

**STNC Ad-Hoc Bylaws  
& Standing Rules Committee**

Sandy Capps - Co-Chair

Bill Skiles - Co-Chair

\*Claire Gordon

\*Lydia Grant

\*Cindy Cleghorn

\*Mark Seigel

**CITY OF LOS ANGELES**

**CALIFORNIA**



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**SUNLAND-TUJUNGA  
NEIGHBORHOOD  
COUNCIL**

**TRANSLATION SERVICE** – If you need translation service, please contact Lydia Grant, STNC President via e-mail at [stnclydia@gmail.com](mailto:stnclydia@gmail.com) or 818-951-7411 at least 72 hours before the meeting.

**SERVICIOS DE TRADUCCIÓN** – Si requiere servicios de traducción, favor de avisar al concejo vecinal 72 horas antes del evento. Por favor contacte Lydia Grant, President, al electrónico [stnclydia@gmail.com](mailto:stnclydia@gmail.com) or 818-951-7411 para avisar al Concejo Vecinal

**Special Joint Board and STNC Ad-Hoc Bylaws & Standing Rules Committee  
Meeting Agenda  
Friday, February 18, 2022  
11:00AM**

Zoom Meeting Online or By Telephone

Dial (888) 475-4499 to Join the Meeting

Then Enter This Webinar ID: **889 3588 9873** and Press #

Online: Go to <https://us02web.zoom.us/j/88935889873>

*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, composed of stakeholder volunteers who are devoted to the mission of improving our communities.*

*"Out of an abundance of caution due to the possible attendance and participation of a majority of Neighborhood Council Board Members at this Joint Committee meeting, this meeting is noticed as a Special Joint Meeting of the Committee 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 Committee. Only Committee Members are allowed to vote."*

*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 Chair. This is an online virtual meeting, please understand that there may be some connection delays from time to time.*

1. Roll Call.
2. General Announcements on any upcoming Community Events.
3. General Public Comment on Non-Agenda items.
4. Motion/Discussion/Action: Approve Feb 7, 2022 Meeting Minutes.
5. Motion/Discussion/Action: Review New/Updated STNC Standing Rules.
6. Motion/Discussion/Action: Approve New Standing Rules and present to STNC General Board for March 9<sup>th</sup>, 2022 Meeting.
7. Motion/Discussion/Action: Review New DONE NC Bylaws Template version 2.03 and discuss any changes of the STNC Bylaws into new template.
8. Discussion/Action: Confirm date and time of next Bylaws, Standing Rules Meeting.
9. Adjourn

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS:** Every person wishing to address the Board must dial **(888) 475-4499** or **(669) 900 6833**, and enter **889 3588 9873** and then press # to join the meeting. When prompted by the presiding officer, to provide public comment at the Sunland-Tujunga Neighborhood Council meeting, the public will be requested to dial **\*9 or use the Raise Hand option**, to address the Committee 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 two minutes per speaker, unless adjusted by the presiding officer of the Board.

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IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION.

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**AB 361 Updates:** Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Sunland-Tujunga Neighborhood Council's control, the meeting must be recessed or adjourned.

**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 **Carol Hutchinson, Secretary, at email: [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 Sunland-Tujunga Neighborhood Council Bylaws. The Bylaws are available on our website [www.stnc.org](http://www.stnc.org)

Minutes for STNC Special Joint Board and Ad-Hoc Bylaws & Standing Rules Committee Meeting

Monday, February 7, 2022

Meeting held via Zoom

Meeting called to order at 6:02 pm

1. Roll call- Sandy Capps, Lydia Grant, Cindy Cleghorn, Mark Seigel, Claire Gordon (arrived @ 6:03) Present.  
Bill Skiles- Absent (excused)
2. Sandy Capps co-chair welcomed and explained Ad-Hoc committee goals. First Goal is to complete the STNC standing rules and present committees' recommendations to the board at the March General Board Meeting. Second goal is to go over the STNC current Bylaws and apply them to the new DONE Bylaws template 2.03 by DONE deadline of April 1, 2022 and completed for March General Board Meeting.
3. General Public Comment on non-agenda item- No hands were raised, no comments made.
4. Motion for Discussion /Action: **Review New Done NC Bylaws Template version 2.03:** Cindy Cleghorn moves, Lydia Grant second. DONE has provided a new template Rev. October 2021. Lydia Grant stated that if we did not use the new template with our current Bylaws inserted the department would use the new version automatically.

