



## **GOVERNANCE COMMITTEE MEETING**

**Wednesday, August 6, 2008 – 6:30pm**

**Pacific Boys Lodge Conference Room - 4900 Serrania Ave - Woodland Hills, CA 91364**

*Stakeholders and the public are permitted to address the committee on any item on the Agenda prior to the committee taking action on said item. It is requested speakers complete a "Speaker Card" and hand it to the Chair. Comments from Stakeholders and the Public on Agenda items will be heard only when the respective item is being considered. Comments within the committee's subject matter jurisdiction on other matters not appearing on the Agenda will be heard during the Public Comment period. Public Comment is limited to 20 minutes. Each speaker is limited to two minutes, unless waived by the presiding officer of the committee.*

### **AGENDA**

1. **Call to order.** Roll call.
2. **Approval of Minutes** of last Committee meeting. (Available at: [www.whcouncil.org](http://www.whcouncil.org) in the Calendar section.)
3. **Announcement of vacant Board seats and Confirmation of Qualifications** of nominee(s) for vacant seats: **Area 1**—Bus. Alt., At-Large Alt., Res. Alt., **Area 3**—Bus. Alt., Res. Alt., **Area 4**—Bus. Alt., **Area 5**—At-Large Alt., **Area 6**—Bus. Alt., At-Large Alt., **Area 7**—At-Large Alt.
4. **Public comment period.**
5. Discussion and possible action:

**ITEM NO. (1)**

Regarding amending the LANCC Congress Charter and nomination of delegates to the LANCC. (Current and proposed changes are available at: [www.whcouncil.org](http://www.whcouncil.org) in the Calendar section.)

**ITEM NO. (2)**

Report and recommendation from Working Group (M. Salomon, H. Madsen, S. McCarthy) on expanding participation of Alternates by creating an alternate pool to fill vacant seats during Council meetings and creating 2 new Board seats for alternates. (Available at: [www.whcouncil.org](http://www.whcouncil.org) in the Calendar section.)

**ITEM NO. (3)**

Regarding report on Neighborhood Council members who have missed three (3) consecutive regularly scheduled Neighborhood Council meetings and recommendations for removal.

**ITEM NO. (4)**

Regarding timely updating and posting of minutes & agendas on public web site: [www.whcouncil.org](http://www.whcouncil.org).

6. Adjournment

Since the elections for the neighborhood Council have been delayed by two years, the neighborhood Council would like to expand the participation of the alternates. We anticipate major changes to the bylaws prior to the next election, including changes to the number and probably the types of representatives.

We agreed on allowing the alternates to participate in discussion, but that is a rule not a bylaw change.

The following changes have been proposed, in order to increase the participation and the importance of the alternates for the neighborhood Council. The following proposed changes will greatly increase the likelihood that an alternate Representative will have the opportunity to be a voting member by attending meetings.

## ARTICLE IX

### QUORUM AND VOTING

**Section 1: Quorum.** No formal meeting of the Board of Directors shall be held or Neighborhood Council business conducted or votes taken in the absence of a quorum. A quorum shall consist of a majority of the elected incumbent of the Board of Directors. Such computation shall ~~not include any unfilled positions or vacancies on the Neighborhood Council Representatives.~~ include alternate representatives that are granted voting rights to replace an absent representative. As used in this article, the term "majority" shall mean greater than fifty percent (50%).

**Section 2: Voting.** An affirmative vote of the majority of the Board of Directors voting shall be required to pass motions which deal with policy matters of the Neighborhood Council and to pass motions of an administrative nature (e.g., approval of minutes, Treasurer's reports and motions to adjourn).

- A. The presiding officer may vote on all motions.
- B. Voting by proxy shall not be allowed.
- C. The Alternate Representative may vote only when ~~the-replacing~~ a Representative that is absent.

### Section 3: Seating an alternate for voting

In the event that a representative is absent from the meeting at the time of rollcall, the alternate for that member shall be seated and replace that member for the meeting. If the alternate is unable to be seated, the position shall be filled from the alternate pool.

### Section 4: Alternate pool selection procedure.

The names of all alternates shall be placed into a container for a random draw. For each seat that is to be filled from the alternate pool a name will be drawn from this container. If the drawn alternate is unable to participate, and additional alternate shall be drawn.

