

North Hollywood North East  
Neighborhood Council  
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COMMITTEE ON BYLAWS AND RULES  
Drexel Heard, II - Chair  
Michael Menjivar  
Ellen Oganesyanyan

**COMMITTEE REPORT**  
**September 21, 2016**

The COMMITTEE ON BYLAWS AND RULES met Wednesday, September 21, 2016 at 9:00 PM.

VOTING MEMBERS Present - Heard, Menjivar  
COUNCIL MEMBERS Present - Freedner  
STAKEHOLDERS Present - N/A  
OTHER Present - N/A

There were no general comments from Government Officials.

There were no general comments from Stakeholders on non-agenda items.

**The committee considered the following agenda items:**

Committee Discussion and Possible Action on Standing Rule Amendments:

- Vacancy Application Creation and Process
- Removal Process
- AdHoc Committee Creation - Retreat

**Standing Rule on Vacancy Application and Process**

Chairman HEARD opened the discussion bringing up the need to create an application process for stakeholders interested in filling vacancies per ARTICLE V SECTION 6 of the NHNENC ByLaws.

FREEDNER discussed history of filling vacancies and that process wasn't as stringent and needed to have some structure, especially when there are multiple applicants and areas where we should notify stakeholders of vacancies. MENJIVAR suggested making it clear on the top of all General Board Meeting agendas the position of each board member and open vacancies. HEARD said he will instruct the webmaster to add all vacancies to all e-newsletters and social media and would work with her from the Outreach and Community Development Committee to rebuild e-newsletter. MENJIVAR recommended application have two written sections, "How they believe they qualify for their seat" and "Why they are interested in serving the community." FREEDNER mentioned the need for all applications to understand board and service expectations. HEARD recommended that ByLaws and Rules Committee vet all candidates before they are considered by the full board, and MENJIVAR suggested that all applicants be required to attend Two Meetings (Either Committee or Board) to understand process. HEARD suggested that the EXECUTIVE SECRETARY be responsible for post-approval training and requirement fulfilling. HEARD said he would create application based on suggestions for board approval, and that it should be made available both in hard copy and online for interested stakeholders.

**Committee Voted by consensus to recommend the following language to the full board for consideration.**

Committee Recommended Language:

**Board Member Vacancy Process**

Any stakeholder interested in filling a vacancy of the board must go through an application process set forth by the NHNENC Bylaws.

This process shall be as follows:

- 1) Each Stakeholder Applicant must fill out an application either on paper, through email, or on online.
- 2) Upon receipt of application, NHNENC Secretary shall refer each applicant to ByLaws and Rules Committee for vetting and verification.
- 3) ByLaws and Rules Committee shall bring in each applicant, verify their qualifications, and ask any questions, and make recommendation to the board.
- 4) Board shall fulfill vacancy prescribed by Section 6 of the ByLaws.

**Standing Rule on Executive Officer Removal Process**

Chairman HEARD opened the discussion bringing up the need to create rule for removal process of an Executive Officer per ARTICLE V SECTION 9 of the NHNENC ByLaws.

HEARD suggested the need for this process to protect the board from a rouge or ineffective executive officer, or an executive officer who is derelict of duty. MENJIVAR and FREEDNER addressed ways to make this possible.

**Committee Voted by consensus to recommend the following language to the full board for consideration.**

Committee Recommended Language:

During any General or Special Board meeting, any board member can motion the chair for a "Vote Of No Confidence" on an executive officer. An executive officer may be removed with a 2/3 vote of the board.

**Standing Rule on creation of AdHoc Committee on NC Retreat**

Chairman HEARD introduced a recommendation from Stakeholder Sarah Ramsawak on the creation of the AdHoc Committee on NC Retreat.

HEARD suggested that the retreat be planned and executed by the Executive Board.

**Committee voted by consensus to table indefinitely the creation of AdHoc Committee on NC Retreat.**