Committee agreed to work on Bylaws template and compare current STNC Bylaws with the recommendations/language of new template. Assignments given to committee members: Sandy Capps Article 1,2,3, Lydia Grant Articles 4,5,6, Cindy Cleghorn Articles 7, 8, Claire Gordon Articles 9-10 and Election and Compliance attachments, Mark Seigel Articles 11, 12, and Bill Skiles Articles 13, 14 and attachments. Will discuss at next meeting.

5. Motion for Discussion/Action: **Review New/Updated STNC Standing Rules Draft:** Lydia Grant moves, Mark Seigel second. Committee agreed that all outdated language highlighted in yellow be redacted.
  - a) All requests for reimbursement by Board members must be submitted to Treasurer within 30 days for out of pocket expenditures with a prior BAC board vote for purchase and a BAC for reimbursement. **Committee in favor of adding to Standing Rules.**
  - b) **Sub Committee creation-** Sandy checking to see if already in Bylaws and the language is also if sub committee falls under brown act under our bylaws.
  - c) **Committee member attendance-** add language Committee chair shall notify STNC board when a committee member is removed due to 3 consecutive unexcused absences or violates the code of conduct.
  - d) Committee agrees to Remove wording of "engaging in dilatory tactics".
  - e) **Political campaign-** Lydia Grant to provide language for giving all candidates equal time and opportunity to speak.
  - f) Discussion on **adding** Land Use Committee (LUC) Planning 101 Training to Standing Rules for all LUC committee members to complete.
  - g) Discussion on **adding** training shall be completed within 60 days of being seated by board member.
  - h) Discussion on **adding** language that consideration to be taken if Cornerstone the training company is the cause of the delay or a board member needing assistance, additional time due to a disability.
  - i) **Committee agreed** to procedure for adding a new standing rule: A request for a New Standing Rule will be presented to the STNC board at the General meeting. It will require a vote in favor to add that new rule to the Standing Rules.

6. Next meeting February 16, 2022 at 11:00 am

7. Meeting Adjourned at 7:00 pm

Minutes by Sandy Capps

# STNC STANDING RULES (Draft)

As of February 7, 2022

## **1. BUDGET AND FINANCE STNC BOARD MEMBER REIUMBURSEMENT**

In order for a Board Member to be reimbursed for an expense, the following is required:

- I. A Board Action Certification (BAC) Form authorizing the use of NC funds for the NC activity or purpose for which the Board Member incurred the expense.
- II. A Board Action Certificate (BAC) Form must show it was authorized by the Board prior to the expenditure.
- III. A Board Action Certificate (BAC) Form authorizing the reimbursement payment to the Board Member.
- IV. Board Member must provide proof of purchase in the form of an itemized receipt to the STNC Treasurer.

## **2. COMMITTEE ADMINISTRATION**

### **I. 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 chairperson 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. (Brown Act-Sub Committees discussion)

### **II. Committee Training**

All Committee chairs or a designated committee member of that committee shall attend the City Clerks Funding workshop training to understand the procedures and city requirements for funding events and Neighborhood Purpose Grants (NPG)

LUC Land Use Committee members shall complete the Planning 101 Training.

### **III. Committee Member Attendance**

Any committee member who has three consecutive unexcused absences forfeits his seat on that committee, at the discretion of the chairperson of that committee. The committee chair shall be responsible to notify the committee member of their removal. The chair will notify the STNC board of the removal of members for unexcused absences.

