



Sunland Tujunga Neighborhood Council

8250 Foothill Blvd., Suite A, Sunland, CA 91042 - (818) 951-7411 FAX (818) 951-7412

E-mail: secretary@stnc.org

Board Special Meeting Agenda

Wednesday, July 12, 2017 - 6:30 PM

North Valley City Hall

7747 Foothill Blvd, Tujunga, CA 91042

1. Call to Order and Pledge of Allegiance (2) Krystee Clark, President Announcements (7)
 - Reminder of protocol for public comments
 - Housekeeping, Speaker Cards, and Timekeeper
2. Event Announcements - 1 minute per speaker (10)
3. Public Comment on Non-Agenda Items within the Board's subject matter jurisdiction (10)
4. Public Official and Community Representative Announcements (20)
 - Questions/Comments from the Public (10)
5. DISCUSSION/ACTION: Approve minutes of the June 14, 2017 Meeting
6. DISCUSSION/ACTION: Review and approve June 2017 Monthly Expenditure Report (MER)
7. DISCUSSION/ACTION: Set STNC Budget for Fiscal Year 2017-18
8. DISCUSSION/ACTION: Motion to reconstitute Women Empowering Sunland-Tujunga (WEST) Committee for Fiscal Year 2017-18 as a standing committee of the STNC (Committee was constituted as an ad-hoc committee for FY 16-17)
9. DISCUSSION/ACTION: Request for motion to provide \$500 in funding for National Night Out on August 1
 - Board to also consider request that STNC table have small gifts (pen, flashlight, coaster, etc) to give away at National Night Out
10. DISCUSSION/ACTION: Amendments to STNC Bylaws
11. Board and Committee Reports including Discussion/Possible Action
 - a. Safe Streets Committee:
 - DISCUSSION/ACTION: Presenting committee's FY 2016-17 year-end report and recommendations for Board consideration
 - b. Women Empowering Sunland-Tujunga (WEST)
 - c. Outreach
 - d. Land Use Committee
 - DISCUSSION/ACTION: Presenting report and recommendations regarding Department of Transportation issues for Board consideration
 - Announcement: Please attend July 17 meeting for presentation from car auction company that is considering the K-Mart location
 - e. Region & Group Representatives
 - f. Report from Budget Advocates
 - g. Animal Issues
 - h. Beautification
 - i. Budget
 - j. Arts, Recreation and Culture
 - k. Youth Advisory Council
 - l. Storage Inventory Committee
 - m. Safety Committee
 - n. Bylaws Committee
12. Closing Comments by President, Acknowledgements, and Adjournment. (1)

Adjourn by 9:00 p.m.

Posted 7/10/17; Remove after 7/12/17

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” 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



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Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

PUBLIC POSTING OF AGENDAS - STNC agendas are posted for public review as follows:

- At Sunland Tujunga Neighborhood Council Office, 7747 Foothill Blvd, Tujunga, CA
- At www.stnc.org
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

THE AMERICANS WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and 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 (72 hours) prior to the meeting you wish to attend by contacting Krystee Clark, Board President, at (818) 566-0013 or email via president@stnc.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 in advance of a meeting may be viewed at our website: encinonc.org 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 Krystee Clark, Board President, at (818) 566-0013 or email via president@stnc.org.

RECONSIDERATION AND GRIEVANCE PROCESS – For information on the STNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the STNC Bylaws. The Bylaws are available on the STNC.org website or at EmpowerLA.org.

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, Presidente de la Krystee Clark, al (818) 566-0013 o por correo electrónico stnc.org para avisar al Concejo Vecinal."

Sunland-Tujunga Neighborhood Council
Special General Meeting Minutes –Draft 6/23/17
Meeting date: June 14, 2017
Meeting Location: NVCH = 7747 Foothill Blvd, Tujunga, CA 91042

Item 1: Called to Order: 6:39pm by Krystee Clark, STNC President

Board member in Attendance:

Krystee Clark

Amelia Anderson

Pat Kramer

Charlie Bradley

Julie Cuddihy

Linda Adran

Dana Stangel

Jon VonGunten

Pati Potter

Marlene Hitt

John Candler

Mark Seigel – arrived 8:04

Hrant Vartzbedian

Ana Orudyan

David Barron – arrived 8:12

Pledge of Allegiance

President Announcements:

- a) Small Asphalt Repair – Contact Pati Potter, Region 4 Rep. with address of needed repairs.
- b) 4th of July parade and fireworks – please put your name on the volunteer signup sheet

Item 2: Event Announcements

- a) Animal Issue committee meeting 6/20 and presentation on BioBlitzap and 6/24 Ora Vista Park 9am-noon will be a scavenger hunt to practice with the bioblitz app.
- b) Only the Oaks Remain – Detention Station – Open Ceremony Sunday July 9th please RSVP. Traveling exhibit will be at Bolton Hall July 9th through August 6, 2017 more info www.littlelandershistoricalsociety.org

Item 3: Public Comments

- a) Pat Kramer upset that water balloons or cannons are being allowed at the 4th of July parade, she strongly feels the organizers should announce that these are prohibited and take measures to stop it or at the very least set up a wet zone where they would be allowed
- b) John Vazquez gave an update on the McGroarty and oak tree issue-STNC, CFAC, Kagle Canyon Assoc and the Native Tribes will or has written letters to request a full ERI.
- c) Roberta (stakeholder) thanked Nina Royal for all her dedication and hard work to bring Mission College to S/T.
- d) Amelia announced she has written articles in the Foothills Paper why we celebrate the 4th of July. In addition, mentioned new regulations on vehicle dwelling.
- e) Dana gave info and asked for help/advise for a 70yr old lady that is fighting to save and stay on her property in Shadow Hills. She is and has lived on the property 30 years but there is no house on the property currently. Legal help is needed mainly.
- f) Nina – Mission College has the new class schedule out. The school will be sending out mailers this coming week.

Item 4: Public Official and Community Rep Announcements:

- a) LAPD REPORT: John V. gave the report – Sunland down 10% over last year; Tujunga 12% down, Foothill Division over all down 5%. Two Nuisance properties location have been turned over to the Attorney Office for investigation also new investigation taking place on Assist Living facilities. There will be a higher presence of LAPD at the parade.
- b) Vanessa of DONE – there are 90 accepted in the Civic Youth. Remind that the Treasure needs to be done before July 1st. Working on getting training in a valley location. Submit any pictures or stories about the NC for the Congress.
- c) Eric – from Assemblyman Raul Bocanegra office - Workshops will be given 6/30/17 in Pacoima 6:30pm to talk and take questions. Joining with City of San Fernando on a

workshop for Calif Tax Credit workshop business in the district to help business grow, tax credit info, secure funds July 11th 9:30am in San Fernando, more info on the assembly web site. Sound wall funds have been secured on Paxton. [He actually said Paxton to Sunland Blvd. but those 2 streets do not meet]. Assemblyman has secured fund of \$3.5 million in the state budget to go toward the acquiring the Big Tujunga Canyon property aka Canyon Homes Development, once the budget is passed it will go to the Governor to sign, Property will be appraised and if more monies is needed he will look to possibly from Prop 1 and and/or find additional funds other places as/if needed, such as the Santa Monica Conservatory.

