

CITY OF LOS ANGELES, CALIFORNIA  
RESEDA NEIGHBORHOOD COUNCIL

[www.resedacouncil.org](http://www.resedacouncil.org)

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**CHAIR**  
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**SECRETARY**  
**MICHELLE GALLAGHER**

**SPECIAL JOINT BOARD AND  
BYLAWS AND RULES OF STANDING  
COMMITTEE**



**COMMITTEE MEMBERS**

**Michelle Gallagher**  
**Sharon Brewer**  
**Jamie York**  
**Michael Cohen**  
**Anna Measles**  
**DJ Frank**

**VIRTUAL MEETING**

**Tuesday, February 13**  
**4:30PM**

Zoom Live Streaming Online:  
<https://us02web.zoom.us/j/82594682547>

**Webinar ID: 825 946 82547**

Or One tap mobile :  
+16699006833, +181876452543# US (San Jose)  
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Or Telephone:833 548 0282  
US Toll Free: 877 853 5257  
US Toll Free: 888 475 4499  
US Toll Free: 833 548 0276

**Every person wishing to address the committee must dial 833 548 0282 and enter the Webinar ID above and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial \*9 or use the Raise Hand option, to address the Board on any agenda item before the Board takes an action on an item.**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte el presidente, por correo electrónico [president@resedacouncil.org](mailto:president@resedacouncil.org) para avisar al Concejo Vecinal.

## **PUBLIC INPUT AT BYLAWS AND RULES OF STANDING COMMITTEE**

**MEETINGS:** Comments from the public on agenda items will be heard only when the respective item is being considered, unless otherwise allowed by the presiding officer. 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 will be limited to 2 minutes per item unless otherwise extended by the presiding officer.

### **I. Call to Order**

- A. Call to Order by Presiding Officer
- B. Roll Call

### **II. Minutes of preceding meeting (01/30/2024)**

### **III. SUNSHINING**

#### **A. Committee member sunshining of articles/Provisions**

- (This is where you say what articles and provisions you would like to discuss at the next meeting, when it can be properly noticed.)

#### **B. Assignment of formal verbiage homework**

- **Items referred to committee from the board** (NONE)
- **Items sunshined in committee or by committee members**
  - 1) New Language for Officers and Committees relevant sections clarifying when and how, if ever, committee membership is altered without active removal or resignation. - ASSIGNED TO: TBD
  - 2) Bylaws Article XII – Change to Roberts - ASSIGNED TO: TBD
  - 3) New Language clarifying that no one person may hold two roles in a committee and/or two board positions
- **Items sunshined by suggestion box**
  - 1) “Change to board composition and terms. 2 residential seats, 2 business seats, 4 year terms, staggered elections so one residential and one business seat is available each election cycle. All other seats (other than Youth and Young Adult) to be At-Large, and their term to be 2 years.” - ASSIGNED TO: TBD

### **IV. Discussion and possible action on new verbiage proposals (See attached new verbiage draft options document)**

#### **A. NEW DRAFT VERBIAGE ALTERNATIVES**

- **Bylaws Article VI, Section B**
- **Standing Rules Section IV – Keyholders (and related bylaws section)**
- **Standing Rules VII – Quarterly Committee Meetings**
- **“BYLAWS ARTICLE VII COMMITTEES AND THEIR DUTIES - condense the amount of committees we have.”**
- **Young Adult Board Member Age Expansion Proposal**

### **V. Establishment of the next meeting time, date, and manner**

- A. **REMINDER THAT THE BYLAWS ADJUSTMENT PACKAGE DEADLINE IS APRIL 1<sup>st</sup>. WHICH WOULD GIVE US TILL THE MARCH 18<sup>th</sup> MEETING**

### **VI. Clarification regarding procedure for disputes concerning committee membership**

### **VII. Discussion and possible action on establishing a new procedure for the committee.**

### **VIII. Adjournment**

COMMITTEE RESOURCES

CURRENT APPROVED BYLAWS

[RNC-Bylaws-Approved-11232020-1.pdf \(resedacouncil.org\)](#)

CURRENT APPROVED STANDING RULES (note – these are the approved standing rules despite the link and first page saying draft)

[Draft Standing Rules 2021 \(resedacouncil.org\)](#)

CURRENT BYLAWS PROPOSALS DOCUMENT

*Forthcoming*

CURRENT STANDING RULES PROPOSALS DOCUMENT

*Forthcoming*

NEW VERBIAGE HELPER TOOL(S)

[ALL NC BYLAWS IN ONE INDEXED SEARCHABLE PDF](#)

[Chatbot which knows Bylaws of all NCs and can draft language for you](#)

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

**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 the Reseda Neighborhood Council Space, 18118 Sherman Way, Reseda, CA 91335 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 the Secretary by email at: [Secretary@resedacouncil.org](mailto:Secretary@resedacouncil.org)

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows: Reseda Neighborhood Council Space, 18118 Sherman Way, Reseda, CA 91335 and at [resedacouncil.org](http://resedacouncil.org). You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/government/subscribe-agendasnotifications/neighborhood-councils>

**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/lobby](http://ethics.lacity.org/lobby)

**RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the NC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws cited below.

**PROCESS FOR RECONSIDERATION (Article VIII§4)** - The Board may reconsider or amend its actions through the following Motion for Reconsideration process: Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration by official action. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or act on the item that is the subject of reconsideration. 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 that follows the meeting where the action subject to consideration occurred. The RNC may also convene a special meeting within these specified time frames to address a Motion for Reconsideration. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board Moving. The Moving Board Member may make the Motion for consideration 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. 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 Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

**PROCESS FOR FILING A GRIEVANCE (Article XI)** - Any grievance by a Stakeholder or Board member must be submitted in writing to the Secretary who shall cause the matter to be placed on the agenda for the next regular

RNC meeting, but in any case, no more than in thirty-five (35) days. The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances. 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 that follows the meeting where the action subject to consideration occurred. The RNC may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.

At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Non-Board Stakeholders randomly selected by the Secretary from a list of Non-Board Stakeholders who have expressed an interest in serving from time-to-time on such a panel. 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.

Within two (2) weeks of the panel's selection, the Secretary 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. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary 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 RNC 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 RNC meetings.

The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council.