

**Neighborhood Council  
General Board**

Lydia Grant, President  
Lallah Rowe, Vice-President  
Karen Perdue, Vice President  
Ed Babakhanian, Treasurer  
Carol Hutchinson, Secretary  
Michelle Wadler, Apperson PTA  
VACANT, Stakeholder Group Rep  
Shirley Kim, Shekinah Church  
VACANT, Stakeholder Group Rep  
Chris Rowe, Toastmasters  
Nina Royal, STSERVS  
Cindy Cleghorn, STSH Community Fund  
Leny Freeman, Region 1  
KT Travers, Region 1  
Claire Gordon, Region 2  
Trevor Schmidt, Region 2  
Jon von Gunten, Region 3  
Karen Moran, Region 3  
Belinda Woodruff, Region 4  
Cheryl Schmidt, Region 4  
Mark Seigel, At Large

**CITY OF LOS ANGELES  
CALIFORNIA**



**SUNLAND-TUJUNGA  
NEIGHBORHOOD  
COUNCIL**



P.O. BOX 635  
Tujunga, CA 91042  
Phone: 818-951-7411  
Email: [Secretary@stnc.org](mailto:Secretary@stnc.org)  
Website: [www.stnc.org](http://www.stnc.org)

**TRANSLATION SERVICE** – If you need translation service, please contact Lydia Grant, STNC President via e-mail at [stncllydia@gmail.com](mailto:stncllydia@gmail.com) or 818-951-7411 at least 72 hours before the meeting.

**SERVICIOS DE TRADUCCIÓN** – Si requiere servicios de traducción, favor de avisar al concejo vecinal 72 horas antes del evento. Por favor contacte Lydia Grant, President, al electrónico [stncllydia@gmail.com](mailto:stncllydia@gmail.com) or 818-951-7411 para avisar al Concejo Vecinal.

**General Board Meeting Agenda  
Wednesday, August 10, 2022  
7:00 PM**

Zoom Meeting Online or By Telephone  
Dial (888) 475-4499 to Join the Meeting  
Then Enter This Webinar ID: **918 9278 5703** and Press #  
Online: Go to <https://zoom.us/j/91892785703>

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IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION.

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**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS:** Every person wishing to address the Board must dial **(888) 475-4499** or **(669) 900 6833**, and enter **918 9278 5703** and then press # to join the meeting. When prompted by the presiding officer, to provide public comment at the Sunland-Tujunga Neighborhood Council meeting the public will be requested to dial **\*9** or **use the Raise Hand option**, to address the Committee 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 comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Board.

**AB 361 Updates:** Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Sunland-Tujunga Neighborhood Council's control, the meeting must be recessed or adjourned.

***The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.***

***Unless otherwise specified, all items on the meeting agenda are for Discussion and Possible Action and may be taken out of order at the discretion of the President. This is an online virtual meeting, please understand that there may be some connection delays from time to time.***

- 1. Call to Order, Welcome - Lydia Grant, President**
  - A. Volunteer Recognition
  - B. Report on National Night Out
  - C. CERT Training
  - D. Board Member Attendance
  - E. Feedback from DONE re: March 10, 2022 letter
  - F. Feedback from CM Rodriguez re: North Valley City Hall / Storage Update
  - G. Update on STNC Zoom account(s) paid by DONE/STNC
  - H. STNC PO Box update
  - I. In Person / Hybrid Meetings Update
  - J. STNC YouTube Meeting Link: [https://www.youtube.com/channel/UCAxPhaALDxHWQncRU\\_UL09Q](https://www.youtube.com/channel/UCAxPhaALDxHWQncRU_UL09Q)
  - K. STNC Shirts / Business Cards
  
- 2. Roll Call, Voting Eligibility - Carol Hutchinson, Secretary**
  - A. Completion of City / DONE Required trainings status for the STNC board
  - B. Announce any Board member recusals or paid lobbyists in attendance
  - C. Announcement of vacant board seats: Stakeholder Group Representative - Two Positions - Details at [https://www.stnc.org/readpost.php?news\\_id=776](https://www.stnc.org/readpost.php?news_id=776)
  
- 3. Pledge of Allegiance**
  
- 4. Comments: LAPD, Elected Officials/Representatives, DONE, City Departments (2 min per Representative including Q&A)**
  
- 5. Report from The Land Use Committee (LUC): Discussion/Possible Action that STNC board approves LUC support letter for: 6239 Foothill Blvd Tujunga –ZA-202203282-CUB and ENV-2020-3283-CE - Conditional Use to allow sale full-line alcohol in conjunction with expanding to a 2,011 sq ft grocery store at Shop Easy.**
  
- 6. Committee & Liaison Reports (see last page for meeting and committee member information)**
  - A. Budget & Finance
  - B. Land Use
  - C. STAT
  - D. STARC
  - E. Community Improvement & Government Affairs
  - F. Outreach - open stakeholder seats, Coffee with STNC
  - G. Youth & Adult Education
  - H. Beautification - *Update on Pinewood Mural*
  - I. Liaison Reports: LANCC / VANC /Budget Advocates /Other
  - J. Ad Hoc Bylaws / Standing Rules
  - K. Other

**7. Discussion/Action: To Fill Vacant Board Seats.**

- A. Discussion/Motion to approve Michael Goglia, Stakeholder Group Representative - Verdugo Hills Cemetery Restoration
- B. Discussion/Motion to approve Sherry McCoy, Stakeholder Group Representative - Neighborhood Watch

**8. CONSENT CALENDAR ITEMS (FUNDING)** - Note: Consent calendar items are considered to be non-controversial and will be treated as one agenda item. Any Board member or stakeholder may request that an item be removed. There will be no discussion of these items unless an item is removed from the consent calendar, in which case it will go to the end of New Business and be considered as time allows. MOTION: The STNC Board approves the funding consent calendar:

- A. **Discussion/Action:** Approve June 2022 Monthly Expenditure Report (MER) and Balances.
- B. **Discussion/Action:** Approve July 2022 Monthly Expenditure Report (MER) and Balances.
- C. **Discussion/Action:** Approve up to \$2,000 for Movies in the Park with location at one of our Parks or other Tujunga Little League Field.
- D. **Discussion/Action:** Approve up to \$150 for water, ice, buckets, cookies for the Pinewood School Welcome taking place on Aug. 30 5:30-7PM. *[The board already approved last fiscal year. Revote required in this fiscal year.]*
- E. **Discussion/Action:** Approve up to \$300 for printed postcard or business card promoting STNC.
- F. **Discussion/Action:** Approve up to \$1,500 to sponsor Making It Happen Back To School Backpack Drive.
- G. **Discussion/Action:** Approve up to \$600 to cover cost of STNC committee banners to be used at outreach / tabling events.

