



Virtual By Laws Committee – DRAFT MEETING MINUTES

Meeting Date: November 2nd, 2021

Meeting Time: 7:00 PM

Contact: naira.harootunian@dlanc.com for more information

1. Call to Order / Roll Call

- **Meeting started at 7:04pm**

Naira Harootunian	H
Claudia Oliveira	H
Jim Sarratori	H
Reeyan Raynes	H

2. General Public Comment The public is requested dial *9, when prompted by the presiding officer, 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 comments are limited to two minutes per speaker with a total time of ten minutes. (The chair, depending on number of speakers and time considerations, may change these parameters.)

3. New Business:

- a. Discuss and possible action on DLANC by Laws and Standing Rules
- The DLANC website has posted a By-Laws document for download, a Standing Rules webpage, and a Rules of Order document for download. The Rules of Order are technically part of the Standing Rules but are separated out for some reason. Rules of Order are taken from Roberts Rules of Order.

- Standing Rules are meant to be more malleable and procedural for how we operate vs by-laws which are a formal charter for the neighborhood council.
- Jim showed examples from other neighborhood councils, specifically West Hills, Mid-City West, and Venice. The Venice Standing Rules organization has a nice organization.
- Jim presented a draft template for committee operating procedures that could be adopted into the Standing Rules, or could just be a separate guide that is edited per term.
- The group decided to create generalized operating rules that could apply to each committee within the Standing Rules and then have more specific operating procedures per committee as a separate file (either within the Standing Rules or separate). The draft was produced during this meeting.
- The goal of our standing rules is to clarify and simplify the monthly processes for chairs and officers, and also provide an easy guide for incoming board members to follow during onboarding.
- Other guides: besides our standing rules, there are other guides that should be referenced or linked to that will help members understand their responsibilities. Tony mentioned the NCFP Policies Document.
- Idea for agendas: create an email similar to agenda@dlanc.org, which makes it easy to track items that are required for general meetings. Naira said this was done in the past.
- Community Impact Statements: Reeyan to work on procedures to include in the next draft of the standing rules.
- In-person meetings: Tony to work on procedures that can be included in the standing rules.
- File Naming: we should try to standardize for future organization.
- File Organization: to be clarified as part of the new google suite and google drive file structure.

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7. Other Committee Comments and Announcements

8. Next Meeting December 1st

9. Adjourn

- Meeting adjourned at 9:42pm.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS: *The public is requested to fill out a “Speaker Card” to address the [committee] on any agenda item before the committee 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 committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the committee 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 committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer.*

POSTING: *In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed on our website by clicking on the following link: www.dlanc.com, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please download from our website. 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>.*

RECONSIDERATION AND GRIEVANCE PROCESS: *For information on the DLANC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the DLANC Bylaws. The Bylaws are available at our Board meetings and our website www.dlanc.com.*

DISABILITY POLICY: *The Downtown Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the Venice Neighborhood Council will provide reasonable accommodations 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, please make your request at least 3 business days prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (213) 978-1551 or email NCsupport@lacity.org.*