



**DRAFT - TO BE APPROVED AT 2/13/23 BOARD MEETING**

# **DLANC Roles, Responsibilities, and Operating Procedures**

Proposed February 7, 2023

Approved TBD

Prepared by the DLANC Rules & Selection Committee

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### **Section A: Officer Responsibilities**

#### **1. President:**

- 1.1. Bylaw Description (for reference only): The President shall act as the chief executive of DLANC and shall preside at all DLANC Board meetings and Executive Committee meetings, represent the interests of DLANC before the City Council and City departments, boards, and commissions, or delegate such representation as warranted; serve as spokesperson for DLANC in the press and before the public or delegate such a function as warranted. The President shall be an ex-officio member of all DLANC committees.
- 1.2. Liaison between DLANC, city agencies, city officials, and the public.
- 1.3. The President shall create the agenda for the Executive Committee Meetings, and present a draft agenda for the General Board Meeting for approval.
- 1.4. The President shall coordinate all agenda items and supporting documents with the committee chairs.
- 1.5. The President shall coordinate with anyone Presenting to the board.
- 1.6. The President shall create the Zoom Links, and confirm that 'reminder emails' are sent to all board members and panelists prior to the general board meeting.
- 1.7. The President handles CPRA requests in conjunction with the Secretary.
- 1.8. The President appoints the liaisons and manages their roles and responsibilities.
- 1.9. The President presides over the General Board Meeting and Executive Committee meetings.
- 1.10. Post all general board meeting agendas and supporting documents to the website, or coordinate the posting by other members of the board.
- 1.11. Responds to general inquiries from the [info@dlanc.com](mailto:info@dlanc.com).
- 1.12. Elections Committee Chair by default, or can hire an elections coordinator.
- 1.13. Is a Credit Cardholder and fulfills payments
- 1.14. Is the designated signer when the City Clerk issues a letter of authorization.
- 1.15. Communicates with media outlets and coordinates with the Vice President of Outreach and Communication.
- 1.16. Conflict Resolution
- 1.17. Works with the EmpowerLA Representative for operational purposes.
- 1.18. Communicates with the General Counsel from the City Attorney's Office.
- 1.19. The President shall facilitate communication and meetings between constituents and appropriate board chairs, members, and government agencies.
- 1.20. The President shall represent DLANC at city commissions, city boards, and/or committees requiring DLANC representation. Shall also have the opportunity to appoint an individual from the board to attend or speak at meetings as required.
- 1.21. Assists in training officers and incoming board directors



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### **2. Vice President of Administration**

- 2.1. Bylaw Description (for reference only): The Vice President of Administration shall serve as President in the absence of the President; be responsible for the operational and logistical needs of the Board; and Chair the Rules and Selections Committee. The Vice President of Administration shall also maintain oversight of all DLANC Committees.
- 2.2. Responsibilities:
- 2.3. Takes responsibility for the board meetings with the absence of the President.
- 2.4. Manages zoom controls
- 2.5. Confirm that candidates qualify for open board seats.
- 2.6. Shall conduct chair evaluations and confirm that committees are regularly meeting according to bylaws.
- 2.7. Manage email system for new board members
- 2.8. Recaps the monthly profiles for the rest of the board at meetings
- 2.9. Update the letterhead templates when required and confirm all committees are using the correct letterheads. Whenever there is a change update:
  - 2.9.1. Master Letterhead Template
  - 2.9.2. Master Committee Agenda Template
  - 2.9.3. Master Email Signature Template
- 2.10. Give access to committee chairs to post agendas and supporting documents for meetings.
- 2.11. Orders Business Cards and Certificates

### **3. Vice President of Outreach and Communication**

- 3.1. Bylaw Description (for reference only): The Vice President of Outreach and Communications shall prepare and release media statements (after approval by the President); oversee DLANC's website and be responsible for maintaining and updating the stakeholder database and ensuring its confidentiality; routinely inform the public of DLANC's activities; actively solicit interest and participation in DLANC's activities; and Chair the Outreach Committee.
- 3.2. Responsibilities:
- 3.3. In charge of Outreach, per Article V, Section 11: Community Outreach of the bylaws.
- 3.4. Chair the Outreach & Communications Committee
  - 3.4.1. Create agenda for and lead a monthly meetings
  - 3.4.2. Conduct research for monthly Outreach and Communication Committee meetings