- d) Rose from LAUSD #6 – reminded everyone of National Night Out 8/1/17 and Monica Radcliff hopes everyone comes out and enjoys themselves. Monica Radciff thanks the STNC for being receptive reaching out to get students they can be active. Monica Radcliff last day will be June 30, 2017, Kelly Gonez will take over July 1, 2017

Item 5: Presentation on the Safe Sidewalk program.

Ramon Aguilar – improvement movement and make ADA compatible. – Funds put aside to do this in the next 30 years. All info at <http://www.sidewalks.lacity.org> there are 2 programs.

Access program: priority goes to access requirement for disability

Rebate program: owner would pay and have the work done then apply for the rebate, depending on residential or commercial would determine how much of a rebate. This will speed up getting their sidewalk fixed. Regarding trees in the way or damaging the sidewalk, the city will come out of evaluate.

Item 6: Presentation by San Gabriel Mountains Forever

John Monsen - reminded all that STNC wrote a letter in Oct 2015 in support of passing legislation to keep San Gabriel Mountains as open space. The east portion of the San Gabriel Mountains was designated as a National Monument, but not the west side, SGMF wants to change that to get all the SGM in the National Monument and is asking the STNC for a new letter of support [see item 12]

Item 7: Presentation from Steps to Heaven

Elder Resource/Support Service 1-stop shop for seniors and family. Elder Care Coordinators and Geriatric Care managers. Also a non-profit side for those that do not qualify for Medical or legal services they try to see if they can help. Can also look into illegal or substandard assistance living facility or transition homes.

Item 8: Approval of Minutes

- a) Krystee moved to approve 5/10/17 minutes: Marlene second
Passed = 15 yes, 0 no, 1 abstain
- b) Krystee moved to approve 5/24/17 minutes: John C second:
Passed = 15 yes, 0 no, 1 abstain

Item 9: Review/ approve May 2017 and June 2017 MER

No report but Krystee said spent down almost to the penny, \$2,500 went toward the 2017 fireworks.

Item 10: Motion to change STNC mailing address to 7747 Foothill Blvd. Tujunga, CA 91042

Krystee moved to approve; Dana second:

Passed = 15 yes, 0 no, 1 abstain

Item 11: Two Budget Representative

Krystee moved to appoint Rick R. and Hrant V; Amelia second:

Passed = 15 yes, 0 no, 1 abstain

Item 12: Letter of Support for San Gabriel Mountains Forever

Letter read, Krystee moved to support; Dana second:

Discussion was to adjust some of the wording “to preserve all existing acreage”

Krystee Moved to amend the original motion and to accept changes: Pat K. second:

Passed = 15 yes, 0 No, 1 abstain

Item 13: Motion to support letter by Matt Kruse

Krystee moved to support; Dana second:

Discussion it is understood that Film LA understands the importance of all bike lanes being painted green and when filming, if needed, will paint over the green and after filming will repaint the bike lanes green.

Krystee Motioned amend the original motion to include in the letter “we would like our specific bike lane to be priorities for painting green”

Krystee moved; Amelia Second:

Passed = 15 yes, 0 no, 1 abstain

Item 14: Motion for monies for refreshments and promotional materials for event to acknowledge contributions by committee members and stakeholders to the community. Tentative date is Sept 2017.

Dana moved up to \$1,000; Pat K second:

Discussion: It was questioned if dinner is part of the funds, no only refreshments.

Amelia suggested advertised in local town papers.

Cindy said this is a great idea to acknowledge work by people, this use to be done but it has been awhile.

Passed = 14 yes, 0 no, 2 abstain

Item 15: Motion for up to \$400 for shipping cost of the 3 chair carts.

Krystee moved; Pati second:

Passed = 15 yes, 0 No, 1 abstain

Item 16: Board and Committee Reports

- a) Safe Streets recommendations – tabled
- b) Outreach – each committee chair think about and turn in names for the acknowledgement event.
- c) LUC – Motion from the committee to support, Krystee moved:
 - i. 7314 Foothill signage –
Passed = 15 yes, 0 No, 1 abstain
 - ii. 6443 Blanchard Canyon single family residence –
Passed = 15 yes, 0 No, 1 abstain
 - iii. Richard Marshalian appointed to LUC alternate member –
Passed = 15 yes, 0 No, 1 abstain
- d) Storage inventory Committee –
 - i. Shelves need to be secured to wall.
 - ii. Need someone or suggestion on getting into the STNC computer since the password is lost.
 - iii. Wi-Fi – need to push CD7 to offer Wi-Fi to the building
- e) Women Empowering Sunland-Tujunga (WEST) Committee (new name)- July monthly meeting date changed because of 4th of July; looking for a plane to have their Tea party, possibly in November.
- f) Budget – day is coming up June 24th, open to all Board members and stakeholder, great event, register on line.
- g) Arts & Recreation and Culture = attempting to put together a directory of all artist in the community, McGroarty At center is also helping.

Ending comments by Nina:

- a) National Night out is Tue August 1, 2017. We have had this event for more years than she can remember, it will continue. Volunteer to get food, water set up tables and funding needed. If no objections she will try to get the same band to play, the cost last year for the band was \$200.
- b) Still working on Safety Emergency Drill Day, was planning on October but so much going on that might not work.
- c) Safety Communities gives an award to LAPD or LAFD that has gone over and above the call of duty, if you know of any please let Krystee know so awards can be presented.

Next Meeting: July 12, 2017

Adjourn

DRAFT

SAFE STREETS COMMITTEE FINAL RECOMMENDATIONS

Committee dissolved as of June 30, 2017

June 13, 2017

Since it was formed in August, 2016, the Safe Streets Committee has held monthly public meetings where public input was encouraged. The purpose of the STNC Safe Streets Committee will be to study transportation issues within the STNC boundaries on Foothill Boulevard and report its findings to the Board. The committee will focus its efforts on identifying improvements that can be made on Foothill Blvd regarding (1) slow traffic, (2) reduction of accidents, (3) improvement in the safety of both pedestrians and motorists using Foothill Boulevard, and (4) any other significant findings resulting from the committee's work. This ad-hoc committee will prepare its recommendations in a final report to be submitted to the Board on June 15, 2017. This ad-hoc committee on transportation will be dissolved effective June 30, 2017.

The following list is a combination of suggestions taken from ongoing monthly public meetings of the Safe Streets Committee, from the recent town hall and from community events, from members of the Land Use committee after meeting with Tim Fremaux from LADOT on May 1, and from stakeholders from the Sunland-Tujunga community. The following are some key points taken from these ongoing meetings. We believe the following list should be a priority for the Sunland-Tujunga Neighborhood Council to agendaize, review and support for submission to the LADOT and CD7. We are requesting that our newly elected CD7 councilmember, Monica Rodriguez, work together with the LADOT to implement these safety improvements ASAP.

