When that item is up on the agenda, the Chair can inform the board and public,...

“we have allocated a total of 30 minutes for this item, we will take public comment first, then the board will deliberate and take a vote.”

The Chair can ask “members of the public who wish to speak on this item, please indicate your desire by ‘raising your hand’ on Zoom” and then take a tally of the number of speakers wishing to speak.

Then, the Chair can announce, “we have 25 speakers wishing to speak on the item. Typically, and as written on the agenda, we allow 2 minute of public comment for each item per speaker, but due to the number of speakers, each speaker will be provided 1 minute to speak to allow for all 25 speakers the opportunity to make their statement”

OR let’s say you’ve allocated 30 minutes and there are 50 speakers., you will have to announce “we’ve allocated 30 minutes to discuss this item. Due to the limited amount of time and the number of speakers, we will have to limit the number of speakers.”

And if you anticipate this happening, please contact your NEA prior to your meeting so that we can work with the City Attorney’s Office to provide you with guidance.

The important thing is making it known to the public, in advance, how the meeting, including public comment will be conducted. And making sure there’s equal distribution of time each speaker is allocated.

Finally, NCs can utilize the “multiple agenda item comments” period for your agenda. By having a standing agenda item called “multiple agenda item comments” this allows speakers who wish to speak on multiple items to speak at one point in time to deliver his/her/their comments on agenda items.

Speakers wishing to speak only on one agenda item will be called to speak when the board is deliberating that specific item.

The City Council and Board of Neighborhood Commissioners utilize the “multiple agenda item comments” and it’s another tool to utilize to help your board conduct its business in a productive manner.

Meeting Disruption/Public Comment:

When addressing disruptions during public comment, remember to focus on conduct and not speech in deciding when to act upon disruptive behavior.

For the Initial Disruption, give a First Warning.

The Chair should immediately address the person in a polite manner with a courteous admonition:

Excuse me, let the minutes reflect that (name or other identifier) is disrupting the meeting by... and “describe the conduct”. e.g. The board

cannot hear the speaker and the translator and minute-taker will not be able to take down the speaker's comments. I am asking you to stop..."specify objectionable behavior" such as exceeding time or interrupting another speaker, so that we can continue with the remainder of the NC's agenda.

For the Second Disruption, give a Second Warning:

If the speaker refuses to stop the objectionable behavior, the Chair should repeat the request to stop, and emphasize that the speaker will be placed on mute if the behavior continues.

For example, you can state "I am now letting you know for the second time that your actions are disruptive and remind you of the request to stop the "specify objectionable conduct" such as: yelling obscenities continuously while not speaking to the matter on hand and not observing your time limit. If you do not cease, you will be placed on mute for the meeting. The meeting will continue while you listen.

For the Third and final Disruption, you can Mute the speaker. If after the third disruption (typically the third public comment by the individual) and the person refuses to stop after the second warning, you can state:

"You have been warned twice that you are disrupting this meeting and have been told to immediately stop your disruptive actions. Since you have chosen to disregard this request and continue being disruptive, I am requesting that you be muted for the remainder of the meeting."

For Persistent Disruption, call a brief Recess. You can state:

"Because of the persistent disruptions, I am moving to call a recess for [#] minutes. The neighborhood council will return in [#] minutes, at [time], and may adjourn the meeting or continue with the remainder of the agenda. If we are unable to return, we will provide notice of a continued meeting by physical posting and the ENS system."

Due to the complexities of the Brown Act in relations to the First Amendment, we are advising NCs not to remove attendees from your meeting, but rather mute the speaker.

Meeting Disruption/Board Members:

Handling disruptive behavior from fellow board members is a little different from dealing with public comment.

First, board members should not be muted by the moderator nor the chair. As the host, when creating a webinar, make sure to uncheck "allow panelists to unmute themselves"

Board members can be reminded by the chair to remain on topic.

Board members can be reminded of the Code of Conduct, in which every board member is required to acknowledge and sign.

