

*Michael Carpenter
Alisa Clairet
Daniel Davis
Kevin J. Davis
Dawn Jacobs
Joshua Jeffrey*

*Jess Lewis
Kelly Rose
Laurie Thoms
Tamara Loperfilo
Jaycynda Trifone-Woodruff
Sharon Washington
Josie Zarate*



FOOTHILL TRAILS DISTRICT NEIGHBORHOOD COUNCIL RULES AND ELECTIONS COMMITTEE

MINUTES

**MAY 23, 2016, 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 (30 minutes)

1. Call to order the Pledge of Allegiance.

Meeting called to order by Chair at 7:08 PM. Joshua Jeffrey, Jaycynda Trifone-Woodruff, and Kevin Davis in attendance.

2. Welcome to new stakeholders wishing to join the Rules and Elections Committee.

No stakeholders wished to join at this time.

3. Opening comments by the Chair.

Joshua Jeffrey: Our thoughts go out to those who may have been affected in by the brush fire in Lake View Terrace. I received information about from Department of Neighborhood Empowerment, (D.O.N.E.), about the inventory which I will pass to the rest of the board. I apologize for moving our meeting up from our regularly scheduled date. Our regular meeting day, the last Monday of the month, is Memorial Day, and I did not wish to be in conflict with the holiday. Our next meeting will return to the usual schedule, and be on June 27.

4. Reports by Public Representatives.

- a) Government officials or representatives.

None in attendance

- b) Other community groups.

None in attendance

5. Public Comment

No comments from the public

Committee Items (90 minutes)

6. **Presentation/Discussion** reviewing the 2016 Foothill Trails District Neighborhood Council Elections, including the outreach strategies and Election Day event

Joshua Jeffrey: There are many areas with which we can improve on next year in order to have the best event possible. The outreach pamphlet should not include board members' names, and need to be proofread prior to printing to insure accurate information. The "Vote" poster was a very good representation of our NC and can be improved and reused for next election. We might consider making sample ballots so that voter's can understand the format for the election. The event should be located so as not to confuse with competing events. We need to increase the visibility of our event no matter what venue we chose for the next election. We need to have more contact with DONE and the City Clerk's office to ensure a smooth event for our volunteers and stakeholders.

Kevin Davis: The large "Vote" poster should only advertise for the Area Representatives, the At-Large Representatives and the Community Interest Representatives. There shouldn't be any mention of officer positions since those are not voted by the public and can lead to confusion. There are many ways to improve our use of the current venue, the Lake View Terrace Recreation Center, including: (1) Remove the elections from the pavilion and move to the East side of the park. That would separate us from competing events. (2) We could offer curbside service where we hand out registrations to be collected by election officials. (3) We can contact DOT to have a "No Parking Areas" along street for elections.

7. **Presentation/Discussion/Possible Action** to develop Strategy Plan for 2016-2017 fiscal year.

Kevin Davis: Rather than having a single entity develop the Strategy Plan, chairs of the standing committees could make a recommendation for inclusion on the list of executive goals.

Jaycynda Trifone-Woodruff: The recommendation from Rules and Elections might be to have our Bylaws and Standing Rules be compliant with all City and State Regulations

Joshua Jeffrey: I agree with Jaycynda, but would like to see our goal go above what our duties typically represent and include some aspect about developing training for the board.

Motion: The Rules and Elections Committee's recommendation for the Strategy Plan should be "To update our Bylaws and Standing Rules to be compliant with all City and State Regulations, and to develop training material for the board" **Motion:** Jaycynda Trifone-Woodruff **Second:** Joshua Jeffrey, 2 Yes, 0 No, 0 Abstentions, and Kevin Davis not present.

Joshua Jeffrey is to present the recommendation to the General Board for approval.

8. **Presentation/Discussion/Possible Action** to develop training for the Board and Committees.

Joshua Jeffrey: We should begin to look at ways for which we can expand training for board members and officers. As a part of the current Standing Rules, Rules must host a meeting for newly and first time elected Board Members to review the Bylaws and Standing Rules.

