

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, February 7<sup>rd</sup>, 2023 – 6:30 PM

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

- 1. Call to Order / Roll Call
  - a. Called to order at 6:34pm

Jim Sarratori	H
Debby Zhou	A
Claudia Oliveira	H
Samir Bitar	H
Nathan Mahaffey	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 January Meeting Minutes.
    - i. **Jim motioned to approve the minutes. Samir seconded.**
    - ii. **Nathan abstained. Jim, Claudia, Samir, Reeyan voted yes. Motion passed.**

4. Report from the chair(s)
5. Old Business:
  - a. Update, discussion, and possible action on Roles, Responsibilities, and Operating Procedures document draft.
    - i. Updates to President responsibilities updated by Claudia and several updates made during meeting.**
    - ii. Robert Martinez noted we could create separate document that describes board member responsibilities and share community resources with constituents.**
    - iii. Reeyan motioned to approve the document and grant the chair permission to make relevant edits and corrections prior to the general board vote. Claudia seconded.**

Jim Sarratori	H
Debby Zhou	A
Claudia Oliveira	H
Samir Bitar	A
Nathan Mahaffey	H
Reeyan Raynes	H

**iv. Motion has unanimously.**

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, March 7<sup>th</sup>
  - b. Tuesday, April 11<sup>th</sup>
10. Adjourn
  - a. Meeting adjourned at 7:15pm.**

**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](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, [debbv.zhou@dlanc.com](mailto:debbv.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](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).*