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- 3.4.3. Ensure the taking of meeting minutes
- 3.4.4. Liaise with DLANC President
- 3.4.5. Present committee materials at the monthly DLANC Board of Directors Meeting.
- 3.5. Marketing and promotion of all scheduled DLANC meetings, events, elections, and open board seats.
  - 3.5.1. Produce or oversee the creation of collateral
  - 3.5.2. Review with President
- 3.6. Press Releases: Draft, broadcast, and archive DLANC press releases.
  - 3.6.1. Maintain a secure DLANC database of confidential stakeholder contact information with the Secretary
- 3.7. Calendar: Create and maintain a calendar of events for board meetings, committee meetings, and other events.
- 3.8. Website:
  - 3.8.1. Maintain the website and/or appointed webmaster, provide updates when required, and give access to other DLANC officers.
  - 3.8.2. Kingsley Halucion is our contracted web designer at [kingsley@halucion.com](mailto:kingsley@halucion.com). Reach out to him to get a login for backend website access, as well as for any major website updates/changes.
  - 3.8.3. The most frequently updated section of the website is the Calendar, which can be accessed through the following pathway in our website's backend UI
    - 3.8.3.1. STEC >> Events
    - 3.8.3.2. To create new events, select "Add Event"
    - 3.8.3.3. Typically, to add additional iterations of existing BOD and Committee meetings, the easiest way to update is to select the most recent BOD/Committee meeting event >> click "Duplicate" >> select the newly created duplicate event item >> click "Edit" >> General tab >> Rename to remove "duplicate" from the event title >> scroll down to change the event date >> click "Update Event"
    - 3.8.3.4. To add attachments, go to the Attachments tab >> upload files >> select files from Media Library to attach.
  - 3.8.4. Other commonly updated pages:
    - 3.8.4.1. About >> Board of Directors: any time there is a roster change this needs to be updated.



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- 3.8.4.2. News/Events: for posting of upcoming community events, open board seats, and any other projects/newsworthy things within the district.
- 3.8.4.3. CIS / Letters and Resolutions: add CIS / letters as they are submitted to the City. Directions on how to update can be found here:  
[https://drive.google.com/drive/folders/1XYsynnYk8Q6eVLbWlbrRtRvmxYRbJLcG?usp=share\\_link](https://drive.google.com/drive/folders/1XYsynnYk8Q6eVLbWlbrRtRvmxYRbJLcG?usp=share_link)
- 3.9. Social Media: (Reeyan to fill out)
  - 3.9.1. Maintains and manages all DLANC social media accounts, or platforms that can share information.
  - 3.9.2. Posts, follows, and relays community and civic information on outlets in accordance with the City's Digital Communications Policy
  - 3.9.3. Responds to questions via Direct Message from social media users and either provides or directs the appropriate resources to the end user
  - 3.9.4. Creates and manages calendar and special events on all active social media platforms
  - 3.9.5. Live Streams or posts information to relevant DLANC board of directors meetings when available
  - 3.9.6. Next Door.... ?
  - 3.9.7. Extracts, manages, and analyzes social media data
- 3.10. Produce Events
  - 3.10.1. Agendize motion for the event with a date for approval by the Outreach Committee and then by the Board of Directors
  - 3.10.2. If the event requires funding, agendize motions of expenditure for approval by the Outreach Committee and then by the Board of Directors
  - 3.10.3. Confirm the Location
  - 3.10.4. Create a Draft Poster (include location, date, and time)
  - 3.10.5. Fill out Form Neighborhood Council Funding Program (NCFP) 106 found at <https://clerk.lacity.gov/sites/g/files/wph1491/files/2021-02/NCFP%20106%20Event%20Approval%20Form.pdf>
  - 3.10.6. Ask the Treasurer for the Signed Board Action Certification (BAC) documents
  - 3.10.7. If the event is held at a City of Los Angeles Venue, fill out the proper venue application by contacting the venue directly. It can only be signed once you get authorization from the city clerk.
  - 3.10.8. Create a detailed Budget Breakdown



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- 3.10.9. Send the following documents to the NC Funding Representative within at least 30 days from the event's date.
  - 3.10.9.1. NCFP 106
  - 3.10.9.2. BAC
  - 3.10.9.3. Venue application
  - 3.10.9.4. Flyer
  - 3.10.9.5. Budget
- 3.10.10. Vendors - Certain vendors require extra insurance (e.g. Musicians, performers, equipment providers, etc). Coordinate with insurance provider, Quick Comply. If extra chargers, it must be approved by the board.
- 3.10.11. Food Vendors offering free items require a health permit from the LA County Public Health Department.
- 3.10.12. Individually packaged items from USDA approved sources, coffee beverages, and bottled refreshments don't require permits.
- 3.11. Communicate with City Clerk, Empower LA