IMMEDIATE, SHORT TERM IMPLEMENTATION

- 1. Find funding to install left turn lights at Oro Vista and Mt. Gleason on Foothill.** The need for turn signals at these dangerous intersections has been previously identified and studied by DOT. They have both been approved and await funding. Other NCs have used funds from City Planning fees or from the Council District funds. We need to find funds to move these projects forward ASAP.
- 2. Solar electronic speed signs** (showing how fast each car is moving) should be installed on both sides of Foothill in Sunland-Tujunga where excessive speeds are a major issue.
- 3. The installation of a "Bike Route" with green signs and sharrows** (bike symbols painted on street) **on Estaban and Big Tujunga Canyon Road between Hillhaven and Haines Canyon.** These two streets parallel the section of Foothill where the existing bike lanes on Foothill "disappear" because the street becomes too narrow. The creation of a "Bike Route" on these streets provides a viable alternative for cyclists on Foothill. Funding for this project has already been approved by DOT and is currently waiting for implementation. Encourage cyclists to use alternate routes to riding on Foothill, which is dangerous because of high speeds.
- 4. CONTINENTAL CROSSWALKS ARE NEEDED AT ALL INTERSECTIONS ON FOOHILL**

WITH STOPLIGHTS. Below is a list of intersections on Foothill Blvd. where continental, wide-striped pedestrian crosswalks are currently needed. At the present time, there are only three continental crosswalks on the entire stretch of Foothill in Sunland-Tujunga. **Repainting these crosswalks with wide, vertical stripes** is the most efficient, cost-effective method to significantly increase pedestrian safety and make motorists more aware of pedestrians at these dangerous intersections. All of these crosswalks are located at intersections with existing stoplights:'

MARCUS, PINEWOOD. COMMERCE, HILLHAVEN, PLAINVIEW. APPERSON, MT. GLEASON. WOODWARD, McVINE, SHERMAN GROVE

5. The stop lights along the entire Foothill corridor in Sunland-Tujunga should be **better synchronized to encourage 35 mph driving.** Pedestrian crossing times at major intersections should be lengthened wherever feasible.

6. **Flashing yellow lights** should be installed in front of the **Fire Department Station** on Foothill east of Mt. Gleason.

7. **Paint the bike lanes green** with newly-approved Endurablend green paint to provide better visibility of cyclists and bicycle lanes.

8. **Paint speed-limit number** at intervals along street.

9. **Add bollards to specified areas to prevent dangerous driving behavior,** such as just past stoplights on Foothill (where there is no upcoming bus stop) to prevent people passing and driving through intersections in rt turn/parking lane, outline center turn lanes with openings to turn on streets and into driveways to prevent 5-lane u-turns and passing in center lanes, and use to set off bike lanes wherever necessary.

10. **Add a barrier or bollards to prevent illegal turns next to Rattler** – turning eastbound onto Foothill despite 'no turn' sign.

MEDIUM-TERM PLANNING (requires additional study, planning, and/or funding)

1. **Extend the existing bike lanes on Foothill from where they currently terminate at Wheatland west to Osborn (Hansen Dam Park).** This stretch of Foothill is a popular (and very dangerous) route for cyclists who are riding to and from the existing bike path through Hansen Dam Park. There are currently no bike lanes on this stretch of Foothill with motorists traveling at high speeds (50-60 mph). The need for this **"missing link"** to the existing bike path through the park and across Hansen Dam is obvious. This project should include adding continental crosswalks at major intersections on this stretch of Foothill as well as the installation of a **flashing yellow light for equestrians at Christy St. in Lake View Terrace.**

2. There are also several street **intersections on Foothill with no stoplights**

or pedestrian crosswalks of any kind. Continental crosswalks with flashing yellow lights should be installed at these intersections. These lights can only be activated by pedestrians on either side of the street. Following is a list of intersections with no existing pedestrian crosswalks and relatively long distances (several blocks) to the nearest stoplight: **FLORALITA, HAINES CANYON, MOUNTAIR, WYNGATE.** Possible new locations for crosswalks across Foothill: at Foothill and Floralita (from north side to B of A parking lot), at Foothill/Eldora (to Back Door Bakery parking lot), signalized crossing from park to condos (west of Sherman Grove, at Wyngate), pedestrian crossing from Sunland Park (at preschool building) to stores across street, at Foothill and Nassau, at Foothill and Mt Gleason, flashing pedestrian crossing at McDonald's in Tujunga, at Foothill and Haines Canyon, at Foothill and Mountair

3. **Develop an alternative “bike route” (with green bike route signs and sharrows) to the existing bike lanes on Foothill.** One alternative previously suggested would begin at Sunland Park and continue north on Sherman Grove for one block, then east (right) on Hillrose all the way to Big Tujunga Canyon Rd, then right on Big Tujunga to the intersection of Big T and Foothill. This is a much safer, saner route than the bike lanes on Foothill. It passes directly in front of Sunland Elementary School, VHHS, and is already used as an alternative by experienced, local cyclists. All that is needed to create this alternative would be the installation of green “Bike Route” signs and to paint bike sharrow signs on the street at appropriate intervals. Ask LADOT to study this and other alternatives to improve bicycle safety and accessibility in our community.

LONG-TERM PLANNING

Explore the addition of **nice, landscaped center medians with openings for turns into driveways**, in coordination with the STNC Beautification Committee, Land Use, Outreach, Safe Streets Committee.

ENFORCEMENT

1. LAPD Valley Traffic officers need to be significantly increased so they can patrol and enforce. Increase LAPD local traffic enforcement for excessive speeds, illegal U-turns, blowing through stop signs, cars using bike lanes, etc.
2. Sunland-Tujunga needs better turnaround response from DOT.
3. Big rig parking on Foothill currently blocks bicycle lanes with their vehicles jutting out into the bicycle lanes--very unsafe and illegal. These rigs also need to be ticketed on a regular basis.
4. Submit strong letter supporting **no raise in speed limit** that keeps being forced upon the community and city as a State law. Overturn this law.

EDUCATION / COMMUNICATION

1. City needs to continue to reach out to the broad community. Projects like the recent changes to Foothill & Sunland should have someone on City staff in charge of anticipating unforeseen consequences of the proposed design,

- BEFORE it is built, especially to increase public safety. For example, will street sweepers still be able to access the curbs and gutters? Will drivers understand the changes intuitively, or is extra signage needed?
2. Hold Town Hall to discuss the relationship and need for cars in the Sunland-Tujunga community. Improve local public transportation within and throughout the community (more frequent MTA and LADOT bus service).
 3. There needs to be more bicyclist and driver education, starting with high school students. Local driving schools should be contacted to encourage more emphasis on educating young drivers and bicyclists on safety issues.

BY-LAWS OF THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL

***** REVISED 2017 VERSION Pre-Approval *****

Grey highlighted areas are the approved Bylaws before revisions or changes

Yellow highlighted areas are proposed revisions or changes

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ARTICLE I NAME

The name of this organization is the Sunland-Tujunga Neighborhood Council, hereafter referred to as the "STNC".