Once the name has been drawn, that alternate will be removed from the alternate pool until all of the names have been drawn at which time the pool shall be replenished with all the alternates. If

## Governance Committee--Working Group DRAFT report and recommendations

the alternate that has been drawn has already been seated, then his name shall be reentered into the pool for the next meeting.

### ARTICLE V

#### Section 3: Election of Representatives and Alternates

A. **Alternates:** For each Representative referred to in Article V, Section 2 above, one(1) Alternate Representative shall be selected pursuant to the Elections Rules and Procedures. The Alternate Representative must attend all Board meetings of the Neighborhood Council. The Alternate Representative shall be a voting member of the Neighborhood Council at any Neighborhood Council Board meeting from which ~~the Representative is absent~~ ~~They are seated per Article IX~~ and, if a Representative resigns or is removed from office, the Alternate Representative shall become the Representative for the remainder of the Representative's elected term.

**Section 1: Board of Directors:** The governing body of the Neighborhood Council shall consist of a Board of Directors, which shall be comprised of twenty-one (21) elected stakeholder Neighborhood Council Representatives, as defined below ~~plus two (2) additional voting seats to be filled per Article IX Section 4~~. All committees, subcommittees and/or ad hoc committees shall be made up of members who are elected, selected, or appointed in a manner to be determined by the Board of Directors. In accordance with the Plan for a Citywide System of Neighborhood Councils ("The Plan"), no single Community Stakeholder group shall comprise a majority of the Neighborhood Council's governing body.

G. **Filling a Vacant Office:** In the event that a Representative resigns, is removed, or is unable to serve, the Alternate shall become the Representative for the remainder of the Representative's elected term (see Paragraph C above). ~~In the event that the Alternate is removed, unable to serve, or there is no Alternate, the Chairperson shall nominate a replacement, whose qualification shall be confirmed by the Governance Committee, and then be seated after approval of a majority of the Neighborhood Council Representatives voting. The replacement shall serve for the remainder of the term of the office being filled.~~

H. **Replacing an alternate:** ~~In the event that the Alternate is removed, unable to serve, or there is no Alternate, the Chairperson may nominate a replacement, whose qualification shall be confirmed by the Governance Committee, and then be seated as an alternate after approval of a majority of the Neighborhood Council Representatives voting. The replacement shall serve for the remainder of the term of the office being filled.~~

# CHARTER FOR THE LOS ANGELES NEIGHBORHOOD COUNCIL COALITION (LANCC)

Revised FEBRUARY 2008

## • PREAMBLE

The Neighborhood Councils of the City of Los Angeles do hereby create this Charter to provide a more effective voice for the residents of Los Angeles, to create a more effective system of Neighborhood Councils to communicate with each other, and to fulfill our responsibilities under the Los Angeles City Charter.

- Los Angeles Ordinance No 174006 **states that the goals and objectives of the Neighborhood Council system include:**

Promoting and facilitating communication, interaction and collaboration among all neighborhood councils regarding their common and disparate concerns; and

Fostering a sense of community for all people to express ideas and opinions about their neighborhoods and their government.

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## **Article 1. MISSION AND STRUCTURE**

### **Section 1. MISSION STATEMENT FOR THE LANCC**

The Los Angeles Neighborhood Council Coalition (LANCC), will:

- (1) Provide opportunities for Neighborhood Councils (NCs) to communicate with each other on issues of common interest, including Citywide issues, regional issues, and local issues with Citywide or regional implications;
- (2) Develop and maintain tools for effective communication among NCs;
- (3) Develop and maintain expertise on City issues;
- (4) Provide assistance to NCs regarding elections, bylaws and grievances;
- (5) Educate NCs about how to effectively bring issues before City government; and
- (6) Educate the public and City government about NCs.
- (7) Establish a structure to report the positions taken by NCs on City issues;

