

CITY OF LOS ANGELES
CALIFORNIA

RULES & SELECTIONS COMMITTEE

JIM SARRATORI
CO-CHAIR

DEBBY ZHOU
CO-CHAIR

Claudia Oliveira
Samir Bitar
Nathan Mahaffey
Reeyan Raynes



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DOWNTOWN LOS ANGELES NEIGHBORHOOD COUNCIL
RULES & SELECTIONS COMMITTEE
VIRTUAL MEETING MINUTES - DRAFT
Tuesday, January 3rd, 2023 – 6:30 PM

Contact: jim.sarratori@dlanc.com and debby.zhou@dlanc.com for more information.

1. Call to Order / Roll Call

a. Called to order at 6:33pm

Jim Sarratori	H
Debby Zhou	H
Claudia Oliveira	H
Samir Bitar	H
Nathan Mahaffey	A
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 November Meeting Minutes.
 - i. Debby motioned to approve. Claudia seconded.
 - ii. Motion passed unanimously.

4. Report from the chair(s)
5. Old Business:
 - a. Update, discussion, and possible action on Roles, Responsibilities, and Operating Procedures document draft.
 - i. **President: Claudia to add more information for next meeting. We will try to finalize this document next meeting.**
 1. **Add Exofficio to the Standing Rules, Jim to add to next agenda.**
 - ii. **VP of Admin**
 1. **This position needs more responsibilities. The other four chairs have more work. This position should help the President with more tasks to ease the workload.**
 - iii. **VP of Outreach**
 1. **Claudia to add more information about events.**
 2. **Shall help maintain DLANC database of stakeholder contact information with the Secretary. Currently in Mailchimp.**
 - a. **Constant contact, ichimp, other options...**
 3. **Samir noted the position should have more responsibility about strategy for communications.**
 - a. **Claudia noted that she implemented the ‘street team’**
 - b. **She also had a liaison from each Committee on the Outreach & Communication Meetings**
 - c. **Need volunteers to hand out flyers**
 - d. **Data gathering needed**
 4. **Election Committee Chair? It can be anyone that isn’t running again or the Outreach Chair according to city, but it shall be the President if no one volunteers. Also, DLANC can hire an election organizer like we’ve done in the past.**
 - iv. **Secretary**
 1. **Should hold all account information, added line to the responsibilities.**
 - v. **Treasurer**
 1. **Items added by Tony, group can review next meeting when we finalize document.**
6. New Business:
 - a. Review the selection process of candidates for upcoming general board meeting.
 - b. Discuss next steps for creation of an onboarding guide for new board members
7. **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.)
8. Other Committee Comments and Announcements
9. Next Meetings –

- a. Tuesday, February 7th
- b. Tuesday, March 7th
- c. Tuesday, April 11th

10. Adjourn

a. Meeting adjourned at 7:35pm

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/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or 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, 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, debby.zhou@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. 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.*

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.*

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.*