ARTICLE II PURPOSE

The mission of the STNC is to improve the quality of life in Sunland-Tujunga. In order to fulfill the mission of the STNC, the following purposes and policies are established:

PURPOSES

1. To engage the broad spectrum of STNC community stakeholders to collaborate and participate in matters affect the community, including events, issues and projects.
2. To work with other organizations in Sunland-Tujunga and with other Los Angeles neighborhood councils.
3. To promote STNC community stakeholder participation and advocacy in Los Angeles city government decision making processes.
4. To propagate community awareness of available Los Angeles city resources.
5. To be an advocate of Sunland-Tujunga to government and private agencies.

POLICIES

1. To respect the will of the community stakeholders of the STNC as the guiding influence of the STNC, subject to Department of Neighborhood Empowerment (hereinafter "Department") and legal constraints.
2. To consistently and diligently outreach to the diverse and changing Sunland-Tujunga community.
3. To respect the autonomy of all individuals, groups, and organizations in the community.
4. To be fair, open, and transparent in the conduct of STNC business.

ARTICLE III BOUNDARIES

Section 1: Boundary Description

- A. Northeast: Los Angeles municipal boundary
- B. East: Los Angeles municipal boundary
- C. South: 210 Freeway

D. Southwest: 210 Freeway

E. Northwest:

- 210 Freeway north to Wentworth;
- Wentworth northeast to Foothill;
- Then a diagonal line in the direction of the corner of the south part of Oro Vista avenue and Big Tujunga Canyon Road, up to the point on the diagonal that is due south of where Ebey Canyon water drainage meets the Big Tujunga Canyon water drainage;
- Due north from that point on the diagonal to the point where Ebey Canyon water drainage meets the Big Tujunga Canyon water drainage, which is the southeast corner of the 91342 area code;
- North along Ebey Canyon water drainage, along the edge of the 91342 area code, and then east on that edge to Doane Canyon Road;
- South on Doane Canyon Road to the north part of Oro Vista Avenue;
- Oro Vista Avenue south, and then east to Big Tujunga Canyon Road;
- Big Tujunga Canyon Road northeast to the Los Angeles municipal boundary.

The boundaries of the Council are set forth in Attachment A - Map of Sunland-Tujunga Neighborhood Council.

Section 2: Internal Boundaries - Not applicable.

ARTICLE IV STAKEHOLDER

STNC community stakeholders shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations

A. Stakeholder Rights

1. To vote to elect the Board of Representatives as specified in Article X.
2. To participate in discussion on an action, policy, or position before the STNC.
3. To participate in an advisory vote at any regular or special meeting.
4. To make use of initiative, reconsideration, election challenge, recall and grievance procedures described in these by-laws.
5. To participate as an elected Representative or Executive Officer, a Chairperson or a member on a Standing or Ad-Hoc Committee, and assist with the various activities of the STNC described in these by-laws.

B. Stakeholder Privacy – The STNC community stakeholder database will be deemed confidential to the fullest extent of the law as permitted by the Public Records Act.

The STNC shall encourage all community stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color,

creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, citizenship status, or political affiliation in any of its policies, recommendations, or actions.

ARTICLE V GOVERNING BOARD

The Board of Representatives (“Board”) shall be the Governing Body of the STNC within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (“Plan”).

Section 1: Composition - The Board shall consist of twenty-two (22) Stakeholders elected, selected or appointed by the Board and/or Community Stakeholders. The Board is comprised of:

- Five (5) Executive Officers
- Eight (8) Stakeholder Group Representatives
- Eight (8) Geographical Representatives
- One (1) appointed, non-voting Parliamentarian

The composition of the Board must be such that no one community stakeholder group comprises a majority of the Board.

A. **Executive Officers** - There are five (5) Executive Officers, elected at large:

1. President
2. First Vice-President
3. Second Vice-President
4. Secretary
5. Treasurer

B. **Stakeholder Group Representatives**

Eight (8) Stakeholder Group Representatives shall be elected at large. These Representatives shall be elected from the pool of community stakeholders representing business and educational, faith-based, and community, service, youth, and special-interest organizations located in the community or meeting regularly in the community.

C. **Geographical Representatives**

Eight (8) Geographical Representatives shall be elected from community stakeholders who live (either homeowner, renter, or other fixed living arrangement), work, or own property in each of the following districts within the STNC boundary area:

1. North Sunland Region: North of Foothill Boulevard, from the western STNC domain boundary east to Mount Gleason Avenue and Big Tujunga Canyon Road.
2. North-West Tujunga Region: North of Foothill Boulevard, from Mount Gleason Avenue and Big Tujunga Canyon Road to Commerce Avenue and Seven Hills Drive.
3. North-East Tujunga Region: North of Foothill Boulevard, from the eastern STNC domain boundary west to Commerce Avenue and Seven Hills Drive.
4. South Sunland-Tujunga Region: South of Foothill Boulevard.

Two (2) Geographical Representative shall represent each region. Geographical Representatives shall represent the interests of the community stakeholders within their region. Geographical Representative shall maintain lines of communication with the various neighborhoods, businesses, and other organizations operating within their districts. Geographical Representative Representatives shall actively outreach to community stakeholder groups and individuals within their regions.

Region boundaries shall be based upon population density, distinct neighborhoods within the community, and distribution of diverse populations and interests. It is expected that region boundaries may need to be changed over time, and that these changes will be made by means of bylaws amendments.

D. **Parliamentarian**

The Parliamentarian shall advise the Board on conduct in accordance with the Brown Act, STNC bylaws, standing rules, and Robert's Rules of Order. The Parliamentarian shall be a member of the Executive Committee, and shall be appointed by the STNC President. The Parliamentarian shall not have a vote on either the Executive Committee or the Board, and does not count toward forming a quorum.

Section 2: Quorum – No meeting shall take place without the presence of at least eleven (11) of the twenty-one (21) members of the Board, constituting a quorum. A minimum of

three (3) of the five (5) Executive Officers shall be required at STNC regular, special and Executive Committee meetings for a quorum to be present.

Representatives and Executive Officers shall not meet and discuss STNC business in numbers meeting or exceeding a majority of a quorum – six (6) out of eleven (11), except in regular and special STNC meetings.

Section 3: Official Actions - The Board may vote on measures listed on the agenda. In general, a simple majority vote of the Board members present and voting, not including abstentions, is sufficient to pass a measure, with a tie being considered a failure to pass. Exceptions include bylaws amendments and removal of a Board member, which require a two-thirds (2/3) majority vote of the entire Board, which is at least fifteen (15) votes in favor. Exceptions include bylaws amendments and removal of a Board member, which require a two-thirds (2/3) majority vote of the current seated Board. Advisory votes by the community stakeholders in attendance may be held on a particular measure as an agenda item, and these advisory votes shall be a regular part of the way that the STNC conducts its business, but advisory votes of the stakeholders are not binding. Advisory votes by stakeholders taken during meetings shall not be by secret ballot, as precluded by the Brown Act.

Board members with a conflict of interest in a particular measure must abstain from voting on it. Conflicts of interest shall be as defined in the City of Los Angeles ethics laws. Board members under the age of eighteen (18) are prohibited from voting on measures involving legal contracts or expenditure of monies.