And board members should direct their comments to the Chair, and wait to be recognized before proceeding.

Because every board member should be allocated an equal amount of time to speak, he/she/they should speak only after obtaining the floor by the chair. Should this not occur, a board member can raise a point of order.

My invitation to you is to consider conducting future meetings in Webinar format so that you maintain control over Zoom and can run your meetings more smoothly. This language regarding disruptions should also be supportive of your efforts to maintain order. Let me know if this is something you'd like to do, or what your thoughts are. I am here to support. If something is unclear, I can clarify. Please let me know what you need and thank you again for all your hard work.

Best,

Jasmine Elbarbary

Youth Programs Director

Department Chief Sustainability Officer

Neighborhood Empowerment Advocate

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005 Los Angeles, CA 90012

M: (818) 374-9886

O: (213) 978-1551

Web: www.EmpowerLA.org

Inviting Congressman Adam Schiff and Eric Early to the October Neighborhood Council Meeting for equal time to speak before the Board and our Community.

Censure

Item 4

LYDIA GRANT

Tue 9/1/2020 6:56 PM

Why couldn't Liliانا have just allowed Eric Early to come speak instead of going through this whole mess?

Adam Schiff's office is confused since they are now being invited to a meeting they were told they couldn't come to.

Sent via the Samsung Galaxy, an AT&T 4G LTE smartphone

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From: Ivan Spiegel <xxxxxxxxxxx>

Sent: Monday, July 27, 2020 11:32:46 PM

To: fivegrants@msn.com <fivegrants@msn.com>

Subject: Re: Guidelines-for-Hosting-Candidates-Forums.pdf

Lydia

I have that document also and I sent it to Liliانا yesterday following my conversation with her. It's the closest thing I could find on this issue but it specifies "City" candidates. You'll have to wait until Elise responds to her.

-----Original Message-----

From: LYDIA GRANT

To: LYDIA GRANT Ivan<xxxxxxx>Sent: Mon, Jul 27, 2020 11:03 pm

Subject: Guidelines-for-Hosting-Candidates-Forums.pdf

Sent via the Samsung Galaxy, an AT&T 4G LTE smartphone

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From: Lydia Grant <stnclydia@gmail.com>

Date: Thu, Sep 3, 2020, 2:10 PM

Subject: Re: Scheduling Adam Schiff for the October meeting

To: Elise Ruden <elise.ruden@lacity.org>

Cc: Liliana Sanchez <stnc.president2019@gmail.com>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, Semee Park <semee.park@lacity.org>

On Sep 1, 2020, at 6:13 PM, Liliana Sanchez <STNC.president2019@gmail.com> wrote:

Hello Lydia Grant,

I never received a request to attend our STNC October meeting by Mr. Eric Early only by Congressman Adam Schiff so the invitation was only for our current representative because he was the only one who requested it.

Thank you

Liliana Sanchez

STNC President

On Tue, Sep 1, 2020 at 5:05 PM Lydia Grant <stnclydia@gmail.com> wrote:

How interesting.

I had received a communication from Eric Early's office to ask if he could be allowed to come to our October meeting.

I was told by Ivan that you would not let Eric Early have equal time so

I sent him the email with the Policy that allows both sides to have equal time.

You contacted the City Attorney per Ivan's instruction, to ask if you had to allow equal time for both. Since the answer was yes, you cancelled Adam Schiff because you were told that was the only way to keep his opponent from speaking. I was told by Ivan that since you refused to allow Eric Early to speak you cancelled Adam Schiff from his already scheduled appearance at the October Meeting. I think this conversation needs to be discussed at the next Executive Committee Meeting so we can determine who is not telling the truth.

There are communications between Ivan and myself on this issue phone calls and emails. I am very surprised with your response.

