

# CITY OF LOS ANGELES

California



## SYLMAR NEIGHBORHOOD COUNCIL

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**VICE PRESIDENTS:**

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Communications: Kathy Grubert

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**SYLMAR NEIGHBORHOOD COUNCIL**  
**Special Joint Meeting of**  
**the ELECTIONS COMMITTEE, the OUTREACH COMMITTEE**  
**and the Board - AGENDA**  
**Thursday, January 21, 2016; 3:00 PM**  
**Council District 7 Office, 13517 Hubbard Street, Sylmar, CA 91342**

Out of an abundance of caution, due to the possible attendance and participation of a majority of Sylmar Neighborhood Council Board Members at the meeting of these committees, this meeting is noticed as a Joint Meeting of the Committees and the Board, in adherence with the State's Brown Act. No action will be taken on behalf of the Board at this meeting of the Committees. Only Committee Members are allowed to vote.

The Agenda is posted for public review at the Los Angeles Public Library (Sylmar Branch), 14561 Polk Street, Sylmar, CA 91342. Agendas AND Minutes may also be found on the SNC website at [www.SylmarNC.org](http://www.SylmarNC.org). You may also subscribe to receive them via email through the City's Early Notification System (ENS) at the following link: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

**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, assistive 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 three business days (72 hours) prior to the meeting you wish to attend by contacting the Sylmar Neighborhood Council Vice President of Administration, Diane Valencia by phone at (818) 833-8737 or email to [Diane.Valencia@sylmarnc.org](mailto:Diane.Valencia@sylmarnc.org).**

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. Public comment is limited to 2 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Comments from the public on agenda items will only be heard when the respective item is being considered. Comments on other matters, not appearing on the agenda that are within the Board's subject matter jurisdiction, will be heard during the Public Comment on Non-Agenda Items period.

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 by visiting our website at [www.SylmarNC.org](http://www.SylmarNC.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact President Ann Job at [Ann.Job@SylmarNC.org](mailto:Ann.Job@SylmarNC.org).

Items may be addressed in a different order and/or at different times.

1. **Call to Order**
2. **Roll Call** for the Elections Committee by the Elections Chair
3. **Roll Call** for the Outreach Committee by the Outreach Chair
4. **Housekeeping:** Sign-In Sheets, Recording and Timekeeper
5. **Self-Introduction** of board members and stakeholders in attendance.
6. **Public Comment** on matters not appearing on the agenda.

**7. Discussion and possible action** by the Elections Committee to request of the General Board, funding for the 2016 Sylmar Neighborhood Council Elections.

Purpose: Use our Elections as our most intensive Outreach effort of the year. Through a vigorous campaign season, the community can learn of our existence and relevancy.

Target: Double the voter turnout over our 2014 Elections. Increase the number of candidates—no uncontested seats and no seats without candidates.

Items for discussion and possible action may include, but is not limited to:

- (1) Sylmar-specific outreach to recruit candidates through local media and social media, flyers, signage, banners, bench ads, etc. For example: yard signs around town announcing the election.
- (2) Outreach to educate stakeholders about online voting.
- (3) At least one Candidates Forum, circa \$300 each.
- (4) Bar-B-Q while the polls are open and after they close
- (5) Face painting for the children who come with their parents.
- (6) Sylmar's Boy Scout Troop to serve as attendants to welcome voters and direct them to the polls.
- (7) Possible compensation to Sylmar Park for the use of their facility; especially if the vote counting runs long.

**8. Discussion and possible action** by the Outreach Committee to request of the General Board, funding for SNC pole banners around Sylmar for general community outreach. Banners expected to be installed prior to the SNC elections.

**9. Committee Member Comments** on subject matters within the Committee and Board's jurisdiction.

**10. Future Agenda Items:** Please e-mail the Elections Committee Chair at [Ann.Job@SylmarNC.org](mailto:Ann.Job@SylmarNC.org)  
Please e-mail the Outreach Committee Chair at [Kathy.Bloom@SylmarNC.org](mailto:Kathy.Bloom@SylmarNC.org)

**11. Closing Remarks, Announcements, Acknowledgements, and Adjournment**

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All Agenda items may include presentations, discussions and actions by the Committee for recommendations to the SNC Board of Directors. The Board of Directors may discuss the recommendations and take action on the item, which could result in a Community Impact Statement to the City and/or a position letter to a City agency.

Stakeholders may comment on any Agenda item only when the item comes up for discussion. The Committee will determine the length of discussion and comment times. The attending stakeholders may be polled for their opinion on any Agenda item before the Committee takes action for a recommendation to the Board. Comments from the stakeholders 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 stakeholder may become the subject of a future Board meeting.

Si requiere servicios de traducción, favor de notificar a la oficina 3 días de trabajo (72 horas) antes del evento. Si necesita asistencia con esta notificación, por favor llame a nuestra oficina al (818) 833-8737.

**Reconsideration of Agenda Items - Bylaws (Article VIII)**

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

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

- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

**Grievance Process – Bylaws (Article XI)**

Any Grievance by a Stakeholder must be submitted in writing to the Board who shall place the matter on the agenda for the next regular Council meeting. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a Panel. Within two (2) weeks of the Panel's selection, the Board shall coordinate a time and place for the Panel to meet with the person(s) submitting a Grievance to discuss ways in which the dispute may be resolved. Within two (2) weeks following such meeting, a Member of the Panel shall prepare a written report to be forwarded to the Board outlining the Panel's collective recommendations for resolving the Grievance. The Board may receive a copy of the Panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board Members until it is heard publicly at the next regular Council meeting.

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

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

**(Remove after January 21, 2016)**