**9. CONSENT CALENDAR ITEMS (NON-FUNDING)** - Note: Consent calendar items are considered to be non-controversial and will be treated as one agenda item. Any Board member or stakeholder may request that an item be removed. There will be no discussion of these items unless an item is removed from the consent calendar, in which case it will go to the end of New Business and be considered as time allows. MOTION: The STNC Board approves the non-funding consent calendar:

**A. Motion regarding Sidewalk and Transit Amenities Program (STAP) digital signs.**

*Whereas*, Sunland-Tujunga Neighborhood Council has previously expressed serious concerns regarding the Sidewalk and Transit Amenities Program (STAP) and about digital signs in particular

*Whereas*, the program will involve the collection of individuals' personal data, and the City does not define what data will be collected, which **vendors and/or** City departments will have access to it, or how it will be used;

*Whereas*, the program has moved forward for City Council review having been mis-represented to the public and without addressing critical concerns and questions raised during public outreach;

*Whereas*, the further failure to produce an Environmental Impact Report and perform a full CEQA review is problematic, and the introduction of a new L.A. Municipal Code (LAMC) within the STAP Mitigated Negative Declaration is inappropriate, as there already is a dedicated LAMC to allow for advertising on the public right-of-way for transit shelters;

*Whereas*, the failure to incorporate any formal avenues for input and consideration from Neighborhood Councils or from the local City Council District Offices on future placement of structures (in this program or in any new programs resulting from the new LAMC) is unacceptable.

*Resolved*, the Sunland-Tujunga Neighborhood Council opposes the actions of the L.A. City Council related to digital signs in **Council Files 22-0392, 21-0600-S110, and 20-1536.**

**Be it further resolved, the Sunland-Tujunga Neighborhood Council strongly opposes the collection of any personal data in conjunction with this program.**

Post to CF Nos. 22-0392, 21-0600-S110, 20-1536

**B. Motion in support of the Draft Wildlife Ordinance.**

*Whereas*, Los Angeles has extraordinary natural wildlife resources distributed across a broad landscape; and

*Whereas*, wildlife vitality depends critically on open migration for animals to find food and to reproduce; and

*Whereas*, the City of Los Angeles is considering a "Wildlife District Supplemental Use District and Zone Change", which would create a special "Wildlife District" in the Santa Monica Mountains, in which carefully considered

modifications to zoning and planning requirements (such as setbacks, lot coverage, fencing, lighting, and grading) would be made to preserve wildlife connectivity through private and commercial properties; and

*Whereas*, it is in the best interest of all City residents to preserve and enhance our irreplaceable and valuable natural heritage;

*Therefore*, the Sunland-Tujunga Neighborhood Council supports the proposed “Wildlife District Supplemental Use District and Zone Change”. CIS or letters to: City Planning Department (citing cases CPC-2022-3413-CA and CPC-2022-3712-ZC), Council File 14-0518

*Supplemental Information:*

Notice of Public Hearing:

[https://planning.lacity.org/odocument/98193a4a-70b5-4bcb-a4c7-e2a152bc394e/Final\\_202206\\_Wildlife\\_HearingNotice.pdf](https://planning.lacity.org/odocument/98193a4a-70b5-4bcb-a4c7-e2a152bc394e/Final_202206_Wildlife_HearingNotice.pdf)

Revised Draft Wildlife Ordinance Fact Sheet:

[https://planning.lacity.org/odocument/657f9e1a-2651-462a-9729-32d1c67b29fe/2022\\_Revised\\_Draft\\_Wildlife\\_Ordinance\\_Fact\\_Sheet.pdf](https://planning.lacity.org/odocument/657f9e1a-2651-462a-9729-32d1c67b29fe/2022_Revised_Draft_Wildlife_Ordinance_Fact_Sheet.pdf)

City Planning Wildlife Ordinance Informational Website: <https://planning.lacity.org/plans-policies/wildlife-pilot-study>

- C. **Motion that STNC support the Valley Alliance of Neighborhood Councils (VANC) Resolution regarding the Northeast Valley Animal Shelter.** The Valley Alliance of Neighborhood Councils (VANC) represents the 34 Neighborhood Councils throughout the San Fernando Valley, including all of the Neighborhood Councils in the vicinity of the Northeast Valley Animal Shelter. This shelter is a City facility built with Proposition F funds to be a municipal animal shelter, open to the public. It was not meant to be a private facility to house rescue organizations. Nevertheless, the Board of Animal Services Commissioners has issued an RFP (Request for Proposal) to do just that, lease the Northeast Valley Animal Shelter to rescue organizations to operate. The Board of Animal Services Commissioners and Animal Services Department did not provide an opportunity for the affected Neighborhood Councils to provide input into this decision. Therefore, it is RESOLVED that VANC takes the position that the Department of Animals Services and City Council should receive input from the affected Neighborhood Councils before releasing the Request for Proposal for rescue organizations to operate the Northeast Valley Animal Shelter. The lack of transparency is very concerning on a matter as important as who will operate the Northeast Valley Shelter and the terms of operation. [City Council Motion dated 8/5/22]

**OLD BUSINESS - None**

**NEW BUSINESS**

**10. PRESENTATION & TRAINING on the Neighborhood Council (NC) System**

- A. Bylaws, Standing Rules, BONC Policies, Brown Act (Meeting Agenda Posting, ENS)
- B. NC Meetings: Agenda Items, Presenters, Meeting Agendas, Making Motions, Community Impact Statements
- C. NC Alliances, STNC Community Events/Meetings, Other Training Opportunities

**11. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS** - One minute per speaker unless otherwise announced by the presiding officer – Comments from the Public on Non-Agenda items, issues, announcements within the jurisdiction of the Sunland-Tujunga Neighborhood Council. The Brown Act prevents the Board from commenting on your comments. If you wish to speak, either raise your hand (on computer or tablet) or dial \*9 (on your cell phone).

