

COMMITTEE MEMBERS

Jennifer Clark - Chair
Michael Coleman - Vice Chair

Veronica Jimenez

Jennie Palluzzi
Zaid Diaz-Arias (Ex-Officio)

Email: ByLaws@NHNENC.org



**NORTH HOLLYWOOD NORTHEAST
NEIGHBORHOOD COUNCIL AGENDA**

Meeting Type:
ByLaws Committee

Date:
**Wednesday, January 31, 2024
7:00 pm**

Location:
**Los Angeles Fire Station 89,
Community Room
7063 Laurel Canyon, L.A., CA 91605**

**NORTH HOLLYWOOD NORTHEAST
NEIGHBORHOOD COUNCIL**

Regular Board Meetings
the 3rd WEDNESDAY
January through December @ 7PM

**LA Fire Station 89
7063 Laurel Canyon, L.A., CA 91605
Community Room**

Enter the Fire Station gate to find the Community Room at the back of the Station. There is ample parking available inside the Station. Please do not drive more than 5 mph and do not block the driveway.

Email: Board@NHNENC.org

Website: www.nhnenc.org

*President/Chair reserves the right to move agenda items to accommodate speakers

Public Comments— 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 3 minutes per speaker, unless adjusted by the presiding officer of the Board.

<u>Item #</u>	<u>Topic</u>	<u>Responsible Person</u>
1	Call Meeting to Order – Roll Call – Welcome - Brief Review of Meeting Rules	Chair
2	Comments by Government Officials (3 min each)	Various
3	Public Comments on Non-Agenda Items (3 min each)	Various
Neighborhood Council Board Member Candidate Application		
4	<p>Discussion and Possible Action: “Approve Board Member Candidate Application”</p> <ul style="list-style-type: none"> Redesigned to Edit Layout to support Right to Privacy as listed in the Election Handbook on Page 28 Board Seat Application Template from DONE 	Chair

	<p>“In order to protect a candidate’s right to privacy, the following information will be redacted and is not subject to disclosure: 1. Date of Birth; 2. Telephone Number; 3. Mailing Address; 4. Qualifying Address; 5. Photo identification or any documentation necessary to establish board seat eligibility; 6. A candidate’s signature, if applicable; and 7. Any identifying information as determined by the Office of the City Attorney. Any private information for minors under the age of 18 will not be subject to disclosure.”</p> <ul style="list-style-type: none"> ● If redesign is approved, then Advise Digital Committee to update the form wherever it is located on the website https://www.nhnenc.org/take-a-seat-on-the-board/ 	
ByLaws		
5	<p style="text-align: center;">Discussion and Possible Action: ByLaws</p> <ul style="list-style-type: none"> ● ByLaws Amendment Application deadline is April 1, 2024, therefore the Council will need to vote on any changes no later than the March 2024 meeting. ● Board Member Terms - What EmpowerLA has does not match what is listed in our current ByLaws. <ul style="list-style-type: none"> ○ Discuss if the “Neighborhood Council Board Structure Change Request Form” needs to be completed. ● Board Member Attendance - Approve a change to what constitutes a meeting for the purpose of determining Board Member attendance <ul style="list-style-type: none"> ○ Current ByLaws In Article V, Section 7, number 4 <ul style="list-style-type: none"> ■ "4. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, where a quorum of the Board is present, shall constitute a meeting for the purpose of determining Board Member attendance." ■ Suggestion to remove “where a quorum of the Board is present” 	Chair
Standing Rules		
6	<p style="text-align: center;">Discussion and Possible Action: Standing Rules review & update</p> <ul style="list-style-type: none"> ● Last Updated March 9, 2022 ● ARTICLE II: REGULAR MEETINGS Section 1: Meeting Information A) The Neighborhood Council meets the 2nd Wednesday of every month at 7pm <ul style="list-style-type: none"> ○ The Board voted to move the monthly meetings to the 3rd Wednesday ● ARTICLE VI: COMMITTEES AND THEIR DUTIES <ul style="list-style-type: none"> ○ Section 1: Standing Committees <ul style="list-style-type: none"> ■ Suggest that the ByLaws Committee be added as a Standing Committee ○ Section 3: Committee Creation and Authorization C. Committee Structure – “Standing Committees shall be comprised of no more than (4) and may include any interested Stakeholders.” <ul style="list-style-type: none"> ■ The language isn’t clear that the max of (4) is referencing Board Members. Suggestion to add ○ Section 3: Committee Creation and Authorization D. Ad Hoc Committees - “Shall be comprised of three (3)” <ul style="list-style-type: none"> ■ The language isn’t clear that the (3) is referencing Board Members. Suggestion to add 	Chair

	<ul style="list-style-type: none"> ● ARTICLE VIII: AGENDA SETTING Section 1: Agenda Setting Procedure <ul style="list-style-type: none"> ○ A) “All agenda items for Regular Council Meetings shall be submitted in writing to the President and Secretary one (1) week prior to the date of the next meeting and must appear on that agenda for consideration. <ul style="list-style-type: none"> ■ Current deadline is by EOD on the Wednesday before the next meeting, suggesting that we update to reflect a more accurate deadline. ○ B) All Standing Committee Meeting Agendas shall be set by the Committee Chair or Vice Chair. Items on an agenda may be based on a referral from the Council, a committee member, and individual Council member or stakeholder. All agenda items shall be submitted in writing to the Chair two weeks prior to the date of the next meeting and must be placed on the agenda for consideration. <ul style="list-style-type: none"> ■ Suggestion to remove the word “and” before “individual” as it implies in addition to, which can be confusing. ● ARTICLE VIII: AGENDA SETTING Section 2: Consent of the Agenda A) At the start of every Regular Council Meeting there will be an item labeled “Approval of the Agenda,” in which Council Members will have the tools available to them per Robert's Rules of Order to amend the agenda as necessary. <ul style="list-style-type: none"> ○ What is the purpose of this Section? Suggest removing it as current Board Meeting Agendas do not follow this ○ If we keep it, then I suggest that we include what the tools are as not all Council Members will have this knowledge. 	
Committee Business		
	<p>Discussion and Possible Action: Stakeholders interested in becoming members of the ByLaws committee will be allotted 2 mins to speak. (To become a committee member, the Chair shall appoint a member and the Board will ratify per Article VII§3 of the bylaws)</p>	Chair
Concluding Statements		
Committee Member Announcements		Committee Members
Adjourn		Chair

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the 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 3 minutes per speaker unless adjusted by the presiding officer of the Board.

PUBLIC POSTING OF AGENDAS - NHNENC agendas are posted for public review as follows:

- For viewing during open hours: Valley Plaza Branch, Los Angeles Public Library, 12311 Vanowen Street, North Hollywood, CA 91605

- Our website: NHNENC.org
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

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, assistive listening devices and 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 you wish to attend by contacting Zaid Diaz-Arias, Board Secretary, by email dmeneses@nhnenc.org and board@nhnenc.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: nhnenc.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 Zaid Diaz-Arias, Board Secretary, by email dmeneses@nhnenc.org and board@nhnenc.org.

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 Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

RECONSIDERATION AND GRIEVANCE PROCESS – For information on the NHNENC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NHNENC Bylaws. The Bylaws are available at our Board meetings and our website NHNENC.org.

SERVICIOS DE TRADUCCION – Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacta Zaid Diaz-Arias, Secretaria de la Mesa Directiva, por correo electrónico dmeneses@nhnenc.org y board@nhnenc.org para avisar al Concejo Vecinal.