The STNC Board may remove any committee member from a standing or ad hoc committee when that person has violated the STNC Bylaws, or the Code of Conduct Policy. **(Discuss is this through our Bylaws removal process?)**

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.

## **3. ELECTIONS SEATING OF NEW BOARD MEMBERS**

All new board officers to be given the Code of Conduct as part of their oath of office:

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

- I. Complete the Code of Conduct, and all trainings required by Empower LA and Board of Neighborhood Commissioners (BONC) within 60 days of being seated as a board member. **(Discuss disability language consideration to be taken into consideration if Cornerstone the training company is the cause of delay or a board member needs assistance, additional time to complete due to a disability.)**
- II. Attend all meetings and be on time unless prior arrangements are made.

- III. Conduct myself in a civil manner at all times and always wait for the presiding officer to recognize me before speaking.
- IV. Learn the applicable laws that govern Neighborhood Councils including Bylaws, Standing Rules, Meeting Procedures, the Brown Act, Conflict of potential interest laws, City Ordinances and the City Charter.
- V. Take responsibility to fulfill my elected role as specified in the STNC Bylaws.
- VI. Support the chairperson's effort at preserving decorum.
- VII. Not use my Board position for a personal agenda outside my responsibilities as assigned by the STNC Bylaws.

#### **4. POLITICAL CAMPAIGNING**

- I. All candidates be given equal time and opportunity to speak **(Lydia provide wording)**

#### **5. PROCEDURE FOR A NEW STANDING RULE TO BE ADDED**

A motion to create a New Standing Rule will be agendized and presented to the board at the general meeting. The new rule would require a vote by the board to be added the proposed standing rule.

#### **6. AGENDA REQUESTS**

All agenda request items shall be emailed to \_\_\_\_\_ . **(what email will be used- any cc:?)**

And submitted to Executive Meeting prior to next General Board Meeting.

#### **7. STNC/CITY PROPERTY ACCOUNTABILITY**

All property being used by STNC board members must be accounted for at all times. A sign in and out procedure shall be used to account for all property when being checked out and returned to storage and North Valley City Hall (NVCH).

#### **8. APPLICATION FOR BOARD POSITION (Discuss Procedure for replacement attachment)**

Procedure for receiving applications for board position. All applicants must submit all the required documents to the secretary (WHAT ARE THE REQUIRED DOCUMENTS). The secretary shall review documents to assure the completeness before agendizing the item for consideration by the board. If such submittal lacks any listed requirements, it shall be returned to the applicant with a written explanation for why this application is incomplete, No application will be forwarded to the board for consideration unless it is complete.

**ANY ADDITIONAL RULES TO ADD DISSCUSSION**

## Procedure for Replacement of Vacated Board Positions

March 11, 2009

### ARTICLE VI GOVERNING BODY

~~YELLOW-REDACT~~

RED-ADD

#### 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~~ Stakeholder 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.~~ Refer to the STNC website for requirements and forms to apply for position.
- 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. They must be submitted at least ~~24~~ 86 hours in advance of the next ~~General Meeting~~ Executive Meeting.
- 5 The ~~An~~ item will be placed on the agenda of the next STNC General Meeting. ~~to complete the replacement procedure.~~ For a vote by the general board.
- 6 At the next General Meeting, the candidates' statements will be ~~provided in the General Board meeting packet copied and handed for the board and stakeholders to view.~~ 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 and ~~in order to present their interest and qualifications for the position.~~ Board members' ~~questions will be limited to 2 minutes per candidate unless the presiding officer determines that an extension is needed.~~ ~~will then be allowed to ask questions of the candidates on their qualifications and interest.~~
- 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~~ vote will ~~commence.~~ be taken.
- 11 If ~~one of the~~ ~~their is more than one candidate for the position~~ 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. (NEEDS TO BE REVIEWED WRITTEN- LYDIA)
- 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. If they hold another current board seat, then the newly vacated open board seat procedure will take place at the next general meeting. 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.**