### **Section 2. CORE PRINCIPLES**

1. The LANCC is intended to enhance the ability of Certified NCs to have their voices heard on issues affecting their neighborhoods and the City, and is not intended to usurp or interfere with the role of individual NCs to voice opinions or positions on issues. *This organization cannot and will not attempt to speak for any certified neighborhood council on any issue unless specifically empowered to do so by that neighborhood council's governing board. This organization reserves the right to refer to official positions taken by certified neighborhood council.*2. All Certified NCs will be provided a full and equal opportunity to participate in the Congress of Neighborhood Councils.
2. Each Certified NC may participate in the LANCC to the extent it is willing and able; when an NC chooses to participate, it will be on an equal basis with all other participating NCs.
3. The LANCC will be open, public and inclusionary in its organization and its operations.
4. To the extent feasible, the LANCC will abide by all applicable federal, state, county and city constitutions, laws, ordinances and regulations.

### **Section 3. OFFICERS & DISTRICT REPRESENTATIVES**

**3.1** The following officers will be elected to serve

- a. Chair
- b. Vice Chair
- c. Secretary
- d. Treasurer

**3.2** Seven District Representatives will be chosen to represent the 7 Area Planning Districts.

#### **3.3 Board of Delegates**

The Board of Delegates includes all the Officers and District Representatives and one designated delegate from each participating NCs.

## **Article 2. DUTIES AND RESPONSIBILITIES**

### **Section 1. Officers**

1.1 Chair

1.2 Vice chair

(see Standing rules No. 2,3,4,5,6,7,8,9 for Chair and Vice Chair duties and responsibilities)

1.3 Secretary

- a. Secretary will be elected by Board of Delegates
- b. Responsible for administrative functions of LANCC
  1. Track all pending motions/issues before LANCC
  2. Keep Master Calendar
  3. Disseminate information/reports to NCs, governmental entities and media
  4. Responsible for communications and outreach as directed by Board of Delegates
  5. Maintain website
  6. Maintain e-mail distribution listsAs an example: The Secretary is responsible for the creation of a Communications Center. That may become the communications network to participants and the source that keeps everyone connected, informed and involved.

1.4 Treasurer

- a. The Treasurer is responsible for the Treasury and providing regular financial reports to the Board of Delegates
- b. The Treasurer will be elected by the Board of Delegates
- c. The Treasurer is Responsible for monitoring agendas, etc. from ENS, discovering important issues, and transmitting reports to NCs, Board of Delegates, and LANCC Committees.

## 1.5 Funding/Treasury

### a. Possible Sources of Funding

1. City of Los Angeles/DONE
2. Assessments to participating NCs
3. Contributions from third parties
4. Foundations/non-profits

## **Section 2. District Representatives**

- a. The District Representatives, one from each of the seven (7) city planning areas, would be the primary liaison between LANCC and the NC's in their district. However they will have the assistance of as many NC representatives as needed to help them.
- b. Their prime responsibilities for the NC's in their district include:
  1. Provide to the NCs the pro and con positions on city wide issues.
  2. Follow up to see that the issue is agendized.
  3. Follow up and report to the LANCC, the voting status of the issue along with any other significant input.

## **Section 3. Board of Delegates**

- a. The Board of Delegates is the administrative authority that oversees the actions of this organization, including control of the budget and of expenditures, and, in addition, the planning and administration of the meetings of this organization including those of the Officers & District Representatives, as well as the meetings of the Board of Delegates.
- b. The Board of Delegates has authority over the planning, scheduling, funding, and operation of meetings that are henceforth to be known as the Board of Delegates. The Board of Delegates may at its discretion set rules as to how the Board of Delegates and/or stakeholders voice its opinions on subjects of interest in the city, including the methods by which straw votes of all of those present are tallied.
- c. The only requirement for voting at a LANCC meeting by a delegate is a communication from the President/ Chair of the NC Board, to the LANCC Chair or other officer who may be designated for that purpose, stating the name of the stakeholder that will represent his/her NC.

### **Article 3. CREATION AND AMENDMENT OF THIS CHARTER**

**Section 1.** The LANCC will be established upon the ratification of this Charter by at least twenty percent (20%) of certified Neighborhood Councils.