**12. FINAL ANNOUNCEMENTS & BOARD ANNOUNCEMENTS**

**13. ADJOURN**

**THE AMERICAN 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, assisted 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 (72 hours) prior to the meeting by contacting Lydia Grant, STNC President at 818-470-6629.

**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: [www.stnc.org](http://www.stnc.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 **Carol Hutchinson, Secretary, at email: [secretary@stnc.org](mailto:secretary@stnc.org).**

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows:

\* **NORTH VALLEY NEIGHBORHOOD CITY HALL**, 7747 Foothill Blvd, Tujunga, CA 91042

\* [www.stnc.org](http://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>

**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](http://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)

**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 Sunland-Tujunga Neighborhood Council Bylaws. The Bylaws are available on our website [www.stnc.org](http://www.stnc.org)

**DRAFT**  
**Sunland-Tujunga Neighborhood Council**  
**General Board Special Meeting Minutes**  
**July 13, 2022**

1. Call to Order, Welcome –8:10 PM by President Lydia Grant.

2. Roll Call, Voting Eligibility – 16 present, quorum met

Board Member	Roll Call	Funding Voting Eligibility	Board Appointment
Lydia Grant	Present	Yes	President
Lallah Rowe	Present	Yes	1 <sup>st</sup> Vice President-CIGA
Karen Perdue	Present	Yes	2 <sup>nd</sup> Vice President – Outreach
Ed Babakhanian	Absent	Yes	Treasurer
Carol Hutchinson	Present	Yes	Secretary
Mark Seigel	Present	Yes	At-Large Group Representative
Leny Freeman	Present	Yes	Region 1 Representative
K.T. Travers	Present	Yes	Region 1 Representative
Trevor Schmidt	Present	Yes	Region 2 Representative
Claire Gordon	Present	Yes	Region 2 Representative
Jon von Gunten	Present	Yes	Region 3 Representative
Karen Moran	Present	Yes	Region 3 Representative
Cheryl Schmidt	Present	Yes	Region 4 Representative
Belinda Woodruff	Present	Yes	Region 4 Representative
Stakeholder Group Rep	Vacant		
Nina Royal	Present @	Yes	STSERVS
Cindy Cleghorn	Present	Yes	STSH Community Fund
Chris Rowe	Present	Yes	Toastmasters
Shirley Kim	Absent	Yes	Shekinah Church
Michelle Wadler	Absent	Yes	Apperson PTA
Stakeholder Group Rep	Vacant		
Quorum: 11 16 present at roll call			

3. Beautification Committee Report •

- a. Discussion/Motion: To Approve Beautification Committee Recommendation to Appoint Curtis Brown to the Beautification Committee
  - i. Public Comments: Marjorie, Curtis Brown
  - ii. Board Comments: C Schmidt

<b>Motion: to Approve Curtis Brown's appointment to the Beautification Committee</b>					
<b>Motion: L. Rowe 2<sup>nd</sup>- C. Schmidt</b>					
Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L. Rowe, Freeman, Perdue, Hutchinson, Royal, C. Rowe, Travers, Moran, von Gunten, Cleghorn, C. Schmidt, Gordon, T Schmidt, Woodruff, Seigal 16 yes, 0 no, 0 abstain, 3 absent, motion passed					Wadler, Kim Babakhanian

b. 4. ADJOURN SPECIAL MEETING at 8:14 pm

DRAFT

**DRAFT**  
**Sunland-Tujunga Neighborhood Council**  
**General Board Meeting Minutes**  
**July 13, 2022**  
**7:00 PM**

1. **Call to Order, Welcome –7:02 PM** by President Lydia Grant.

2. **Roll Call, Voting Eligibility – 16 present, quorum met**

Board Member	Roll Call	Funding Voting Eligibility	Board Appointment
Lydia Grant	Present	Yes	President
Lallah Rowe	Present	Yes	1 <sup>st</sup> Vice President-CIGA
Karen Perdue	Present	Yes	2 <sup>nd</sup> Vice President – Outreach
Ed Babakhanian	Absent	Yes	Treasurer
Carol Hutchinson	Present	Yes	Secretary
Mark Seigel	Present	Yes	At-Large Group Representative
Leny Freeman	Present	Yes	Region 1 Representative
K.T. Travers	Present	Yes	Region 1 Representative
Trevor Schmidt	Present	Yes	Region 2 Representative
Claire Gordon	Present	Yes	Region 2 Representative
Jon von Gunten	Present	Yes	Region 3 Representative
Karen Moran	Present	Yes	Region 3 Representative
Cheryl Schmidt	Present	Yes	Region 4 Representative
Belinda Woodruff	Present	Yes	Region 4 Representative
Stakeholder Group Rep	Vacant		
Nina Royal	Present @	Yes	STSERVS
Cindy Cleghorn	Present	Yes	STSH Community Fund
Chris Rowe	Present	Yes	Toastmasters
Shirley Kim	Absent	Yes	Shekinah Church
Michelle Wadler	Absent	Yes	Apperson PTA
Stakeholder Group Rep	Vacant		
Quorum: 11 16 present at roll call			

3. Pledge of Allegiance: Led by Leny Freeman

4. **Comments: LAPD, Elected Officials/Representatives, DONE, City Departments**

- a. **Declan Floyd- Sen Portantino**
- b. **Julissa Hernandez- Assemblywoman Luz Rivas**
- c. **Mary \*\*\*\*\*- Councilwoman Monica Rodriguez**
- d. **Eve Sinclair- Councilwoman Monica Rodriguez**