#### **4. Secretary**

- 4.1. Bylaw Description (for reference only): The Secretary shall be responsible for keeping a record of all proceedings, correspondence, documents and Board meeting attendance; shall be responsible for keeping and posting minutes of all Board and Executive Committee meetings; and shall maintain a current roster of Directors and Alternates. The Secretary shall also be the Officer of Service for grievances and California Public Records Act Requests, maintaining a roster and report and reconciling it with Empower LA roster. If the board hires a minute taker, the secretary is responsible for coordinating with the note taker and assuring that minutes are properly prepared.
- 4.2. Meeting Minutes:
  - 4.2.1. A member of the Executive Committee, the Secretary shall take the meeting minutes of this committee, post the draft minutes to the website, and post the approved minutes to the website.
  - 4.2.2. Responsible for General Board Meeting Minutes, the Secretary shall be primary contact with the hired minute taker, review draft minutes for accuracy prior to posting the draft minutes to the website, and post the approved minutes to the website. The Secretary takes meeting minutes for all Special Board Meetings or in the absence of a minute taker.
- 4.3. Proposals for action:



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- 4.3.1. Receives written proposals for action by stakeholders and refers them to the appropriate committee, per Bylaws Article VII, Section 2: Agenda Setting
- 4.3.2. Track upcoming agenda items, helping the President stay organized.
- 4.3.3. Receives written Motions for Reconsideration by the Moving Director per Bylaws Article VIII, Section 4.E.
- 4.4. Roster / Attendance:
  - 4.4.1. Update DLANC Roster and Planning and Land Use Roster excel file for after each meeting if changes occur. Save record copies for every change. Send the updated roster to the below emails:
    - 4.4.1.1. [rosters@empowerla.org](mailto:rosters@empowerla.org)
    - 4.4.1.2. [jose.galdamez@lacity.org](mailto:jose.galdamez@lacity.org) (DONE Neighborhood Empowerment Advocate)
    - 4.4.1.3. DLANC Officers
    - 4.4.1.4. Attach the file and list the changes. Ask EmpowerLA to send Cornerstone Trainings to their personal emails. Ask the Treasurer to create official DLANC emails for new board members.
  - 4.4.2. Take attendance on the DLANC Attendance excel document. Send warnings to any board members at risk of being removed due to absences. If a board member reaches the limit of absences:
    - 4.4.2.1. Inform the board member using the 'Removal from Board Guide' email template. The board member may choose to resign or ask the board for an exception.
    - 4.4.2.2. Inform the President to add an agenda item on the next general board meeting for removing the board member
  - 4.4.3. Qualified stakeholders must apply to open board seats by emailing the Vice President of Administration and the Secretary, per Bylaws Article V, Section 6: Vacancies. Either officer may review and verify their eligibility, which must include proof of identity and home/business address.
  - 4.4.4. Receives written resignations from board members per Bylaws Article V, Section 10: Resignations.
- 4.5. Record Keeping:
  - 4.5.1. Maintain digital filing system
  - 4.5.2. Shall maintain a list of all account information and passwords, coordinating with all DLANC Officers. Distribute information to the City Clerk and DONE Neighborhood Empowerment Advocate.
  - 4.5.3. Maintain a secure DLANC database of confidential stakeholder contact information with the VP of Outreach.
- 4.6. California Public Records Act Requests (CPRA Requests)



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- 4.6.1. The Secretary shall receive, track, and compile CPRA Requests and Materials, working with the President, City Attorney, and Neighborhood Empowerment Advocate.
- 4.7. Community Impact Statements
  - 4.7.1. The Secretary is the primary person responsible for uploading Community Impact Statements approved by the board to the city portal here: <https://cityclerk.lacity.org/CIS/>
- 4.8. Shall also be incharge along with the Treasurer of maintaining a list of all Neighborhood Council inventory of value as requested by City Clerk or DONE.

### **5. Treasurer**

- 5.1. Bylaw Description (for reference only): The Treasurer shall Chair the Budget & Finance Committee. The Treasurer shall oversee the finances of DLANC to assure total compliance with all Department of Neighborhood Empowerment and Los Angeles City requirements and in general perform all duties incident to the office of Treasurer and such other duties as may be assigned by the Board. The Treasurer shall provide at each meeting of the Board and at such other times as the Board may request a written account of the finances of DLANC (MERS) for Board approval. The Treasurer will also report the details of the budget versus actual expenditures for the fiscal year.
- 5.2. Organize and preside over monthly Budget Committee Meeting.
- 5.3. Maintain NC budget spreadsheet and update that spreadsheet monthly when the monthly expenditure report (MERS) is approved.
- 5.4. Maintain login information including login name and passwords for any website where the NC is making recurring payments. Must provide any updated login information to a second person assigned to also hold that information.
- 5.5. Create all Board Action Certificates (BACs) and have a second signer complete signatory.
- 5.6. Responsible for collecting BAC vote counts at monthly board meetings.
- 5.7. Maintain files for all treasurer items including but not limited to invoices, NPG application, BACs, MERS.
- 5.8. Make all payments (check or credit card) to vendors on board approved expenditures.
- 5.9. Provide the President a list of Treasurer items to be included in the monthly board meeting including but not limited to expenditure items, monthly expenditure reports, and NPG applications.