Section 4: Terms and Term Limits - The normal term of office for all Board seats is two (2) years. An Executive Officer or Representative may serve up to two (2) consecutive terms in any particular office, and may thereafter run for any other seat for which he/she is qualified by community stakeholder group or residency status. A Board member may serve no more than two (2) consecutive terms in the same office, and may thereafter run for any other seat for which he/she is qualified for according to stakeholder, community interest or residency status. No community stakeholder may serve in any combination of voting positions on the Board for more than eight (8) consecutive years. There is no restriction on the term of service of the Parliamentarian, but the Parliamentarian is not a voting member of the Executive Committee or of the Board.

Section 5: Duties and Powers - The Board shall establish policies and positions of the STNC at its regular and special meetings, and review and recommend actions to governmental and other entities on issues affecting the Sunland-Tujunga community. The Board shall also exercise all other authority granted to Neighborhood Councils by the City of Los Angeles.

- A. **Conflicts of Interest** - Board members shall not vote on measures with which they have a conflict of interest. A conflict of interest shall be as defined by the applicable City of Los Angeles ethics laws and policies.

- B. **Restriction on Political Campaigns** - The STNC shall not participate in, or interfere in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This restriction shall not be interpreted to forbid informational events such as candidates' forums, or announcement of such forums. If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, he or she must immediately resign from the Board.
- C. **Vote of Confidence** - If a Board member feels it necessary to do so, he or she may request a vote of confidence from the Board. This shall be conducted as a regular vote by the members of the Board, reflecting the Board's judgment of the conduct of the person requesting the vote. The vote shall be advisory only, with no particular result required.

Section 6: Vacancies - Vacancies on the Board may be filled by appointments made by the remaining Board members. Appointees must meet the same qualifications as elected Board members as set forth in Article V, Section 1. In selecting appointees to the Board, the Board shall pursue diversity in stakeholder representation, and assure that no one stakeholder group becomes a majority of the Board.

The Board is authorized to continue actively searching for an appointee until sixty (60) days prior to the next election. In any case a quorum of the Board membership must be maintained for meetings to take place.

Any seat that remains open for more than three consecutive STNC general meetings without finding an eligible replacement will become an At-Large seat that can be filled with any At-Large qualified stakeholder until the completion of that term.

The At-Large Representative position may be used to populate a Geographic Representative or Group Representative position that has been vacant for over three (3) consecutive meetings and after extensive efforts to find a proper candidate for the empty seat. The At-Large Representative seat shall represent all stakeholders within the STNC boundaries. No At-Large Representatives shall be elected at the regular Board election that occurs every two years.

(Moved Item from Article V1, section 2 part B)

In the event that the President position is vacated, the First Vice President shall preside over the process to appoint a board member as President to serve out the remainder of the term; the new President must be chosen from qualified current board members.

Appointed Board members, except the Parliamentarian, are subject to the same rules for resignation, removal, and recall as the elected Board members.

Section 7: Absences – Any Board member having three (3) consecutive absences or four (4) absences in 12 consecutive months from General STNC meetings is considered to

have tendered their resignation. At the President's discretion, that resignation may be accepted or rejected. If accepted, the President shall direct the Secretary to send a certified letter to the person, stating that he/she is no longer a member of the Board of the STNC.

Additionally, the Board may independently remove any Board member when that person is absent from four (4) or more General STNC meetings during a period of twelve (12) consecutive months. A two thirds (2/3) vote of the entire Board is required for removal. If the motion passes, the Secretary shall send a certified letter to the person, stating that he/she is no longer a member of the Board of the STNC.

Section 8: Censure – Intentionally left blank.

Section 9: Removal - A Board member may be removed by the community stakeholders by means of the recall procedure. Community stakeholders may recall a Representative or Executive Officer by submitting a petition for a recall election accompanied by the signatures of the following numbers of validated community stakeholders:

- For Executive Officers and Stakeholder Group Representatives, at least two-thirds (2/3) as many validated signatures are required as the number of votes cast in total for that seat in the last election.
- For Geographical Representative Representatives, at least two-thirds (2/3) as many validated signatures are required as the number of votes cast in total for that seat in the last election, and these signators must live, work, or own property in that Representative's district.

The petition and signatures may be submitted to any member of the Executive Committee. The Executive Committee must then schedule a vote of the stakeholders to recall or retain the Board member. The recall vote must take place no later than sixty (60) days after submission of the petition. If the recall pertains to a Geographical Representative, then only those registered community stakeholders in the Representative's district shall be allowed to vote. A two-thirds (2/3) majority of the votes cast in total for that seat is required to recall the Board member. A recalled Board member shall be eligible to run in the next Board election, provided that he or she still qualifies as a community stakeholder.

Section 10: Resignation - Any Board member may resign by submitting a written resignation to the President or Recording Secretary. Notice of the resignation shall be posted and archived by the Recording Secretary. The Board may opt to appoint a replacement for the resigned Officer or Representative if the resignation takes place more than sixty (60) days prior to the next regular election of Board members.

If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, he or she must immediately resign from the Board.

Section 11: Community Outreach - The STNC shall establish procedures for communicating with all community stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board (“Officers”) shall include the following positions which, all together, comprise the Executive Committee: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. The Executive Officers and the Parliamentarian shall form the Executive Committee of the Board.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board. There are five (5) Executive Officers elected at large:

- A. **President** - Shall chair regular, special and Executive Committee meetings and shall be the STNC representative to other Los Angeles neighborhood councils and to the Los Angeles City Council, or may delegate someone to represent the STNC to these bodies.

- B. **First Vice President** - First Vice President- Shall perform the duties of the President when the President is unavailable or otherwise unable to preside at Agenda or Board meetings. He/She shall be the liaison between the Board and STNC/community improvement projects.

He/She shall assist Standing and or Ad Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member. The First Vice-President shall carry on the duties of the Treasurer should there be no Treasurer or the Treasurer be incapacitated.

In the event that the President position is vacated, the First Vice President shall preside over the appointment process as described in Article 5 Section 6 to elect a new President to serve out the remainder of the term; the new President must be chosen from those current board members who have served a minimum of twelve months on the current Board. (moved to Section 6 Vacancies and revised)

- C. **Second Vice President** – Shall chair the Outreach Committee. He/She shall assume the duties of the President when both the President and First Vice President are unable to do so.

- D. **Secretary** - Shall fulfill correspondence duties at the direction of the President,

including, but not limited to, correspondence with other Los Angeles Neighborhood Councils and the various Los Angeles City government agencies. He/She will be responsible for maintaining the contact lists of STNC Board and committee members and community stakeholders, and shall coordinate with the staff Logistics Manager to ensure the timely posting of notices of Board meetings, committee meetings, elections, and other items of interest to the STNC community. He/She shall take minutes at the Agenda and Board meetings in the absence of the appointed Recorder.

- E. **Treasurer** - Shall be responsible for holding the monies of the STNC, and for maintaining records of income and expenditures and current balance, and keeping the records current. The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP) requirements and shall file the Department's required quarterly reports and all other paperwork and reports required by the Department in a timely manner.