- e. \*\*\*\*\*- Superintendent Barge
- f. LAPD- SLO Gloria Caloca (late arrival)

**5. . Report from The Land Use Committee (LUC): Discussion/Possible Action that STNC board approves LUC comment/support letter recommendation for 7740 McGroarty**

<b>Motion: to Approve LUC letter of support for 7740 McGroarty</b>					
<b>Motion: Hutchinson 2<sup>nd</sup>- L. Rowe</b>					
Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L. Rowe, Freeman, Perdue, Hutchinson, Royal, C. Rowe, Travers, Moran, von Gunten, Cleghorn, C. Schmidt, Gordon, T Schmidt, Woodruff, Seigal 16 yes, 0 no, 0 abstain, 3 absent, motion passed					Wadler, Kim Babakhanian

**6. Committee & Liaison Reports**

- a. STAT- Pat Kramer
- b. LUC- Pati Potter
- c. NNO- Nina Royal
- d. YAEC- Lallah Rowe
- e. Bylaws- Lydia Grant

Adjourn @ 8:10 pm For Special Meeting

Reconvene @ 8:15 pm

**7. Presentation and video on Evacuation Routes by Chris LeGras**

**8. Discussion/Action: Motion to approve letter of support for investigation into the Evacuation Routes for the County of Los Angeles with a paragraph specific to the concerns of Sunland -Tujunga**

- a. Public Comments: Evelyn Serrano, Marjorie Maxon, Sandy Capps, John Hales
- b. Board Comments: Seigal, Cleghorn, L. Rowe, Travers, von Gunten, Royal, Perdue

<b>10. Motion: to Approve letter of support for investigation into Evacuation Routes for the County of LA especially as relate to S-T (amended to add CERT, Rec and Parks, )</b>					
<b>Motion: L Rowe 2<sup>nd</sup>- L. Freeman</b>					
Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L. Rowe, Freeman, Perdue, Hutchinson, Royal, C. Rowe, Moran, von Gunten, Cleghorn, C. Schmidt, Gordon, T Schmidt, Woodruff, 16 yes, 0 no, 0 abstain, 3 absent, motion passed					Wadler, Kim Babakhanian

**9. . Discussion/Action: Motion to approve a letter to Councilwoman Monica Rodriguez as the Chair of the Public Safety Committee in regards to Evacuation Routes.**

- a. Public Comments: Cyan
- b. Board Comments: N. Royal, KT Travers, L Rowe, von Gunten, Perdue, Grant

<b>11. Motion: to Approve letter to Councilwoman Rodriguez in support for investigation into Evacuation Routes (amend to add LAPD, CERT and Rec and Parks)</b>					
<b>Motion: L Rowe 2<sup>nd</sup>- N. Royal</b>					
Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L. Rowe, Freeman, Perdue, Hutchinson, Royal, C. Rowe, Travers, Moran, von Gunten, Cleghorn, C. Schmidt, Gordon, T Schmidt, Woodruff,					Wadler, Kim Babakhanian

Seigal 16 yes, 0 no, 0 abstain, 3 absent, motion passed					
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**10. CONSENT CALENDAR ITEMS (FUNDING) - MOTION:** The STNC Board approves the funding consent calendar:

- A. **Discussion/Action:** Approve May 2022 Monthly Expenditure Report (MER) and Balances.
- B. **Discussion/Action:** Approve June 2022 Monthly Expenditure Report (MER) and Balances.
- C. **Discussion/Action:** Approval recurring expenses for 2022 – 2023 fiscal year to include: Storage Costs \$7,044, Ring Central up to \$600, Web Corner \$1,830, Constant Contact \$1,140, USPS up to \$400, 2 Adobe accounts \$359.76, General Printing up to \$1,000.
- D. **Discussion/Action:** Reimburse Ed Babakhanian in the amount of \$62.58 for spending on water and snacks related to previously approved tree watering.
- E. **Discussion/Action:** Approve up to \$3,000 for National Night Out to be held on August 2, 2022. Previously approved on prior fiscal year budget, revolting in new fiscal year.
- F. **Discussion/Action:** Approval of up to \$1,800.00 for light pole banners previously approved in last fiscal year budget. Items to be procured from Gold Media.
- G. **Discussion / Motion:** To accept \$14.99 reimbursement to STNC funding account from Treasurer Ed Babakhanian due to accidental payment by STNC purchase card. Once paid back, NC funding will add back to STNC budget for 2022 - 2023 fiscal year spending. *[Recommended by City Clerk NC Funding Division]*  
 Cindy Cleghorn: Remove item B- unavailable at this time  
 KT Travers: Remove item E for discussion  
 Public Comment: User 3  
 Board Comment: None

10. Motion: to Approve Consent funding items A. C. D. F. G. Motion: Hutchinson - 2 <sup>nd</sup> Woodruff					
Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L. Rowe, Freeman, Perdue, Hutchinson, Royal, C. Rowe, Travers, Moran, von Gunten, Cleghorn, C. Schmidt, Gordon, T Schmidt, Woodruff, Seigal 16 yes, 0 no, 0 abstain, 3 absent, motion passed					Wadler, Kim Babakhanian

**12. CONSENT CALENDAR ITEMS (NON-FUNDING) - MOTION:** The STNC Board approves the consent calendar:

- A. **Discussion/Motion:** Support appointment of Cindy Cleghorn to the NC Budget Advocates
- B. **Discussion/Motion:** **CF 22-0392** Digital Off-Site Signs / Outdoor Advertising / Transportation Communication Network Program Structures / Los Angeles County Metropolitan Transportation Authority (MTA). That STNC opposes the Council motion CF#22-0392 because the joint program between METRO and the City would result in the placement of 300 digital billboards on the shared public right-of-way. *[CIGA Committee recommends Oppose]*
- C. **Discussion/Motion:** Approve June 8, 2022 Board Meeting Minutes
- D. **Discussion/Possible Action:** **CF11-1020-S3** – would rename the Budget Advocates account to “budget advocacy” with no mention as to where the funds would go. The SUNLAND-TUJUNGA Neighborhood Council **OPPOSES** Council File 11-1020-S3. Neighborhood Councils form alliances when they want to join together to work on issues of common interest. We want to be able to contribute specifically to alliances we support. The name of the overall fund is not important. What is important is that every recognized alliance has the ability to raise its own funds and those funds are reserved for its use and its use alone. The SUNLAND-TUJUNGA Neighborhood Council wants the ability to direct our funds to a specific alliance and not to a fund that is allocated without our input. We ask the motion be amended to make this clear.
- E. **Discussion/Possible action:** LA City Council has resumed in-person meetings, but they are not planning to continue to allow public comment via telephone. The current city council agenda states: “Members of the public may also attend City Council meetings in-person. Public comment will be taken in-person, only, and not via teleconference. “The SUNLAND-TUJUNGA Neighborhood Council requests that the City Council again allow remote participation in