Section 2. *(deleted)*

**Section 3.** By participation at any LANCC meeting said delegate agrees to the responsibilities of this charter.

**Section 4.** Amendment of this Charter

1. Any Delegate may propose an amendment to this Charter
2. An amendment will be submitted to participating NCs if passed by majority vote at a regular meeting of the Board of Delegates
3. Any amendments to this Charter will not take effect unless and until ratified by 2/3 of NCs that vote, and those votes must be received by the LANCC within 2 months of submission to NCs

LANCC Charter, revised 1-29-08



# PROPOSAL TO CREATE A CHARTER FOR A CITYWIDE CONGRESS OF NEIGHBORHOOD COUNCILS

- **PREAMBLE**

- The Neighborhood Councils of the City of Los Angeles do hereby create this Charter to provide a more effective voice for the residents of Los Angeles to our City government, to create a more effective system of Neighborhood Councils to communicate with each other, and to fulfill our responsibility under the Los Angeles City Charter to hold a Congress of Neighborhoods.

- **Neighborhood Councils Have The Authority To Create A Congress of Neighborhood Councils**

- **Article IX of the Los Angeles City Charter Gives NCs This Right**

- The Charter requires the Department of Neighborhood Empowerment to arrange Congress of Neighborhood meetings if requested to do so by recognized neighborhood councils;
- The Charter requires DONE to assist neighborhood councils in communicating with other neighborhood councils and with government officials;

- **Los Angeles Ordinance No. 174006 Confirms This Right**

- The ordinance requires DONE to
  - Coordinate meetings and facilitate communication among neighborhood councils; and
  - Help coordinate, arrange and convene the biannual Congress of Neighborhood Councils meetings;
- The ordinance states that the goals and objectives of the Neighborhood Council system include:
  - promoting and facilitating communication, interaction and collaboration among all neighborhood councils regarding their common and disparate concerns; and
  - fostering a sense of community for all people to express ideas and opinions about their neighborhoods and their government.

# PROPOSAL TO CREATE A CHARTER FOR A CITYWIDE CONGRESS OF NEIGHBORHOOD COUNCILS

## PROPOSED MISSION STATEMENT FOR CONGRESS

The Congress of Neighborhood Councils will:

- (1) Provide opportunities for NCs to communicate with each other on issues of common interest, including Citywide issues, regional issues, and local issues with Citywide or regional implications;
- (2) Establish a formal structure for NCs to speak with a collective voice on City issues;
- (3) Develop and maintain tools for effective communication among NCs;
- (4) Develop and maintain expertise on City issues;
- (5) Provide assistance to NCs regarding elections, bylaws and grievances;
- (6) Educate NCs about how to effectively bring issues before City government; and
- (7) Educate the public and City government about NCs.

## CORE PRINCIPLES

- The Congress is intended to enhance the ability of Certified NCs to have their voices heard on issues affecting their neighborhoods and the City, and is not intended to usurp or interfere with the role of individual NCs to voice opinions or positions on issues.
- All Certified NCs will be provided a full and equal opportunity to participate in the Congress of Neighborhood Councils.
- Each Certified NC may participate in the Congress to the extent it is willing and able; when an NC chooses to participate, it may participate on an equal level with all other NCs.
- The NC Congress will be open, public and inclusionary in its organization and its operations.
- The NC Congress will abide by all applicable federal, state, county and city constitutions, laws, ordinances and regulations.

# PROPOSAL TO CREATE A CHARTER FOR A CITYWIDE CONGRESS OF NEIGHBORHOOD COUNCILS

## BASIC STRUCTURE OF CONGRESS:

- The Congress is made up of the following three bodies that function together:

### 1. SENATE

- "Board of Directors" of Congress
- One representative per participating NC

### 2. GENERAL ASSEMBLY

- Periodic gathering of NCs, NC Senators/Delegates; NC Board members; and stakeholders
- General Assembly will meet as the City Charter-mandated "Congress."
- NCs shall have the sole authority to set the agenda and programs

### 3. OFFICE OF THE CLERK

- Permanent administrative body
- Monitors City agendas for issues of interest to NCs
- Responsible for communications between Congress and NCs
- Responsible for communications between Congress and City government.
- Distributes information to Senate and NCs
- Secretary shall be elected by the Senate
- Treasurer shall be elected by the Senate