Executive Officers are expected to set aside their community stakeholder group status and act in the interest of the STNC and the Sunland-Tujunga community as a whole. Executive Officers are expected to act in the interest of the STNC and the Sunland-Tujunga community as a whole.

Section 3: Selection of Officers - Officer positions are elected during the elections of the STNC.

Section 4: Officer Terms - The normal term of office for all Executive Officers is two (2) year. An Executive Officer may serve up to two (2) consecutive terms in any particular office, and may thereafter run for any other seat for which he/she is qualified by community stakeholder group or residency status.

ARTICLE VII COMMITTEES AND THEIR DUTIES

STNC community stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee President.

Section 1: Standing Committees - Standing Committees must meet at least once per month and are subject to the Brown Act. Standing Committee meetings must be public and must be posted at least seventy-two (72) hours in advance with an agenda. Minutes of the meeting must be recorded and archived, and must be made available for public inspection.

- A. **Executive Committee** – This committee consists of the five (5) Executive Officers and the non-voting Parliamentarian. The Executive Committee:
- Meets at least once per month.
 - Is chaired by the STNC President.

- Schedules and sets the agendas for regular and special STNC meetings, as well as the agendas for its own Executive Committee meetings.
- Schedules and may accept or reject items to be placed on the General STNC meeting agenda and Special STNC meetings as well as the agenda for Executive Committee meetings.
- Acts as the administrative body for the STNC.
- Recommends actions to the Board.

A quorum of the Executive Committee is three (3) of the voting members, and at least three (3) votes in favor or at least three (3) votes against an issue are required to achieve consensus. Although the Executive Committee may recommend actions to the Board, the only decisions made by the Executive Committee itself are those pertaining to scheduling and setting the agendas for the Regular Board meetings. The President, acting for the Executive Committee, sets scheduling and agendas of Executive Committee meetings and Special and Emergency Board meetings.

B. Outreach Committee – This committee is considered to be a permanent and on-going function of the STNC consisting of community stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Outreach Committee:

- Meets at least once per month.
- Is chaired by the Second Vice President.
- Contains five (5) Board members, including one (1) Geographical Representative from each region, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Shall be composed of seven (7) members with no more than five (5) Board members so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Makes Geographical Representatives responsible for outreach to their respective regions.
- Shall enlist the help of Region Representatives for outreach to their respective regions.
- Is expected to make regular and continuing efforts to inform and solicit input and STNC participation from the diverse elements of the community.
- Performs outreach on its own volition and by direction of the Board, and reports its actions to the Board.

Besides the five (5) Board members, the Outreach Committee shall additionally contain four (4) other stakeholders, appointed by the Board. A quorum for an Outreach Committee meeting consists of five (5) Committee members.

The Outreach Committee shall contain the Second Vice President of Outreach and six (6) additional members appointed by the board. A quorum of the Outreach Committee meeting consists of four (4) committee members. A majority vote of the Committee members present at a meeting is sufficient to achieve consensus on an

issue. The Outreach Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting agendas and to assign duties to the Committee members in order to implement these policies and directives.

C. **Budget and Finance Committee** - This committee consists of the Treasurer and four (4) other stakeholders who may or may not be Board members, who shall be appointed by the Board. At least one (1) of the Committee members should be, but is not required to be, also a member of the Outreach Committee. The Budget and Finance Committee:

- Meets at least once per month.
- Is chaired by the STNC Treasurer.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Investigates and pursues sources of income and funding for the STNC.
- Generates a financial plan for each electoral term, showing planned income and expenditures.
- Keeps the plan current and issues reports to the Board.

A quorum for a Budget and Finance Committee meeting consists of three (3) members, including at least one (1) Board member. At least three (3) votes in favor or three (3) votes against an issue are required to achieve consensus. The Budget and Finance Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

D. **Land Use Committee** - This committee consists of community stakeholders and Board members who shall be appointed as deemed appropriate by the Board. The Land Use Committee:

- Meets at least once per month.
- Contains no more than five (5) Board members, so that a majority of a quorum of the Board will not be present at its Committee meetings.
- Sends Committee members to attend Planning Commission meetings and other meetings dealing with city development and land use.
- Meets with representatives of prospective new businesses in the community and negotiates with those representatives to promote community standards of architecture, appearance, and preservation of scenic areas.
- Issues reports and recommendations to the Board on issues and developments within its purview.

The Land Use Committee shall contain eleven (11) full members and four (4) alternates, appointed by the Board. A quorum for a Land Use Committee meeting consists of seven (7) members, and at least six (6) votes in favor or at least six (6) votes against an issue are required to achieve consensus. The alternates shall be called on to vote in the absence of full members of the Committee. The Land Use Committee takes direction from the Board and presents recommendations to the Board, but makes no decisions for the Board. It is responsible for implementing the details of the policies and directives set for it by the Board. It is the responsibility of the Chairperson of the Committee to set the meeting times and agendas and to assign duties to the Committee members in order to implement these policies and directives.

Section 2: Ad Hoc Committees - Other committees, either standing or Ad-hoc committees may be established as deemed appropriate by the Board to carry out the work of the STNC. An Ad-hoc Committee will be automatically dissolved when their appointed task is completed. Committees may meet when and as needed, but are subject to the requirements of the Brown Act.

Section 3: Committee Creation and Authorization – Additional Standing committees may be established or dissolved by the Board at any time and will be added to the Standing rules. With the exception of the Executive Committee, the Board shall appoint any and all committees and committee chairs, and ratify all committee members. Each committee must have at least one (1) Board member appointed to it.

ARTICLE VIII MEETINGS

All meetings shall be conducted in accordance with the Brown Act and the Neighborhood Council Agenda Posting Policy. Ongoing outreach shall be performed to inform community stakeholders of meetings.

Section 1: Meeting Time and Place - All meetings shall be held within Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. **Regular Meetings** - Regular STNC meetings shall be held once per calendar month, where possible, with no fewer than ten (10) regular meetings held per calendar year and with no more than one (1) calendar month skipped in sequence.
- B. **Special Meetings** - Special meetings of the Board will not permit advance notice for an agenda meeting, and so the agendas for special meetings shall be set by the President.

Section 2: Agenda Setting - The Executive Committee shall establish the agendas for regular STNC meetings at Executive Committee meetings called for that purpose. These

agenda meetings shall be open to the public and subject to the requirements of the Brown Act.

Community stakeholders may force the Board to consider a measure by means of an initiative. Proponents of a measure must draft the measure that they wish to see passed, and obtain the signatures of at least fifty (50) validated community stakeholders. The drafted measure and signatures must then be submitted to a member of the Executive Committee. The Executive Committee is then required to place the item on the agenda of the next regular meeting of the STNC, or to call a special meeting if it deems it appropriate to do so. At the meeting the measure may be discussed and debated, and then voted upon by the Board. As with other measures before the Board, reconsideration is permitted. An initiative that fails to pass may not be re-submitted until after the next election of Board members. An initiative may not be submitted for a measure already considered by the Board during the current elective term, except for a reconsideration initiative.