**City Council meetings, by telephone or online means, in addition to in-person public comment.”**

**F. Discussion/Possible Action:** School Police on LAUSD Campuses. School Police Officers are not allowed on Los Angeles Unified School District (LAUSD) school campuses. On July 15, 2021, the Valley Alliance of Neighborhood Councils (VANC) unanimously passed the following resolution: The Valley Alliance of Neighborhood Councils (VANC), representing the 34 Neighborhood Councils throughout the San Fernando Valley, views the safety of our children and school staff of utmost importance, and strongly supports the resolution of School Board Members Scott Schmerelson and Dr. George McKenna, Resolution Number 029-20/21, entitled Ensuring Local School Site and Community Control, Authority, Autonomy and Choice Regarding Safe Campuses and the Protection of Our Students and Staff. The Valley Alliance of Neighborhood Councils (VANC) strongly supports local control by each school site and school community to allow the Los Angeles School Police onto LAUSD school campuses, ensuring safe campuses and the protection of our students and staff. The Schmerelson/McKenna Resolution did not pass at the LAUSD School Board meeting, so School Police are still not allowed on school campuses. In light of the school shooting in Texas on May 24, 2022 the LAUSD School Board should reconsider stationing of School Police on LAUSD campuses, re-funding the School Police Department, and hiring additional School Police Officers. Therefore the **Sunland-Tujunga Neighborhood Council supports the VANC resolution supporting local control.**

- a. KT Travers requested Item F removed for discussion  
Public Comment: None  
Board Comment: None

<b>12 .Motion: to Approve Consent items A. B. C. D. E. Motion: L. Rowe 2<sup>nd</sup> Perdue</b>					
Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L. Rowe, Freeman, Perdue, Hutchinson, Royal, C. Rowe, Travers, Moran, von Gunten, Cleghorn, C. Schmidt, Gordon, T Schmidt, Woodruff, Seigal 16 yes, 0 no, 0 abstain, 3 absent, motion passed					Wadler, Kim Babakhanian

**10 E Discussion/Action:** Approve up to \$3,000 for National Night Out to be held on August 2, 2022. Previously approved on prior fiscal year budget, revoting in new fiscal year. (Removed from Consent funding for discussion)  
Public Comment: Liliana Sanchez, Cyan  
Board Comment: Royal, Travers, Perdue, Hutchinson, Seigal, Cleghorn

<b>10E .Motion: to Approve \$3000 for NNO August 2nd Motion: Hutchinson 2<sup>nd</sup> Freeman</b>					
Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L. Rowe, Freeman, Perdue, Hutchinson, Royal, C. Rowe, Moran, von Gunten, Cleghorn, C. Schmidt, T Schmidt, Woodruff, Seigal 14 yes, 2 no, 0 abstain, 3 absent, motion passed	Travers Gordon				Wadler, Kim Babakhanian

**11. Discussion/Action:** That STNC board approves letter to the L.A. City Librarian, Board of Library Commissioners and Sunland Tujunga Head Librarian regarding an obscene novel given to children.  
Motion by L Rowe to amend letter  
Public Comment: Evelyn Serrano, John Hales, Liliana Sanchez, Judith Quinones, Cyan, Debbie, Observing, Ann, Robin, Tujunga Parent, Rebecca, Chris Taylor.  
Board Comment: KT Travers, Seigal, T. Schmidt, Cleghorn, L. Rowe, Royal, von Gunten,

<b>11. Motion: To approve letter as suggested by L. Rowe: Worded to request Library review of book for age appropriate guidelines. Guidelines to be followed by library. Motion: L Rowe 2<sup>nd</sup> Hutchinson</b>					
Yes	No	Ineligible	Abstain	Recuse	Absent
L. Rowe, C. Rowe, Cleghorn, Moran, Woodruff, 5 yes, 11 no, 0 abstain, 3 absent, motion failed	Grant, Perdue, Hutchinson Freeman T.Schmidt Gordon von Gunten,C. Schmidt Royal, Seigal				Wadler, Kim Babakhanian

Motion by K Perdue to remove reference to Baphomet from original letter. Second: Woodruff  
 Request from Seigal to table item until after consent calendar items taken care of. Second: von Gunten

Public Comment:Tujungang Parent, Observing, Evelyn Serrano, Melissa  
 Board Comment: Travers, Seigal, T. Schmidt, Cleghorn, L. Rowe, Royal, von Gunten

<b>11. Motion: To Remove reference to Baphomet in letter from original letter Motion: Perdue 2<sup>nd</sup> Woodruff</b>					
Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, Freeman, Perdue, Royal, von Gunten, C. Schmidt, T Schmidt, Woodruff, Seigal 8 yes, 8 no, 0 abstain, 3 absent, motion failed	L Rowe, C Rowe, Gordon, Travers				Wadler, Kim Babakhanian

Motion to approve original letter with removal of reference to Baphomet  
 Public comment taken  
 Board comment taken

<b>11 .Motion: To approve letter to letter to the L.A. City Librarian, Board of Library Commissioners and Sunland-Tujungang Head Librarian regarding an obscene novel given to children without image of Baphomet Motion: 2<sup>nd</sup></b>					
Yes	No	Ineligible	Abstain	Recuse	Absent
Freeman, Perdue, Royal, von Gunten, C. Schmidt, T Schmidt, Woodruff, Seigal yes, 8 no, 0 abstain, 3 absent, motion failed	L Rowe, Hutchinson, Travers, Gordon, Cleghorn, Moran, C. Rowe				Wadler, Kim Babakhanian

