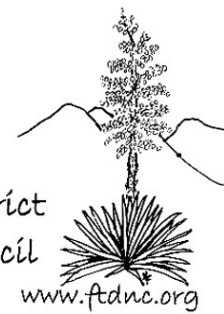


Alisa Clairet  
Daniel Davis  
Dawn Jacobs  
Jaycynda Trifone-Woodruff  
Jess Lewis  
Joshua Jeffrey  
Josie Zarate

Kelly Rose  
Kevin J. Davis  
Laurie Thoms  
Michael Carpenter  
Sharon Washington  
Tamara Loperfido

Foothill Trails District  
Neighborhood Council



## **FOOTHILL TRAILS DISTRICT NEIGHBORHOOD COUNCIL RULES AND ELECTIONS COMMITTEE MEETING**

**JULY 25, 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

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” to address board members on any agenda item before they take a formal position at any meeting. 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 Council’s jurisdiction will be heard during the Public Comment period. Please note that under the Brown Act, the Board may be prevented from acting on a matter that you bring to its attention during the Public Comment period. However, any issue raised by a speaker may become the subject of a future meeting. Public comment is limited to 2 minutes per speaker, but limited time extensions may be granted by the Chairperson in consultation with other board members present.

**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, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Kevin J. Davis, Board President at (818) 321-0526 or via email at [president@ftdnc.org](mailto:president@ftdnc.org).

**TRANSLATION SERVICES** - To ensure availability of services or to request translation, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Kevin J. Davis, President at (818) 321-0526 or via President via email at [president@ftdnc.org](mailto:president@ftdnc.org).

**SERVICIOS DE TRADUCCION** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Kevin J. Davis, Presidente por correo electrónico [president@ftdnc.org](mailto:president@ftdnc.org) para avisar al Concejo Vecinal.

**PUBLIC ACCESS TO MEETING DOCUMENTS** - Agendas are posted for public review at the FTDNC Headquarters, 9747 Wheatland Avenue, Shadow Hills, CA and on the FTDNC.org webpage. You can also receive agendas via email by sending a request to be added to FTDNC email blast to [foothilltrails@gmail.com](mailto:foothilltrails@gmail.com) and/or by subscribing to the L.A. City’s Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>.

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](http://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](mailto:president@ftdnc.org)

**PROCESS FOR RECONSIDERATION** - For information on the FTDNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the FTDNC Bylaws at FTDNC.org.

### **Administrative Tasks** (20 minutes)

1. Call to order and the Pledge of Allegiance.
2. Roll call, attendance report and declaration of a quorum
3. Opening comments by the Chair.

### **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.
  - b) Other community groups.
5. Committee Reports (**Max 5 minutes each**).
6. Representative Reports (**Max 5 minutes each**).
7. Public Comment (Presentations are limited *to non-agenda items whose subject(s) fall under the Committee’s jurisdiction.*).

**General Items** (20 minutes)

8. **Presentation/Discussion/Possible Action** to develop recommendation for Strategy Plan FY 2016-2017
9. **Presentation/Discussion/Possible Action** to develop recommendation for Outreach Survey FY 2016-2017

**Rules and Elections Committee Items** (50 minutes)

10. Welcome stakeholders who wish to join the Rules and Elections Committee.
11. **Presentation/Discussion/Possible Action** to develop a boiler plate for Neighborhood Council General Board and Committee Meeting Agendas and Minutes.
12. **Presentation/Discussion/Possible Action** to have Rules and Elections Committee be a vessel for Candidate Forums for local elections.
13. **Presentation/Discussion/Possible Action** to develop training and/or procedural manuals for the Board and Committees.
14. **Presentation/Discussion/Possible Action** to investigate need for temporary FTDNC office employee, volunteer, intern, and/or cleaning service.
15. **Presentation/Discussion/Possible Action** to recommend additions, modifications, or deletions to the FTDNC Bylaws.
16. **Presentation/Discussion/Possible Action** to recommend additions, modifications, and deletions to the FTDNC Standing Rules.
  - a) 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; Duties and Powers of Chairs; rules on attendance; process for resignation, and formal removal processes.
    - ii. Review Board administration and grievance processes for committees
    - iii. Review process for creation of Standing and Ad Hoc Committees
  - b) Standing Committees
    - i. Review existing formal Mission Statements for all current Standing Committees
    - ii. Review existing jurisdictional limitations
  - c) Review or develop administrative policy regarding public use of FTDNC managed properties
  - d) Review or develop administrative policy for conference calls at meetings.
  - e) Review or develop administrative policy for Board Self-Assessment
  - f) Review or develop administrative policy for Board Vacancy Applications
17. Items from the floor.

**Housekeeping** (10 minutes)

18. **Presentation/Discussion/Possible Action** to amend and/or approve any outstanding Rules and Elections Committee Meeting Minutes
19. Final Comments.
20. Adjournment