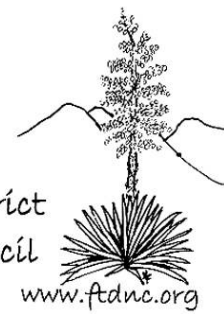


Alisa Clairet
Daniel Davis
Dawn Jacobs
Jaycynda Trifone-Woodruff
Jess Lewis
Joshua Jeffrey

Josie Zarate
Kelly Rose
Kevin J. Davis
Laurie Thoms
Michael Carpenter
Sharon Washington

Foothill Trails District
Neighborhood Council



FOOTHILL TRAILS DISTRICT NEIGHBORHOOD COUNCIL RULES AND ELECTIONS COMMITTEE MEETING MINUTES

**JANUARY 30, 2017, 7:00 PM TO 9:00 PM
FTDNC OFFICE**

9747 Wheatland Ave, Shadow Hills, CA

Regularly scheduled meetings will be the last Monday of each month at 7pm

Administrative Tasks (10 minutes)

1. Call to order and the Pledge of Allegiance.
Meeting was called to order by Chair at 7:05 PM.
2. Roll call, attendance report and declaration of a quorum
Kevin Davis, Joshua Jeffrey and Jaycynda Trifone-Woodruff were in attendance. Chair declares quorum.
3. Opening comments by the Chair.
Happy New Year to all those who attended the meeting. I am thankful for all the Committees work this past year, and look forward to serving the community through this next year. I am thankful for Kevin Davis's hard work in preparing appropriate email forwards for the Board members and Committee Officers. I am hopeful that this will allow better communication between the Neighborhood Council and our stakeholders.

Reports and Announcements (20 Minutes)

(Reports and brief presentations only. For any detailed or lengthy questions, please follow up with the presenter outside so meeting may proceed as scheduled. Thank you.)

4. Reports by Public Representatives.
 - a) Government officials or representatives. *None in attendance*
 - b) Other community groups. *None in attendance*
5. Committee Reports (**Max 5 minutes each**). *None noted*
6. Representative Reports (**Max 5 minutes each**). *None noted*
7. Public Comment (Presentations are limited **to non-agenda items whose subject(s) fall under the Committee's jurisdiction.**). *None noted*

Rules and Elections Committee Items (80 minutes)

8. Welcome stakeholders who wish to join the Rules and Elections Committee. *None Noted.*
9. **Presentation/Discussion/Possible Action** regarding status of Board Member Training Certifications and Roster updates *Chair reported that the Board was emailed earlier in January that two of our Board members had been removed by DONE as a result of not completing the required training and signing the Code of Conduct. Jaycynda Trifone-Woodruff noted that as the roster was not updated until January, that one of the Board members could not have been notified of changes in the Code of Conduct policy.*

Kevin Davis said he would contact DONE and the removed Board members to find out how they wished to proceed. No action taken.

10. **Presentation/Discussion/Possible Action** to recommend additions, modifications, or deletions to the FTDNC Bylaws. *Joshua Jeffrey opened that as a result of DONE's Removals, the board was approaching a dangerous tipping point when their would not be a super majority able to amend the Bylaws or appoint new members. He recommended that Rules should develop language to address the disparity between a quorum and 2/3 of the total Board to avoid a potential deadlock. Joshua Jeffrey and Jaycynda Trifone-Woodruff agreed that policy for numbers below a quorum was not necessary as DONE is required to intervene should that circumstance arrive. Joshua Jeffrey recommended that the voting procedure be switched from 2/3 total to a simple majority when greater than 1/3 of the board is vacant to ease appointments. The committee discussed the benefits of the various voting procedures, 2/3 present, 2/3 seated, and simple majority.*

Motion (Joshua Jeffrey, Seconded by Jaycynda Trifone-Woodruff): I move that Rules Recommends the inclusion of the following into the Article V(6) Vacancies of the FTDNC Bylaws: "If one-third (1/3) or more of the total number of Board seats are currently vacant, the applicant may be elected by a simple majority vote"

3 Yes, 0 No, 0 Abstentions. Motion carries.

11. **Presentation/Discussion/Possible Action** to recommend additions, modifications, and deletions to the FTDNC Standing Rules.