**OLD BUSINESS**

**12. Discussion/Motion: to approve final STNC Elections Worksheet for 2023**

<b>16 .Motion: To approve STNC Elections Worksheet for 2023 Motion: Cleghorn 2<sup>nd</sup> L. Rowe</b>					
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Yes	No	Ineligible	Abstain	Recuse	Absent
Grant, L. Rowe, Freeman, Perdue, Hutchinson, Royal, C. Rowe, Travers, Moran, von Gunten, Cleghorn, C. Schmidt, Gordon, T Schmidt, Woodruff, Seigal 16 yes, 0 no, 0 abstain, 3 absent, motion passed					Wadler, Kim Babakhanian

**NEW BUSINESS**

17. None

**18. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS**

Evelyn Serrano

**19. FINAL ANNOUNCEMENTS & BOARD COMMENTS**

Travers, T. Schmidt, Freeman, Cleghorn

20. Adjourn: 12:03 pm

DRAFT



# Sunland-Tujunga Neighborhood Council

*Certified May 27, 2003*

*P.O. Box 635 • Tujunga, CA 91043-0635 • 818-951-7411 • Website: [stnc.org](http://stnc.org)*

August 11, 2022

Via: Email

Los Angeles City Planning Department

Attn: City Planners

Ted Nguyen – [ted.nguyen@lacity.org](mailto:ted.nguyen@lacity.org) and Cecilia Castillo – [Cecilia.castillo@lacity.org](mailto:Cecilia.castillo@lacity.org)

RE: Case #ZA-2022-3282-CUB AND ENV-2022-3283-CE

6239 W Foothill Blvd. Tujunga, CA 91042

**SUPPORT OF PROJECT:** CUB to allow the sale of full line of alcoholic beverages for off-site consumption in conjunction with an expanded store with daily operation hours of 8am to 11pm daily, in the C2-1VL Zone.

The Sunland-Tujunga Neighborhood Council (STNC) Land Use Committee (LUC) met with the owner's representative, Liliger Damaso at their July 18, 2022 LUC meeting.

This business has a long reputable history with Sunland-Tujunga and their wish to expand their space and continue to sell a full line of alcoholic beverages for off-site consumption is acceptable. As noted in the application, the hours of operation is to be 8:00am and 11:00pm daily.

Upon the recommendation of the STNC's Land Use Committee, the Sunland-Tujunga Neighborhood Council, at its August 10, 2022 meeting voted to support this application by a vote of \_\_\_\_ (yea), \_\_\_\_ (nay), \_\_\_\_ (abstained) and \_\_\_\_ (recused)

Thank you for the opportunity to submit these comments and considering the community. If you have any questions, please contact us by email at [secretary@stnc.org](mailto:secretary@stnc.org), or phone 818-951-7411.

Sincerely,

Lydia Grant  
President  
Sunland-Tujunga Neighborhood Council

cc: Councilmember Monica Rodriguez, CD7 [councilmember.rodriguez@lacity.org](mailto:councilmember.rodriguez@lacity.org)

[paola.bassignana@lacity.org](mailto:paola.bassignana@lacity.org)

[anissa.raja@lacity.org](mailto:anissa.raja@lacity.org)

Owner's Rep: [lili@liquorlicenseagents.com](mailto:lili@liquorlicenseagents.com)

Michael Goglia



2021 NEIGHBORHOOD COUNCIL CANDIDATE FILING APPLICATION



Application Deadline: All stakeholders interested in running for a Board seat in a Neighborhood Council must complete and submit an application along with all necessary documentation 77 days prior to your Neighborhood Council (NC) Election Day no later than 5:00 p.m. Applications received after this date and time will not be processed. There are no write-in candidates. All candidates must provide documentation to establish their identity and stakeholder status for the position to which they are applying for All applicants must agree to the attached Candidate Board Service Acknowledgement and Affirmation prior to certification. Some of the information on the Candidate Application may be subject to the California Public Records Act request (see Section 8.3 in the 2021 Neighborhood Council Election Handbook for more information). For more information regarding this application and acceptable forms of documentation, please visit clerk.lacity.org/elections or call (213) 978-0444.

1. CANDIDATE INFORMATION

First Name Michael Last Name Goglia
Date of Birth [redacted] Phone Number 818 [redacted]
Home Address [redacted] street State CA Zip Code 91042
Email Address [redacted] Name as it will Appear on the Ballot Michael Goglia

2. PARTICIPANT CATEGORY

I am a stakeholder in the STNC and I am running to fill the seat of Group Representative
(Neighborhood Council Name)

COMPLETE ALL THAT APPLY

Form with checkboxes and text for candidate qualifications:
- I live within the NC's boundaries at the following, exact address:
- I own this residence (checked)
- I am employed at a business located within the NC's boundaries at the following, exact address:
- I provide services to locations within the NC's boundaries at the following exact address:
- I own real property within the NC's boundaries at the following, exact address:
- I have a community interest at a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.
- Other/Misc.: Board Seat requirements not listed above (Example: Horse owner/boarding location within the NC's boundaries, etc.)

I declare under penalty of perjury that the above statements are true and correct.

Signature [redacted]

7/21/22

Date

Please list the type of documents you are attaching to qualify

Documentation 1 Documentation 2

### CANDIDATE STATEMENT

All candidates have the option of submitting a Candidate Statement as part of their Candidate Filing application. Every candidate must adhere to the following guidelines when submitting a Candidate Statement:

- Must not exceed 1,000 characters limit including any translations (*Please note that only Spanish translations can be submitted as our system cannot recognize special characters*)
- Must be at least a 12-point font (if typed)
- Must submit statement by 5:00 p.m., 7 days before your Neighborhood Council Election Day
- May not include profanity or comments about any other candidate

**Sunland-Tujunga is a great neighborhood.**

**Let's make it even better!**

Candidates may submit a picture of themselves and include translations of the original statement complying with all aforementioned criteria. Candidate Statements will be available on [clerk.lacity.org/elections](http://clerk.lacity.org/elections). Please print clearly and the statement will be scanned as is and not retyped.

