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Foothill Trails District
Neighborhood Council



FOOTHILL TRAILS DISTRICT NEIGHBORHOOD COUNCIL JOINT RULES-ELECTIONS AND GENERAL MEETING

**JUNE 27, 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.

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.

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. 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 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 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

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 Board’s jurisdiction.*).

General Board Meeting Items (30 minutes)

8. **Presentation/Discussion/Possible Action** to develop and/or approve Strategy Plan FY 2016-2017
9. **Presentation/Discussion/Possible Action** to develop and/or approve Outreach Survey FY 2016-2017
10. **Presentation/Discussion/Possible Action** to develop and/or approve Neighborhood Council Self Assessment FYE 2015-16.

Rules and Elections Committee Items (40 minutes)

11. Welcome to new stakeholders wishing to join the Rules and Elections Committee.
12. **Presentation/Discussion/Possible Action** to develop a boiler plate for Neighborhood Council General Board and Committee Meeting Agendas and Minutes.
13. **Presentation/Discussion/Possible Action** to have Rules and Elections Committee be a vessel for Candidate Forums for local elections.
14. **Presentation/Discussion/Possible Action** to develop training for the Board and Committees.
15. **Presentation/Discussion/Possible Action** to develop procedural manuals for Board Officers and the Committees.
16. **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.
 - b) Review Article V(6) Vacancies regarding area considerations in filling Board vacancies.
 - c) Review Article VI(1) Officers of the Board regarding the creation of a Parliamentary officer of the Board
 - d) 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.
 - e) Review Article VIII(3) Notifications/Postings regarding a formal process for posting
 - f) Review Article XIV(3) Self-Assessment regarding the language matching Department of Neighborhood Empowerment policy
17. **Presentation/Discussion/Possible Action** to recommend additions, modifications, and deletions to the FTDNC Standing Rules.
 - a) Review formal organization and outline of Standing Rules
 - 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; process for resignation, and formal removal processes.
 - ii. Review policy regarding Committee Meeting's frequency, minutes, and document retention and availability.
 - iii. Review Board administration and grievance processes for committees
 - iv. Review process for creation of Standing and Ad Hoc Committees
 - c) Standing Committees
 - i. Review existing formal Mission Statements for all current Standing Committees
 - ii. Review existing jurisdictional limitations
18. Items from the floor.

Housekeeping (10 minutes)

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