- a) Review or develop procedure for Board Vacancy Applications *Chair reiterated suggestions brought forth at the October and November Meeting for vacancy procedure. Joshua Jeffrey recommended that Rules put forth a policy similar to Jaycynda Trifone-Woodruff's earlier suggestion to allow reapplications with Board Recommendations. Committee agreed that there should be a recommendation procedure to allow for reapplications.*
- b) Appointment procedure for NC Liaisons *Chair noted that as a result of communication with DONE, and the lack of frequency of FTDNC General meetings, there are oftentimes positions that become available for stakeholders to fill, but can not be confirmed by the Board until a later Date. Joshua Jeffrey recommended that the Standing Rules be changed to allow the President to temporarily appoint liaisons or auxillary positions pending board approval. Jaycynda Trifone-Woodruff recommended that the appointment be for a period of time no greater than 30 days.*
- c) Review or develop policy regarding hiring procedures *No action taken. Item to be discussed at next meeting.*
- d) Develop rules and procedure regarding Inventory and Resource Management *Chair reiterated suggestions brought forth at the October and November Meetings. Kevin Davis recommended implementing a more stringent policy. He suggested the following:
All existing, and henceforth all newly acquired durable good for the Neighborhood Council, shall be issued an item number and marked by stencil, etching, stamping, or other permanent means as clearly belonging to the FTDNC. The Recording Secretary must complete a quarterly report of all durable goods to the Board at the last General Meeting of each quarter. The Recoding Secretary shall also audit all inventory items once a year. Said audit shall be due by the month preceding Officer elections, and placed on the General Board Meeting Agenda, for approval and submission to the Department of Neighborhood Empowerment. The Vice President of Communications and Outreach shall work in conjunction with the Recording Secretary to complete quarterly and annual reports on inventory, and shall assume responsibility in the absence of the Recording Secretary. FTDNC equipment may be temporarily loaned to community organizations or stakeholders. Written requests shall be sent to the Executive Board for specific items detailing intent, place, and duration of use, as well as any other terms and conditions as deemed necessary by the discretion of the Executive Committee. At least two (2) Board officers, different from requesting party, must approve the use and temporary loan of the equipment, and must oversee their removal from FTDNC managed properties. Those designated officers shall elicit a signed acknowledgment of loan by requestor, and issue a signed receipt upon return. All items shall be returned clean, and in the same condition as lent.
The committee fully agreed with the recommendations.*

- e) Review or develop policy for conference calls at meetings. *Chair apologized for inclusion of this sub-item on agenda. Item was discussed and completed during November Meeting.*
- f) Review or develop procedure for Board Self-Assessment *Items f,g and h were discussed as a block since they refer to annual reports that are conducted and due at the same time. Kevin Davis that a preliminary draft of each report should be submitted to the Executive Board at their regularly scheduled May Committee meeting, with a revised draft due for the June Executive Committee meeting. He recommended that the Final Draft shall be placed on the General Board Meeting Agenda for discussion and approval, with final submission to the Department of Neighborhood Empowerment shall be no later than June 30. Joshua Jeffrey recommended that the President should be in charge of the Self Assessment, and that the VP Outreach should prepare the Outreach Survey. Jaycynda Trifone-Woodruff recommended that the Executive Committee should prepare and designate an author for the annual Strategic Plan, and that Committee Chairs should be allowed to submit recommendation for items to be included in the Strategic Plan.*
- g) Review or develop procedure for Strategy Plan *See Agenda Item 11(f).*
- h) Review or develop procedure for Outreach Survey *See Agenda Item 11(f).*

Motion (Jaycynda Trifone-Woodruff, Seconded by Kevin Davis): I move that revisions to the Standing Rules, as presented and agreed upon here, be recommend to Executive Board for General Board. 3 Yes, 0 No, 0 Abstentions. Motion carries

- 12. **Presentation/Discussion/Possible Action** on online voting in Neighborhood Council Elections *Chair reported that the Board was emailed an update from DONE which outlined City Council discussion on online voting for NC elections. Joshua Jeffrey opened discussions and ideas about potential voting senarios. Kevin Davis recommended that should elections be entirely online, we hold election events at the local libraries with the other nearby NCs. No action taken.*
- 13. **Presentation/Discussion/Possible Action** to develop a Candidate Forums for School Board. *With the success of the CD7 Mixer, the committee discussed the possibility of holding a smaller forum for the school board. Kevin Davis recommended we might partner with the LTCCA since their regularly scheduled meeting falls before the elections to hold a small forum at their meeting. He offered to contact them to discuss further. No action taken.*
- 14. **Presentation/Discussion/Possible Action** to develop training and/or procedural manuals for the Board and Committees. *Chair recommended postponing presentations until after next General Board meeting. No Action Taken*
- 15. Items from the floor. *N/A*

Motion (Jaycynda Trifone-Woodruff, Seconded by Joshua Jeffrey): 3 Yes, 0 No, 0 Abstentions. Motion carries

Housekeeping (10 minutes)

- 16. **Presentation/Discussion/Possible Action** to amend and/or approve any outstanding Rules and Elections Committee Meeting Minutes *The Chair apologized, but was unable to complete the November Minutes before the meeting, and as a result had nothing to present. No action taken.*
- 17. Final Comments. *N/A*
- 18. Adjournment

Motion (Joshua Jeffrey, Seconded by Jaycynda Trifone-Woodruff): I move that we adjourn the meeting 2 Yes, 0 No, 0 Abstentions. Kevin Davis not present. Motion carries. Meeting adjourned at 8:22PM.

PREPARED BY: _____

CHAIR SIGNATURE: _____

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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: FTDNC.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 Kevin J. Davis, Board President via email at president@ftdnc.org