I declare under penalty of perjury that the above statements are true and correct.

Signature

Date

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Mail your completed application and the required eligibility documents to:

✉ City Clerk – Election Division, 555 Ramirez Street, Space 300, Los Angeles, CA 90012 or  
Email: [clerk.electionsnclacity.org](mailto:clerk.electionsnclacity.org) or via Fax: (213) 978-0376



**NEIGHBORHOOD COUNCIL BOARD MEMBER  
CANDIDATE FOR ELECTION  
BOARD SERVICE ACKNOWLEDGEMENT AND AFFIRMATION**

**Introduction**

Thank you for your interest in serving as a Neighborhood Council board member. You are choosing to join some of the most dedicated community servants in the City of Los Angeles. You will have an opportunity to work with other amazing people who are also dedicated to helping their communities. We appreciate your decision to serve.

There are many aspects to being a Neighborhood Council board member. The Board of Neighborhood Commissioners (Commission) establishes policies and promulgates rules and regulations relating to the Neighborhood Council System. Commission adopted a *Leadership Orientation Policy* [<https://empowerla.org/wp-content/uploads/2020/04/NC-Leadership-Orientation-Policy-2020-01-30.pdf>] in early 2020. The policy requires the Department of Neighborhood Empowerment (Empower LA/Department) to ensure that candidates for neighborhood council board service are aware of the roles and responsibilities of board members. EmpowerLA and the Office of the City Clerk are required to certify that candidates have been advised of and understand these responsibilities. The Commission recognizes that Neighborhood Council board members might need to expand their leadership skills. You can learn more about mandatory trainings on the Department's website [<https://empowerla.org/nctrainings/>].

If elected, you will be provided with access and, in some cases required, to participate in advanced trainings in several areas. Some of the trainings offered include training in communication, coalition building, and conflict resolution. Additional trainings include how to develop positive interpersonal relationships that bring about an atmosphere of equity and inclusiveness. Developing these skills and understanding helps board members manage some of the challenges associated with managing a properly functioning neighborhood council board.

Separately, candidates for board service must affirm that they will educate themselves on and follow all laws, rules, policies, and procedures applicable to the Neighborhood Council System (System). These include policies of the Board of Neighborhood Commissioners, the Department of Neighborhood Empowerment, and the Office of the City Clerk. Each of these offices has a separate role in the System. The information and descriptions below implement the Commission's *Leadership Orientation Policy* and expectations.

**Statement of values.** The Neighborhood Council system tailors LA's municipal government to the City's communities, ensuring that recognition and accommodation of these communities' diversity is built into City governance.

**Role of Neighborhood Councils.** To promote more citizen participation in government and make government more responsive to local needs, a citywide system of Neighborhood Councils. Neighborhood Councils shall include representatives of the many diverse interests in communities and have an advisory role on issues of concern to the neighborhood.

**How Neighborhood Council Tools.** There many ways in which Neighborhood Councils influence City Council policy and advance the interest(s) of their communities. For example, they can advise their City Council representatives and submit community impact statements on behalf of their Council. They can serve on Neighborhood Council committees, or serve on the Board of Neighborhood Commissioners. They can also participate in groups that support dialogue in the System such as the Neighborhood Council alliances.

**What it means to be an NC board member.** As a Neighborhood Council board member, there are several compliance requirements to consider. Board members are required to complete mandatory training sessions, follow their neighborhood council's bylaws and standing rules, and engage the public in their work in a meaningful, transparent, and inclusive manner. Mandatory training topics include, but are not limited to, the following:

- A. Code of Conduct
- B. Ethics
- C. Funding training
- D. Planning 101 (required for planning committees)
- E. Diversity, equity, inclusion, and anti-bias training (in progress)

The Code of Conduct, Ethics, AND Funding training are required to vote on any financial matters before the board.

**Responsibilities of NC Board members.** Neighborhood Council board members volunteer their time, network and expertise, committing on average 10 – 20 hours a month, on behalf of the Neighborhood Council System and are subject to pertinent laws that govern city departments and government entities. Neighborhood Councils make recommendations to City decision-makers. Neighborhood Councils are neither decision-making nor legislative bodies and are subject to pertinent laws that govern City departments and government entities.

**Role of the Department of Neighborhood Empowerment.** EmpowerLA has a diverse role in supporting the Neighborhood Council system. EmpowerLA's core responsibility is to provide *direct neighborhood council support*. In addition to providing meeting and training support for Neighborhood Councils, EmpowerLA is also expected

to ensure that Neighborhood Councils boards follow all laws, policies, and procedures that apply to the Neighborhood Council System. EmpowerLA's Office of Community Engagement also conducts trainings to City departments, elected offices, and stakeholders about the System. The Department is as a liaison between Neighborhood Councils and these City decision-makers.

**Role of Office of the City Attorney.** The Office of the City Attorney Neighborhood Council Advice Division performs the function of general counsel for the City's Neighborhood Council System and advises on the laws that impact the operations of the Neighborhood Councils including laws that pertain to conflict of interest.

**Role of Office of the City Clerk.** Office of the City Clerk sets regulations, policies, and guidelines regarding the funding of the Neighborhood Council System and administers neighborhood council elections.

**A. Neighborhood Council Election Handbook [hyperlink]:** The Neighborhood Council Election Division handbook and website provide voters, candidates, and other neighborhood council participants with important policies and information about the neighborhood council election process.

**B. Neighborhood Council Funding Program Policies and Guidelines:** The Neighborhood Council Funding Program [https://clerk.lacity.org/neighborhood-council-funding/funding-trainings-and-workshops] issues policies and guidelines related to the funding provided to neighborhood councils.