Lydia Grant

818-470-6629

On Tue, Sep 1, 2020, 4:27 PM Liliana Sanchez <stnc.president2019@gmail.com> wrote:

Hello Lydia Grant,

Congressman Adam Schiff had reached out to me to come to speak at a STNC meeting in his capacity as our representative. The plan was for the congressman to present us a COVID19 update and then followed by a Question and Answer session (30 mins max.; such as we had done for CA Mike Feuer). I did not see anything wrong with this request and had scheduled him to attend our October meeting. I was later advised that if I invited our Congressman it would appear to be "electioneering" and that I should wait until after elections. I decided to take the advice and reschedule until after the Nov. election and the Congressman agreed.

I did make the information known at our most recent EC meeting that I had communication with the congressman's office in response to the agenda item request that you wanted both candidates to be

invited in October. You may want to ask for the recording of the EC meeting 8/29/20 from our Secretary to verify my statements.

I hope this helps clear up any misunderstandings.

Thank you.

Liliana Sanchez

STNC President

On Tue, Sep 1, 2020 at 3:58 PM Lydia Grant <stnclydia@gmail.com> wrote:

Dear Liliana,

I have been trying to schedule Adam Schiff to attend our October meeting as I stated at last night's meeting. Can you please explain to me why his office is stating that he was scheduled for the October meeting and you cancelled it?

It was discussed with Ivan that both candidates should be allowed to come speak at our October Meeting. Ivan stated you did not want Eric Early to be allowed to come. So you cancelled the already scheduled Adam Schiff so that Eric Early would not be able to come?

I am trying to get clarification.

Can you please explain?

It is also embarrassing for me to now try to explain to his office why we are inviting him to a meeting we already cancelled him from attending.

Why did you not make this statement at the meeting last night for transparency purposes?

I am waiting for your response.

Lydia Grant

818-470-6629

Dear Emilie,

My name is Lydia Grant and I am the Vice President of the Sunland-Tujunga Neighborhood Council. We have been trying to invite Congressman Schiff to join us for our October Meeting. He will be given 20 minutes to speak about anything he would like. I know that he is scheduled currently for the November Meeting and

Would like to know if he wants to speak to his constituents before the Election instead. There was a misunderstanding that this was a Candidate Forum or event.

It is not. His opponent will also have the same amount of time to speak but there will be no interaction between men nor will there be live questions and answers.

We were hoping he might like us to send questions in advance so that he may include some of the answers in his 20 minute speech.

Please contact me as soon as possible so I can make arrangements . This will be a zoom meeting that I understand he was already scheduled for.

Thank You

Lydia Grant

818-470-6629

From: Lydia Grant <stnclydia@gmail.com>

Date: Thu, Sep 3, 2020, 5:44 PM

Subject: Fwd: Automatic reply: Adam Schiff invitation to attend the October STNC Meeting

To: <jena.galper@mail.house.gov>

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

From: Simons, Emilie <Emilie.Simons@mail.house.gov>

Date: Thu, Sep 3, 2020, 5:42 PM

Subject: Automatic reply: Adam Schiff invitation to attend the October STNC Meeting

To: Lydia Grant <stnclydia@gmail.com>

I am on leave through November.

Please email Patrick Boland (boland@mail.house.gov) and Jenna Galper (jenna.galper@mail.house.gov) for any press requests.

Thank you.

From: **Lydia Grant** <stnclydia@gmail.com>

Date: Thu, Sep 3, 2020, 1:45 PM

Subject: Re: Scheduling Adam Schiff for the October meeting

To: Liliana Sanchez <stnc.president2019@gmail.com>

Cc: Elise Ruden <elise.ruden@lacity.org>, Jasmine Elbarbary <jasmine.elbarbary@lacity.org>, Seme Park <seme.park@lacity.org>

Liliana,

That was back in July.

It was clearly stated at the last Executive Committee Meeting that I am making these arrangements now. Please give me whatever contact information you have so that our community has the opportunity to hear both men. I contacted Adam Schiff's office and I know that you have been in touch with them since last week. The response I got showed they are confused.

Please stop involving yourself and let me as the information as discussed and voted on by 4 other Committee Members.

Thank you

Lydia Grant

818-470-6629