# PROPOSAL TO CREATE A CHARTER FOR A CITYWIDE CONGRESS OF NEIGHBORHOOD COUNCILS

## SENATE

- Board of Directors of Congress
- Representative assembly of NCs
- Functions:
  - Determine what issues it will consider, review and discuss, and which issues it will refer to participating NCs for action
    - May propose actions and positions to individual NCs
    - Shall collect and tally the positions taken by individual NCs on issues
  - Oversight of and responsibility for holding *General Assembly*
  - Oversight of Clerk's Office, including communications prepared by Clerk's Office
- Structure:
  - One Senator and one alternate per participating NC
  - Each participating NC has one, equal vote
  - Senate shall organize itself and select officers at its first meeting
  - Regularly scheduled meetings
    - Rotate meetings throughout City
    - Open to public
    - Opportunity for public comment and stakeholder initiation of issues
  - Congress may create/disband committees as needed:
    - Administrative: e.g., Bylaws, Communications, Outreach
    - Substantive Issues: e.g., Land Use, Public Safety
    - Committees may be composed of Senators and other NC representatives

# PROPOSAL TO CREATE A CHARTER FOR A CITYWIDE CONGRESS OF NEIGHBORHOOD COUNCILS

- Reporting Results of Senate Vote on Issue:
  - Report must include detailed tally of votes
    - Number of NCs taking position on issue
    - List of NCs and position taken by each
  - Where possible, include statement of reasons/rationale
    - Minority has right to include statement of reasons/rationale

# PROPOSAL TO CREATE A CHARTER FOR A CITYWIDE CONGRESS OF NEIGHBORHOOD COUNCILS

## GENERAL ASSEMBLY

- Periodic gathering of NCs, NC Senators/Delegates, NC Board Members, and Stakeholders
- Scheduled by Neighborhood Councils through Senate
- Provides opportunity for networking among NCs and NC Board Members
- Provides opportunity for information from City departments and about City services
- To be held in conjunction with a meeting of Senate
- Include sessions to provide education about City issues
- Include sessions to provide education and assistance to NCs on NC administration and NC elections
- Sessions at NC Congress can result in recommendations/motions to Senate and/or NCs

# PROPOSAL TO CREATE A CHARTER FOR A CITYWIDE CONGRESS OF NEIGHBORHOOD COUNCILS

## OFFICE OF THE CLERK

- Secretary will be elected by Senate
- Responsible for administrative functions of Congress
  - Track all pending motions/issues before Congress
  - Keep Master Calendar
  - Disseminate information/reports to NCs, governmental entities and media
- Responsible for communications and outreach as directed by Senate
  - Maintain website
  - Maintain e-mail distribution lists
- Responsible for the Treasury and providing regular financial reports to the Senates
  - Treasurer will be elected by the Senate
- Responsible for monitoring agendas, etc. from ENS, discovering important issues, and transmitting reports to NCs, Senate, and Senate Committees
- Assigns motions/issues to Senate committee with subject matter jurisdiction

## FUNDING/TREASURY

- Possible Sources of Funding
  - City of Los Angeles/DONE
  - Assessments to participating NCs
  - Contributions from third parties
    - Foundations/non-profits

# PROPOSAL TO CREATE A CHARTER FOR A CITYWIDE CONGRESS OF NEIGHBORHOOD COUNCILS

## CREATION OF THE CONGRESS AND AMENDMENT OF THIS CHARTER

- **Creation of the Congress**

- The Congress will be established upon the ratification of this Charter by at least twenty percent (20%) of certified Neighborhood Councils
- The first meeting of the Senate will be held 60 days after ratification of this Charter by twenty percent (20%) of certified Neighborhood Councils
- When an NC ratifies this Charter, that NC becomes a full and equal member of the Congress and becomes entitled to all of the rights, privileges and responsibilities of membership in the Congress

- **Amendment of This Charter**

- This Charter may not be amended until the Congress has been in existence for at least 6 months
- Any Senator may propose an amendment to this Charter
- An amendment will be submitted to participating NCs if passed by majority vote at a regular meeting of the Senate
- Any amendments to this Charter will not take effect unless and until ratified by participating NCs (unless decertified/suspended)
- Must be ratified by 2/3 of NCs that vote on amendment within 6 months after submission to NCs