

CITY OF LOS ANGELES  
CALIFORNIA

RULES & SELECTIONS COMMITTEE

NAIRA HAROOTUNIAN  
CO-CHAIR

JIM SARRATORI  
CO-CHAIR

Claudia Oliveira  
Reeyan Raynes



DOWNTOWN LOS ANGELES NEIGHBORHOOD COUNCIL  
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DOWNTOWN LOS ANGELES NEIGHBORHOOD COUNCIL  
RULES & SELECTIONS COMMITTEE  
VIRTUAL MEETING MINUTES - FINAL

Tuesday June 7, 2022 – 6:30 PM

Contact: [naira.harootunian@dlanc.com](mailto:naira.harootunian@dlanc.com) or [jim.sarratori@dlanc.com](mailto:jim.sarratori@dlanc.com) for more information

- 1. Call to Order / Roll Call
  - a. Meeting called to order at 6:32pm

Naira Harootunian	H
Jim Sarratori	H
Claudia Oliveira	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. Old Business:
  - a. Continue discussion and possible action on amending DLANC bylaws and standing rules.
    - i. Jim noted the goal of updating Standing Rules for the board and shared previous working versions of the document from previous meeting. Jim also noted that he wants to develop operating rules and procedures for each committee, as well as roles and responsibilities for each board officer. Lastly, Jim wants to develop an on-boarding guide for future board members to easily access DLANC resources and rules.

All of these items must be completed by the next board election to make the transition easier for future generations.

- ii. Reeyan noted the EmpowerLA 200+ page guide that already exists – and we may just include this file in the future onboarding package.
- iii. Reeyan suggests to not include Operating Procedures in the Standing Rules so they can be more easily edited per Committee without board votes for every change.
- iv. Jim would like to set goals and begin meeting each month. First goal is complete next Standing Rules by the August general board meeting.
- v. Samir will share an example from Kennedy School at Harvard for their board and committee operating procedures.
- vi. The Committee determined that the First Tuesday of every month would work for typical meetings, however the next few do not work for everyone's schedules. Instead, the next three meetings will be scheduled on July 11<sup>th</sup>, August 30<sup>th</sup>, and September 27<sup>th</sup>.
- vii. Samir will join committee.
- viii. Reeyan noted that according to our bylaws this committee is supposed to be 'overseeing the selection process to fill vacancies on the Board of Directors'. Several seats are currently open on the board, but no candidates have applied. Samir will investigate if there are any timelines for applications. The committee will discuss the best way to oversee candidates in future meetings.
- ix. Potential bylaw changes to be added to next meeting agenda for discussion and possible action:
  1. Add agenda item for discussion and possible action to edit the language in the bylaws to allow not only homeless individuals to run for the seat, but also any individual that has been homeless in the past.
  2. Add agenda item for discussion and possible action to change the length of DLANC terms from 2 years to 4 years, alternating half the board every 2 years.
- x. Jim will place working documents on Google Drive and the committee members will review and add suggested edits prior to the next meeting.

#### 4. New Business:

- a. Discussion and possible action to form a working group to study amending the standing rules to allow the President to have regular voting privileges.
  - i. The committee discovered that the current bylaws and standing rules posted on our current website [www.dlanc.com](http://www.dlanc.com) do not address the President voting, however an older document called 14.03 Board Rules of Order was found on the old website [www.dlanc.org](http://www.dlanc.org). DLANC shall post the Board Rules of Order on the website.
  - ii. The committee discovered the bylaws posted on the website are from July 2020, but EmpowerLA updated them in November 2020. DLANC will update the website to include the most recently approved bylaws.
  - iii. Reeyan motions to nullify the document called 14.03 Board Rules of Order (found on the old [www.dlanc.org](http://www.dlanc.org) website) at the next board meeting. Claudia seconded.
  - iv. 2 N, 2Y. Motion fails.
  - v. Committee will continue to investigate nullifying the 14.03 Board Rules of Order at future meetings while consolidating any relevant information into a updated Standing Rules document.

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6. Other Committee Comments and Announcements

7. Next Meeting – Monday, July 11th

8. Adjourn

a. Meeting adjourned at 9:02pm.

**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.*

**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](mailto: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 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](http://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 contact the secretary, [jim.sarratori@dlanc.com](mailto:jim.sarratori@dlanc.com).*

**POSTING:** *In compliance with Government Code section 54954.2(a), Neighborhood Council agendas are posted for public review at Palace Theatre, 630 S. Broadway, and at [www.dlanc.com](http://www.dlanc.com). 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>.*

**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](http://www.dlanc.com).*

**DISABILITY POLICY:** *The Downtown Los Angeles 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 Downtown Los Angeles 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](mailto:NCsupport@lacity.org).*

**STATE OF CALIFORNIA PENAL CODE SECTION 403** (Amended by Stats, 1994, Ch. 923, Sec. 159. Effective January 1, 1995.) – *Every person who, without authority of law willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.*

**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 contacte [NCsupport@lacity.org](mailto:NCsupport@lacity.org).*