Community stakeholders may force the Board to conduct an advisory vote by stakeholders on any measure on a regular or special meeting agenda, where such a vote was not already provided for on the agenda. The advisory vote shall be conducted in the normal manner and shall be non-binding, but shall become part of the meeting record. A petition bearing the signatures of ten (10) validated stakeholders is sufficient to force an advisory vote on a measure before the board. The petition must be submitted within one (1) business day after the posting of the meeting agenda.

Section 3: Notifications/Posting - Notice shall be posted in at least five (5) locations, as listed in the application for certification. Notice shall be posted in at least one (1) twenty-four (24) hour accessible physical location and the STNC website in compliance with City policy. Notice must be posted at least seventy-two (72) hours before regular meetings, and twenty-four (24) hours before special meetings.

Section 4: Reconsideration - The Board may reconsider and amend its action on items listed on the agenda if reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either occasion, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter, and (2) a proposed action, should the Motion be approved. A Motion for Reconsideration can only be made by a Board member who previously voted on the prevailing side of the original action taken, or by a stakeholder initiative as described in Article VIII, Section 2. If a Motion for Reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action who wishes to initiate a reconsideration must submit a memorandum to the Recording Secretary identifying the matter to be reconsidered, as well as a brief description of the reason(s) for requesting reconsideration, at the next regular meeting.

Community stakeholders may force the Board to reconsider a measure by submitting a reconsideration initiative. This initiative process operates in the same manner as the regular initiative process described above. The initiative must be submitted no later than seventy-two (72) hours before the next regular meeting of the STNC after the measure to be reconsidered was voted upon, so that the reconsideration can be placed on the agenda for that meeting. The initiative shall result in two (2) items being added to the agenda, one (1) for reconsideration of the previously voted measure, and one (1) for proposed action to be taken should the Board vote to reconsider. The initiative should specify the proposed action to be taken.

ARTICLE IX FINANCES

The STNC agrees to comply with all financial accountability requirements as specified by City Ordinance 174006 and the Plan for a Citywide System of Neighborhood Councils, and as stated in the certification application. STNC further agrees to comply with all reporting requirements as prescribed by the Department. The Treasurer shall comply with the accounting requirements of GAAP.

ARTICLE X ELECTIONS

Section 1: Administration of Election. The STNC's election will be conducted pursuant to all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting - The number of Board seats, eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age. All community Stakeholders aged sixteen (16) years old and above shall be entitled to vote in the STNC elections.

Section 4: Method of Verifying Stakeholder Status - Voters will verify their Stakeholder status by providing acceptable documentation.

Section 5: Restrictions on Candidates Running for Multiple Seats - A candidate shall declare their candidacy for no more than one (1) position on the Board during a single election cycle.

Section 6: Other Election Related Language

- A. No write-in candidates will be accepted.
- B. Where stakeholder status in a district is established by participation or membership in an organization, group or place of worship, the physical address for the organization or place of worship shall be used to establish the district stakeholder status. (removed due to revised eligibility for seat)

Section 7: Because the Groups that are being represented are at least as important as the person representing them, it is imperative that on all documents related to the operations of the elections, including especially (remove) ballots and all forms of informational

documents, circulars, flyers, and other voter information that the Stakeholder Group be represented along with the candidate's name that is running to represent said group.

ARTICLE XI GRIEVANCE PROCESS

Any STNC community stakeholder who is adversely affected by a decision of the Board, or who feels the conduct of the Board is not in accordance with the governing principles, may submit a written grievance to any member of the Executive Committee. An appointed Grievance Committee shall review the grievance and advise the community stakeholder of the outcome within thirty (30) days of the submission. Submitted grievances must be announced by the Secretary at the next regular meeting of the STNC. If a Board vote is required to resolve the grievance, it should be held at this meeting. If the community stakeholder is not satisfied with the outcome, he or she may then petition the Department for mediation. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

The conduct of meetings shall be based on the following four standards, in decreasing order of priority:

- Any and all applicable laws, including the Brown Act
- Bylaws
- Standing Rules
- Robert's Rules of Order, Newly Revised

The Parliamentarian shall advise the Board on proper conduct per these rules.

ARTICLE XIII AMENDMENTS

Amendment of bylaws requires approval of both the Board and the Department. An amendment may be initiated by a Board member as an agenda item request, or by a community stakeholder via the initiative process. The amendment shall then be placed on the agenda of the next regular STNC meeting, or the Executive Committee may call a special meeting of the STNC if it is deemed appropriate. A two-thirds (2/3) majority vote of the entire Board at least fifteen (15) votes in favor – is required to approve an amendment. After an amendment is approved, it must be submitted to the Department along with a statement of ratification by the Board. When approval of the amendment is received from the Department, the amendment becomes part of the bylaws.

ARTICLE XIV COMPLIANCE

The STNC shall be subject to any and all applicable sections of the City of Los Angeles governmental ethics ordinances, including Los Angeles Municipal Code Section 49.5.1. All

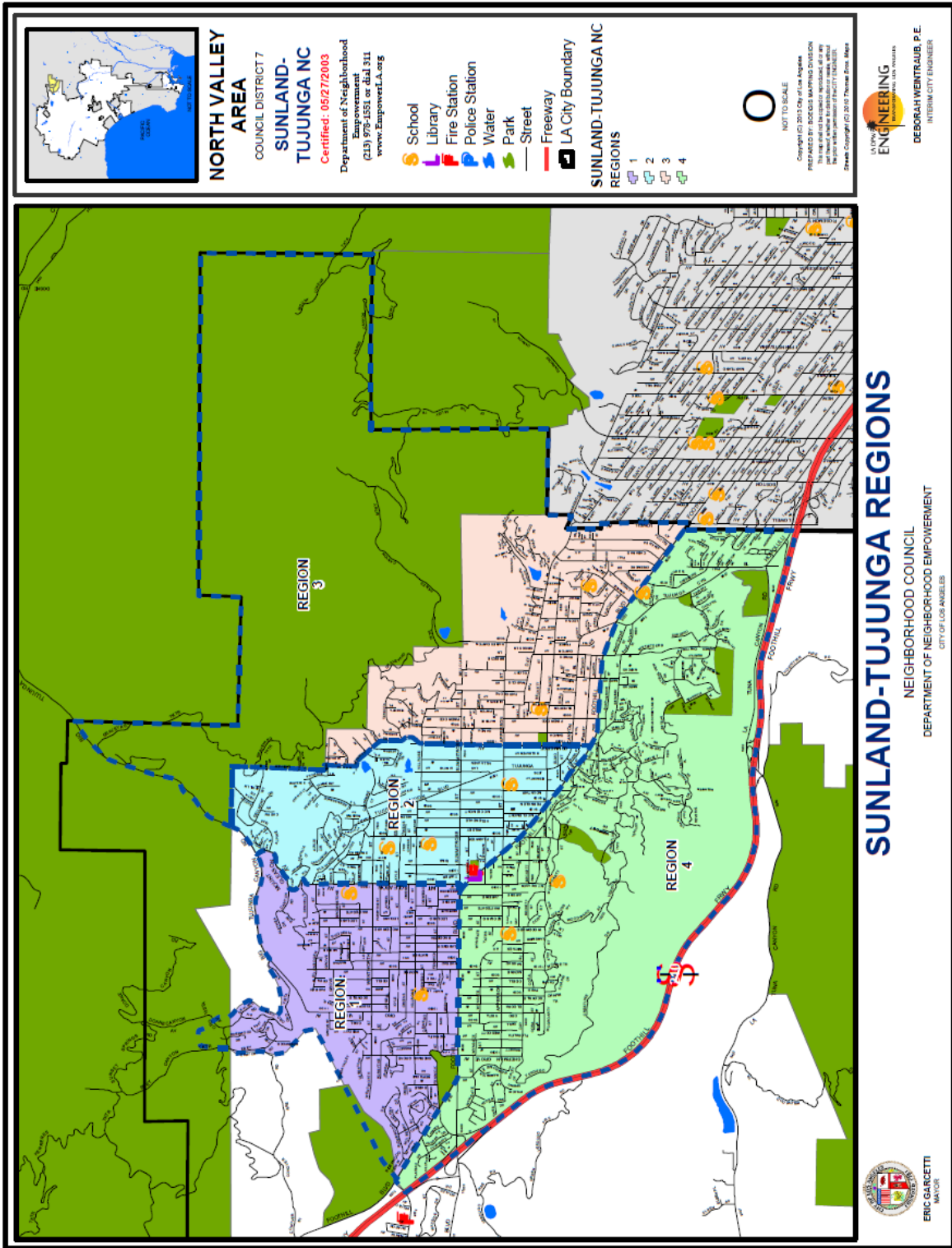
applicable laws of local, state, and federal government shall be the minimum ethical standard for STNC, its Board, and its stakeholders.