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- 5.10. Create new email accounts for new board members and instruct them on how to activate their email account.
- 5.11. Create NC Admin Packet for new fiscal year and submit board approved packet to the Clerk. Submit any amended Admin Packet to the Clerk as required.
- 5.12. Provide successor all Treasurer held files including but not limited to invoices, NPG applications, MERS, BACs, login information, budget spreadsheets, and emails.
- 5.13. Shall also be incharge along with the Secretary of maintaining a list of all Neighborhood Council inventory of value as requested by City Clerk or DONE

### **Section B: Committee Operating Procedures**

#### **6. Agendas / Meeting Preparation**

- 6.1. Creation of meeting agendas shall be the responsibility of the chair or co-chair of each committee. Comply with BONC policy number 2014-01.1.
- 6.2. Items submitted to the chair may be submitted by members of the public, committee, or board, and shall be placed on the agenda with a description.
- 6.3. If available online, hyperlink each file to the agenda item.
- 6.4. The chair or co-chair shall compile materials and email the agenda and materials to the Secretary, VP of Admin, VP of Outreach, and President. One of them will then post on the website calendar prior to the meeting (3 days prior for Regular Meetings or 24 hours prior for Special Meetings).
- 6.5. The chair must also send the agenda to the city for digital distribution as well as posted publicly in the DLANC assigned location.
  - 6.5.1. For digital distribution, send agenda to:
    - 6.5.1.1. [ncsupport@lacity.org](mailto:ncsupport@lacity.org) (citywide mailing list)
    - 6.5.1.2. [jose.galdamez@lacity.org](mailto:jose.galdamez@lacity.org) (DLANC Neighborhood Empowerment Advocate)
    - 6.5.1.3. [lorenzo.briceno@lacity.org](mailto:lorenzo.briceno@lacity.org)
  - 6.5.2. For physical posting, email the agenda to [pershing.square@lacity.org](mailto:pershing.square@lacity.org) (Pershing Square) and [jsherod@lapl.org](mailto:jsherod@lapl.org) (Little Tokyo Library).
- 6.6. File names shall be in the following format: **Agenda\_CommitteeName\_YYYY-MM-DD**

#### **7. Meeting Minutes**



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- 7.1. The recording of meeting minutes shall be the responsibility of the chair or co-chair. They may also appoint a designated committee member to be responsible for minute taking.
- 7.2. Draft meeting minutes shall be posted for approval at the following meeting. The title of the document shall read "DRAFT MEETING MINUTES" and the file shall be named **MeetingMinutes\_CommitteeName\_YYY-MM-DD\_DRAFT**
- 7.3. Approved meeting minutes shall be posted on the website calendar event of the original meeting. The title of the document shall read "FINAL MEETING MINUTES" and the file shall be named **MeetingMinutes\_CommitteeName\_YYY-MM-DD\_FINAL**
- 7.4. Minutes should comply with the requirements stated within the BONC policy number 2016-01.

### **8. Post-Meeting Documentation**

- 8.1. After committee meetings, the chair shall send all supporting documents and a separate word file with the written motions and vote count to the President within one week of the meeting or prior to the Executive Committee meeting, whichever comes first. Supporting documents may include city motions, presentations, draft CIS's, draft action letters, planning and land use applications, and more.

### **9. Action Letters**

- 9.1. Draft letters of action approved by the committee shall be sent to the President.
- 9.2. The file shall be titled and named **DRAFT** and unsigned
- 9.3. Once approved, the action letter must receive the signatures of the President and Chair and be sent to the President for distribution in a PDF format.

### **10. Community Impact Statements**

- 10.1. The President, Secretary, Chair(s) of the Government Liaison Committee, and any other designated appointee, shall be the (4) persons authorized to submit Community Impact Statements (CIS) on behalf of the Neighborhood Council with board confirmation here. Forms and trainings to create and post CIS's are available.
- 10.2. The board must vote on the (4) individuals to be given access to the city clerk website for posting here: <https://cityclerk.lacity.org/CIS/> and submit a form of the approved names to to the Department of Neighborhood Empowerment: [lorenzo.briceno@lacity.org](mailto:lorenzo.briceno@lacity.org) and [jose.galdamez@lacity.org](mailto:jose.galdamez@lacity.org)



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- 10.3. The Government Liaison Committee Chair(s) shall submit all CIS's to the city website that are from the Government Liaison Committee in coordination with the Secretary.
- 10.4. The Secretary shall be responsible for posting for all CIS's from all other committees of the board, the Government Liaison Committee Chair(s) are also authorized to submit all CIS's for other committees with previous authorization from the Secretary.
- 10.5. Any additional comments or attachments on the CIS shall be submitted along with the motion and must be approved by the board prior to submission.