Kevin Davis: DONE is supposed to give an introduction to the Board at the next Executive Committee Meeting, and we might include a brief training at the end of DONE's presentation.

Joshua Jeffrey: I volunteer to give an overview of our Bylaws at the next Executive Meeting and hold a brief question-and-answer session at the end of the DONE presentation.

9. **Presentation/Discussion/Possible Action** to develop procedural manuals for Board Officers and the Committees.

Laurie Thoms would like to develop procedural manuals for every committee, and the officer position.

Kevin Davis: We might look at what other neighborhood councils have already developed so that we are not starting from scratch.

Laurie Thoms volunteered to investigate what other Neighborhood Councils have available for procedural manuals and report back to Rules on her findings.

10. **Presentation/Discussion/Possible Action** to recommend additions, modifications, or deletions to the FTDNC Bylaws.

- a) Review Article V(3) Official Actions regarding the nature of abstentions.

Joshua Jeffrey: As Jaycynda brought up at the last meeting, our current Bylaws state that abstentions count towards the affirmative when voting. I discussed the situation with Melvin Cañas to see what power we have to change how we view abstentions; for instance changing them to mean a negative or a “no-vote”, not counting towards the total. We have complete control over what we wish abstentions to mean, but must stipulate what happens with ties and how abstentions effect quorum. As it stands, I think it presents a problem if someone has an ethical concern and wishes to abstain.

Jacynda Trifone-Woodruff: I believe that abstentions should not count as a vote, and should not count towards the total.

Kevin Davis: Agrees with Jaycynda. Suggests taking it up again at Executive and General Board to encourage board participation.

No action taken. Item TABLED, and discussion to continue at next meeting.

- b) Review Article VI(1) Officers of the Board regarding the creation of a Parliamentarian officer of the Board

Kevin Davis suggested creating a Parliamentarian officer to oversee the clock and bylaws at the General Board Meetings. Discussed the merits of the position, as well as the complications that arise from having potentially almost half of the General Board be officers. We looked at possibly merging the duties of Recording Secretary and Corresponding Secretary, so as to eliminate any problems with having too many officers.

No action taken. Item TABLED, and discussion to continue at next meeting.

- c) Review Article VI(2)(c) Duties of Vice President of Outreach and Communications regarding the language of the administration of FTDNC public communication networks, and management of website.

TABLED

- d) Review Article XIV(3) Self-Assessment regarding the language matching Department of Neighborhood Empowerment policy

TABLED

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

- a) Review formal organization and outline of Standing Rules

TABLED

- b) Review General Committee Rules

- i. Review current structure and administration of committees, including: composition, (minimum, maximums, and Board representation); process of

joining; creation of Vice Chair; delineation of Duties and Powers of Chairs; rules on attendance; and formal removal processes.

TABLED

- ii. Review policy regarding Committee Meeting's frequency, minutes, and document retention and availability.

TABLED

- iii. Review Board administration and grievance processes for committees

TABLED

- iv. Review process for creation of Standing and Ad Hoc Committees

TABLED

- c) Standing Committees

- i. Review existing formal Mission Statements for all current Standing Committees

TABLED

- ii. Review existing jurisdictional limitations

TABLED

12. Items from the floor.

Jaycynda Trifone-Woodruff wanted to aggrandize discussion on Bylaws or Standing Rules regarding posting policy for meeting agendas. She suggested that while our current bylaws stance comply with DONE, having a formal posting policy ensures that each committee chair posts to the correct location and enables the public to know where to look for information.

Kevin Davis wanted to add a discussion on the Standing Rules for resignations from committees. Also wanted to agendize a discussion for the next meeting regarding the hierarchy in filling vacancies on the board.

13. Final Comments.

Joshua Jeffrey: Thank you everyone for coming, and taking an active role in shaping our Council. I hope to see you again at the next meeting.

14. Adjournment

Meeting adjourned at 8:53PM