



## **WEST LA SAWTELLE NEIGHBORHOOD COUNCIL**

[WWW.WESTLASAWTELLE.ORG](http://WWW.WESTLASAWTELLE.ORG) // [BYLAWS@WESTLASAWTELLE.ORG](mailto:BYLAWS@WESTLASAWTELLE.ORG) // ADRIANE RANSOM // CESAR ARANGURI // JAY HANDAL // LYNN HILL // MONICA MEJIA-LAMBERT // RON MIGDAL //

### **BYLAWS COMMITTEE** **REGULAR MEETING**

**MONDAY, 12.18.2023 7PM**

**STONER PARK [LUNCH ROOM]**

**1835 STONER AVE. CA 90025**

**LIVESTREAM ONLINE <https://us02web.zoom.us/j/81847816098>**

**OR DIAL IN VIA TELEPHONE (669) 900-6833 or (833) 548-0282.**

**MEETING ID: 818 4781 6098 (and press #)**

Si requiere servicios de traducción, avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Contacte J. Altuner, Secretaria, [james@westlasawtelle.org](mailto:james@westlasawtelle.org) para avisar al Concejo Vecinal.

Persons wishing to address the Board must dial (833) 548-0282, enter 824 7476 9234 and press # to join the meeting. When prompted by the presiding officer, dial \*9 or use the Raise Hand option, to address the Board on any agenda item. Comments on agenda items will be heard only when the respective item is being considered.

Comments on matters not 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 a maximum of 90 seconds per speaker.

# **AGENDA**

All items on the agenda are subject to discussion, possible action and filing of a Community Impact Statement to the Office of the City Clerk.

- I. CALL TO ORDER AND ROLL CALL
- II. MINUTES
- III. GOVERNMENT/ AGENCY PARTNER REPORTS
- IV. GENERAL PUBLIC COMMENT: Comments on non-agenda items (maximum 90 seconds).
- V. EX PARTE COMMUNICATIONS
- VI. ADMINISTRATIVE
  
- VII. CURRENT BUSINESS
  - STANDING RULES ADDITION
  1. AGENDA EDITING PROCESS
    - The Secretary and the Chair are empowered to transmit agendas to DONE, unless the chair authorizes another to do so.
  
  2. COMMITTEE:
    - The Committee Chair should send committee agenda items to DONE.
    - Committee chairs shall transmit motions to the board chair and secretary including the committee votes on the item for inclusion on the next general board meeting agenda five days in advance of regular meetings and three days in advance of special meetings in order to create a DONE-compliant document.
    - The chair of the board shall appoint the chair of each committee. The chair of the committee shall bring forward to the board their recommendation for committee members to be approved.
    - Committee should create a regular recurring schedule for meetings. Special meetings should only be reserved for agenda items with a stated deadline.
  
  3. BOARD & COMMITTEE CO-CHAIRS
    - Sawtelle Neighborhood Council should provide individuals the option to run as co-chair for the Board of Directors and committees.
  
  4. NEIGHBORHOOD PURPOSE GRANT AND COMMUNITY IMPROVEMENT PROJECTS [CIP]:

In order for anyone to submit an application, the following must be adhered to:

    1. Timing: No submittals before 8/1 of the fiscal year
    2. No submitted after 3/1 of the fiscal year.
    3. Submittals electronically only to treasurer@[westlasawtelle.org](mailto:westlasawtelle.org)
    4. Applicants shall use the city NPG forms for any NPG request.
    5. Applicants shall use the WLASNC Community Improvement Project
    6. Allocation of funds: applicant can only apply for a maximum of 30% of the current years NPG and CIP years annual allocated funds.
    7. Treasurer or his/her designee shall download all requests and evaluate them for compliance to City funding guidelines.
    8. The Neighborhood Council board shall evaluate the remaining applications at the next monthly board meeting for discussion and possible motion at the board meeting.
    9. Recipients shall file a report before the end of the fiscal year explaining how the funds were used and how the NC received benefits from the NPG.

## **BYLAW ADDITION**

- 1. The WLASNC shall include a non-voting youth seat on the Board of Directors and a youth committee. Youth must be between 14-17 years of age and will serve a 1 year term ending June 30th of each year.**

## **VIII. OLD/CONTINUING BUSINESS**

### **IX. EX PARTE COMMUNICATIONS**

### **X. GENERAL PUBLIC COMMENT: (Max 90 seconds)**

### **XI. ADJOURNMENT**

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, make your request at least 3 business days (72 hours) prior to the meeting by contacting the Dept of Neighborhood Empowerment at (213) 978-1551 or [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

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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](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)

Public Access of Records - In compliance with Government Code 54957.5, non-exempt writings that are distributed to a majority of the board in advance of a meeting may be viewed at the NC Office at 1645 Corinth Ave., at website: [www.westlasawtelle.org](http://www.westlasawtelle.org), online at <https://tinyurl.com/WLASNC-Board>, or at the meeting. If you want a copy of any record on the agenda, contact James Altuner at: [james@westlasawtelle.org](mailto:james@westlasawtelle.org).

Public Records Act Requests: Requests shall be forwarded to DONE and the City Attorney for guidance in determining compliance with the request. The Board will respond to the person or agency requesting the records in writing, within 10 days of receipt of the request, informing them that their request has been received and forwarded to DONE and the City Attorney to determine compliance.

Link <https://recordsrequest.lacity.org/> DONE link <https://empowerla.org/public-records-requests/>

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. The Bylaws are available at our Board meetings and our website [www.westlasawtelle.org](http://www.westlasawtelle.org).