Section 1: Code of Civility - The STNC, its representatives and all Community Stakeholders shall conduct all STNC business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training - All board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self-Assessment - Intentionally left blank.

ATTACHMENT A – Map of Sunland-Tujunga Neighborhood Council



ATTACHMENT B – Governing Board Structure

Sunland-Tujunga Neighborhood Council – 22 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
President Term: 2 Years	1	Elected	<p>Stakeholders who live, work, own property in the neighborhood or who are identified by participation in business, educational, faith-based, community service, youth, or special interest organizations that are located or that meet regularly within the STNC boundaries and who is at least 18 years of age.</p> <p>Stakeholders who live, work, or own property within the STNC boundaries and who are 18 years old at the time of filing for candidacy.</p>	<p>Stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and who are 16 years of age or older.</p> <p>Stakeholders who live, work, or own property within the STNC boundaries and who are 16 years of age or older.</p>
First Vice-President Term: 2 Years	1	Elected	<p>Stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and who are 16 years of age or older.</p> <p>Stakeholders who live, work, or own property within the STNC boundaries and who are 18 years old at the time of filing for candidacy.</p>	<p>Stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and who are 16 years of age or older.</p> <p>Stakeholders who live, work, or own property within the STNC boundaries and who are 16 years of age or older.</p>

<p>Second Vice-President Term: 2 Years</p>	<p>1</p>	<p>Elected</p>	<p>Stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and who are 16 years of age or older.</p> <p>Stakeholders who live, work, or own property within the STNC boundaries and who are 18 years old at the time of filing for candidacy.</p>	<p>Stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and who are 16 years of age or older.</p> <p>Stakeholders who live, work, or own property within the STNC boundaries and who are 16 years of age or older.</p>
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BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<p>Secretary Term: 2 Years</p>	<p>1</p>	<p>Elected</p>	<p>Stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and are 16 years old at the time of filing for candidacy.</p> <p>Stakeholders who live, work, or own property within the STNC boundaries and who are 18 years old at the time of filing for candidacy.</p>	<p>Stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and who are 16 years of age or older.</p> <p>Stakeholders who live, work, or own property within the STNC boundaries and who are 16 years of age or older.</p>

<p>Treasurer Term: 2 Years</p>	<p>1</p>	<p>Elected</p>	<p>Stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and are 16 years old at the time of filing for candidacy.</p> <p>Stakeholders who live, work, or own property within the STNC boundaries and who are 18 years old at the time of filing for candidacy.</p>	<p>Stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and who are 16 years of age or older.</p> <p>Stakeholders who live, work, or own property within the STNC boundaries and who are 16 years of age or older.</p>
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<p>Stakeholder Group Representatives Term: 2 Years</p>	<p>8</p>	<p>Elected</p>	<p>Stakeholders who live, work, or own property within the STNC boundaries or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and are 16 years of age or older at the time of filing for candidacy.</p> <p>Stakeholders must provide proof of membership in a group that falls into the category they wish to represent. That group must possess a facility and/or hold regular meetings within the boundaries of the STNC, and the candidate must regularly attend meetings at that branch of the organization; and the candidate must live within the STNC boundaries. Furthermore, the Candidate must provide proof that that organization/group affirms that he/she is their representative.</p>	<p>Stakeholders who live, work, or own property within in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and who are 16 years of age or older.</p> <p>Stakeholders who live, work, or own property within the STNC boundaries or those who declare a stake in the neighborhood as a community interest stakeholder or who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within the STNC boundaries and are 16 years of age or older.</p>
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Region 1 Representative Term: 2 Years	2	Elected	Stakeholders who live, work, or own property in Region 1 and are 16 years old at the time of filing for candidacy.	Stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder. In addition, those individuals who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within Region 1 and who are 16 years of age or older. Stakeholders who live, work or own property in Region 1 and are 16 years of age or older.
BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Region 2 Representative Terms: 2 Years	2	Elected	Stakeholders who live, work, or own property in Region 2 and are 16 years old at the time of filing for candidacy.	Stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder. In addition, those individuals who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within Region 2 and who are 16 years of age or older. Stakeholders who live, work or own property in Region 2 and are 16 years of age or older.

<p>Region 3 Representative Term: 2 Years</p>	<p>2</p>	<p>Elected</p>	<p>Stakeholders who live, work, or own property in Region 3 and are 16 years old at the time of filing for candidacy.</p>	<p>Stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder. In addition, those individuals who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within Region 3 and who are 16 years of age or older.</p> <p>Stakeholders who live, work or own property in Region 3 and are 16 years of age or older.</p>
<p>Region 4 Representative Term: 2 Years</p>	<p>2</p>	<p>Elected</p>	<p>Stakeholders who live, work, or own property in Region 4 and are 16 years old at the time of filing for candidacy.</p>	<p>Stakeholders who live, work, own property in the neighborhood or those who declare a stake in the neighborhood as a community interest stakeholder. In addition, those individuals who are identified by participation in business, educational, faith-based, community service, youth and special interest organizations that are located or that meet regularly within Region 4 and who are 16 years of age or older.</p> <p>Stakeholders who live, work or own property in Region 4 and are 16 years of age or older.</p>
<p>Parliamentarian</p>	<p>1</p>	<p>Appointed</p>	<p>The Parliamentarian shall be a member of the Executive Committee, and shall be appointed by the STNC President.</p>	<p>Not Applicable</p>