### **Regulatory Framework**

As you begin your journey with the Neighborhood Council System, it is essential to know about the regulatory framework within which the System operates. These laws may range from the Brown Act, the Public Records Act, the Americans with Disabilities Act, City Administrative Codes, Commission Policies to the Neighborhood Council bylaws, and standing rules.

### ***Federal Laws Governing the Neighborhood Council System***

**A. U.S. Constitution.** Provisions of the U.S. Constitution, including the First Amendment's Free Speech, Establishment, and Free Exercise clauses, may be applicable to Neighborhood Council operations, such as meetings and events.

- B. Americans with Disabilities Act.** The Americans with Disabilities Act is a federal law designed to protect the rights of individuals with disabilities. Title II of the Americans with Disabilities Act (ADA) applies to the operations of state and local governments and may be applicable to the operations of neighborhood councils
- C. The Political Reform Act of 1974.** The Political Reform Act is a state law meant to ensure that certain public officials are free from bias caused by their own financial interest and act in an impartial manner. Neighborhood Councils abide by applicable provisions.

### ***State Laws Governing the Neighborhood Council System***

- A. The California Public Records Act.** The California Public Records Act is a state law providing the public access to public records. Neighborhood councils must respond to Public Records Act (PRA) requests for its records.
- B. California Constitution.** The state constitution protects individual rights and may be applicable to Neighborhood Council operations, such as meetings and events. Other relevant provisions include Article XVI, section 6 (the prohibition against a gift of public funds), and Article I, section 3 (incorporation of the California Public Records Act).
- C. The Ralph M. Brown Act.** The Ralph M. Brown Act is a state law requiring open and public meetings and has been applied to neighborhood councils through the Act's definition of legislative bodies.
- D. Government Code § 1090.** Government Code section 1090 is a state law that prohibits public officials and employees from having a personal financial interest in public contracts. Because Neighborhood Councils are given some limited authority to recommend or advise on City contracts and to make purchases using City funds, Government Code section 1090 is applicable.
- E. Federal Employment Practice Laws.** In addition, Neighborhood Councils abide by laws and policies preventing workplace violence, sexual harassment, and discrimination.

### ***City Laws Rules Governing the Neighborhood Council System***

- A. The Los Angeles City Charter.** The City Charter created the Department of Neighborhood Empowerment, the Board of Neighborhood Commissioners,

and a citywide system of Neighborhood Councils. Article IX, sections 900 to 914 relate to the Neighborhood Council system.

- B. The Los Angeles Administrative Code.** The Administrative Code consists of administrative and procedural City ordinances. Chapter 28. relates to the Neighborhood Council System. Other relevant sections include section 5.517 (administration of the Neighborhood Empowerment Fund), spaces), section 10.2.1(b) (funding for neighborhood purposes grants), section 20.36 (neighborhood council elections), and section 22.535 (neighborhood council office and meeting spaces).
- C. The Los Angeles Municipal Code.** The Municipal Code contains criminal and regulatory ordinances. The City Council has passed ordinances within the Municipal Code, which relate to, among other things, notice to the Neighborhood Council system regarding certain land use matters. General City contracting rules can be found in the City Charter (starting at section 370) and within the Administrative Code (starting at section 10.1).
- D. City of Los Angeles Personnel Policies:** The City recognizes that a workforce of individuals with diverse personal backgrounds, ideas, talents, and experiences facilitates an opportunity for each individual to make a unique contribution to the workplace and to provide superior and equitable service to all of the communities of Los Angeles. Harassment or discrimination based on a protected category as defined by the Fair Employment and Housing Act or (FEHA) activity that interferes with the City's goals of maintaining a diverse, equitable, inclusive, and productive workplace is not tolerated. The Office of the City Attorney Labor Relations Division may be asked to investigate questions in this area pertaining to Neighborhood Council boards or board members. When this occurs, board members are expected to comply with the investigation. Failure to do so may give cause for removal of the reluctant board members board service by the Department.
- E. Fundraising Rules.** The city's campaign finance ordinance restrictions do not apply to Neighborhood Council elections. However, any donations candidates receive are considered gifts which may require them to recuse themselves if the candidate is elected. Recusal will be requires on any matter which directly involves the donor or has the requisite impact on the donor if the donor has given gifts in the amount of \$500 or more in total during 12 months prior to the decision. If the Board candidate is a public official with disclosure obligations, such as a city employee, applicable gift limits of City and state law would apply to contributions received by the Board candidate.

## **Board of Neighborhood Commissioners**

The Board of Neighborhood Commissioners establishes policies and promulgates rules and regulations relating to the Neighborhood Council System. Pursuant to section 902 of the City Charter, the Board is responsible for policy setting and policy oversight, including the approval of contracts and leases and the promulgation of rules and regulations for the Neighborhood Council System.

### **Neighborhood Council Policies**

- A. Neighborhood Council Bylaws:** The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. Bylaws establish, among other things, an organization's management structure, procedures, and dispute resolution processes.
- B. Neighborhood Council Standing Rules:** The Standing Rules detail the administrative rules of a neighborhood council. As a best practice, a copy of the Standing Rules should be added to the Neighborhood Council website making it accessible public.
- C. Parliamentary procedure - Robert's Rules of Order or Rosenberg's Rules of Order:** Parliamentary procedure is a tool to help neighborhood council boards to be more effective and productive during their meetings. A neighborhood council's bylaws state which rules of order apply.

Pursuant to the *Board of Neighborhood Commissioners Leadership Orientation Policy*, candidates are required to affirm that they have received the aforementioned information and affirm their agreement to abide by the requirements and responsibilities of Neighborhood Council board members.

- The Department may require newly elected board members to participate in a mandatory orientation prior to board service. All mandatory trainings must be completed before board service can begin.
- To learn more about candidates for Neighborhood Council board service, we may ask you to provide demographic information. The information is used by the Department to improve the direct neighborhood council services it provides Neighborhood Councils.

**I hereby affirm that I have read, understand and agree to follow rules, laws and procedures detailed above in the "Board Service Acknowledgement Candidate Affirmation Document."**

  
\_\_\_\_\_  
Signature

7/21/22

\_\_\_\_\_  
Date