

CITY OF LOS ANGELES  
CALIFORNIA

RULES & SELECTIONS COMMITTEE

VACANT  
CO-CHAIR  
JIM SARRATORI  
CO-CHAIR  
Claudia Oliveira  
Samir Bitar  
Reeyan Raynes



**DLANC**  
DOWNTOWN LOS ANGELES NEIGHBORHOOD COUNCIL  
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**DOWNTOWN LOS ANGELES NEIGHBORHOOD COUNCIL  
RULES & SELECTIONS COMMITTEE  
VIRTUAL MEETING MINUTES - FINAL**  
Tuesday, August 30<sup>th</sup>, 2022 – 6:30 PM

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

1. Call to Order / Roll Call

Jim Sarratori	H
Claudia Oliveira	H
Samir Bitar	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. Minutes:

- a. Approval of the 7/11/22 Meeting Minutes
  - i. Claudia motioned. Jim seconded.**
  - ii. Motion passes.**

4. Old Business:

- a. Update, discussion, and possible action to change the length of DLANC terms from two years to four years, alternating half the board every two years.

- i. **Per Jose Galdamez email, any changes to the bylaw would have to be made after the 2023 Election, which means they would not go into effect until the 2025 Elections.**
    - ii. **Contact city clerks election division for any advice.**
    - iii. **The board IS allowed to make this change, to align with other NC's**
    - iv. **We would have to group seats, dividing the board into two. One group will serve an extra two years.**
    - v. **Typically, bylaws committees will draft it. Then board level may make edits.**
    - vi. **This committee will plan to have any edits to the bylaws ready to present to the general board meeting in February.**
    - vii. **This committee will agree to begin writing the language that will be incorporated the bylaws to make this change, and potentially vote on it this month.**
    - viii. **Reeyan will take the lead on contacting the city clerk and developing the language.**
  - b. **Continue discussion and possible action on amending DLANC 'Standing Rules' and '14.03 Rules of Order' into a singular Standing Rules document, and to incorporate additional updates including general board rules, committee rules, operating procedures, officer roles and responsibilities, and more.**
    - i. **Claudia recommends adding another officer position to do Events, because the Outreach position is too much for one person.**
    - ii. **Claudia and Jim to have a work session to come up with the roles and responsibilities of each officer position.**
    - iii. **Reeyan recommended that detailed information**
    - iv. **Samir asked we add a requirement that newly elected board members review onboarding documents.**
    - v. **Recommended documents:**
      - 1. **Bylaws**
      - 2. **Standing Rules**
      - 3. **Onboarding Document**
        - a. **Officer/Committee Chair Roles and Responsibilities**
        - b. **Committee Operating Procedures**
        - c. **Resources**
        - d. **Etc**
    - vi. **Samir to take responsibility for Standing Rule edits**
      - 1. **Jim, Claudia, Reeyan, Nathan? To review any standing rule changes and send to Samir to incorporate into the edits**
    - vii. **Jim to continue to log any bylaw changes**
    - viii. **Claudia recommended we continue to work in smaller groups.**
    - ix. **Jim to send Nathan any information**
5. **New Business:**
- a. **Review the selection process of candidates for the upcoming September 13<sup>th</sup> general board meeting of the Center City East seat vacancy. Due to unfilled for 60 days, the seat has turned into an At-Large seat and available to anyone who qualifies to run in the DLANC boundaries.**
    - i. **Claudia to make a flyer, deadline to apply for September.**
    - ii. **Claudia to announce Civic Center Business Seat is open at next meeting.**
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**a. Nathan interested in joining the committee.**

7. Other Committee Comments and Announcements

**a. Claudia noted we are a go for Ciclavia on October 9<sup>th</sup>.**

**b. 20<sup>th</sup> Anniversary of DLANC coming up**

8. Next Meeting – September 27<sup>th</sup>

9. Adjourn

**a. Meeting adjourned at 7:46pm.**

**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.*

**CONSENT ITEMS:** *There will be no separate discussion of Consent items as they are considered routine and will be adopted by one motion. If a member of the Board, Committee, or a stakeholder requests discussion on a particular item, that item will be removed from Consent and considered separately. Such items will be moved to the end of the agenda.*

**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 Department of Recreation & Parks - Pershing Square Office, 532 S. Olive 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).*