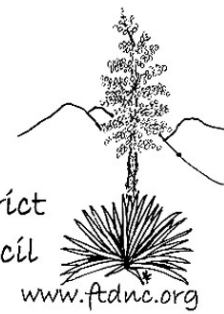


Alisa Clairet  
Daniel Davis  
Dawn Jacobs  
Jaycynda Trifone-Woodruff  
Jess Lewis  
Joshua Jeffrey

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 MEETINGS**

### **MINUTES**

**SEPTEMBER 26, 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** (10 minutes)

1. Call to order and the Pledge of Allegiance.  
*Meeting was called to order by Chair at 7:10 PM.*
2. Roll call, attendance report and declaration of a quorum  
*Kevin Davis, Joshua Jeffrey, and Jaycynda Trifone-Woodruff were in attendance. Chair declared a quorum.*
3. Opening comments by the Chair.  
*The Chair welcomes everyone back, and hopes to make progress on a finalized recommendations for our Bylaw and Standing Rules amendments.*

#### **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.**)

*Cindy Cleghorn shared the success of the annual Congress of Neighborhoods held on Saturday, September 24, 2016. She thanked Kevin Davis's participation and looks forward to next year's event.*

#### **Rules and Elections Committee Items** (80 minutes)

8. Welcome stakeholders who wish to join the Rules and Elections Committee. *No one wished to join at this time*
9. **Presentation/Discussion/Possible Action** to recommend additions, modifications, or deletions to the FTDNC Bylaws.  
*Joshua Jeffrey presented the latest revisions to the Bylaws as discussed at July's meetings. He brought to the committee's attention that the previously approved move of Board Officer Duties from Standing Rules might potentially leave the Board at risk, especially Bylaw stipulated roles, such as the President or the*

*Treasurer. He recommended reinstating the Duties in the Bylaws. Jaycynda Trifone-Woodruff agreed.*

**Motion (Jaycynda Trifone-Woodruff, Seconded by Joshua Jeffrey): I move that revisions, as presented and agreed upon here, be recommend to Executive Board for General Board approval. 2 Yes, 0 No, 0 Abstentions. Kevin Davis not present. Motion carries**

10. **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.

*Newly formed committees are subject to one year probationary period, after which they will automatically sunset. Committees consist of at least 3, but no more than 5 members. Alternate members may be created, by alternates will fill absences in a per-approved, committee designated manner. Every committee must have at least one board member, but no more than 4 (except the Executive Board). Vice Chair is responsible for maintaining committee roster, and may serve as Chair in absence of Chair. Removal of members by simple-majority vote of committees, Committee Officers by Majority vote of Board. Members may be removed or suspended following same absence policy as board. Committees may be suspended for not holding regular meetings.*

- ii. Review Board administration and grievance processes for committees

*Kevin Davis recommended that the Executive Board handle jurisdictional questions for committees. Joshua Jeffrey and Jaycynda Trifone-Woodruff agreed. Committee grievance processes were enumerated under Article XI(2), but left as "Intentionally left blank" in Standing Rules.*

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

*Lifespan and sunset clause for Ad Hoc Committees discussed under Article VII.*

b) Standing Committees

- i. Review existing formal Mission Statements for all current Standing Committees  
*See 10(b)(ii).*

- ii. Review existing jurisdictional limitations

*Mission Statements and jurisdictional limitations were collated under the general purpose and committee authority sections for each committee. The language was a combination of the previous purposes as defined by an antiquated version of the Bylaws, the "about" pages on the FTDNC website, committee submitted definitions from the 2016 Strategy Plan, and old versions of the Standing Rules. The purpose of each standing committee is summarized after their individual headings in Article VI, and specialized structure, functions, or duties are defined in their own paragraphs underneath the headings.*

- c) Review or develop policy regarding public use of FTDNC managed properties *Item was left as "Intentionally left blank" in Standing Rules. No action taken. Item TABLED, and discussion to continue at next meeting.*

- d) Review or develop policy for conference calls at meetings. *Item does not appear enumerated in Standing Rules yet. No action taken. Item TABLED, and discussion to continue at next meeting.*

- e) Review or develop procedure for Board Self-Assessment. *Item was enumerated under Article IX(4), but left as "Intentionally left blank" in Standing Rules, pending further committee discussion.*

- f) Review or develop procedure for Board Vacancy Applications. *Item does not appear enumerated in Standing Rules yet. No action taken. Item TABLED, and discussion to continue at next meeting.*

Joshua Jeffrey presented the revisions as agreed upon in the July meeting, as well as a future recommendation regarding committee structure, including redefining "Adjunct positions" as "Auxiliary positions" so as to encompass other duties such as Ex-Officio members, Auxilliary officers, and Council Liaisons. He also recommended separating administration, communications, and finances into their own articles.

**Motion (Jaycynda Trifone-Woodruff, Seconded by Joshua Jeffrey): I move that revisions, as presented and agreed upon here, be recommend to Executive Board for General Board approval under the provision that they be viewed as a work in progress and not a finalized product. 2 Yes, 0 No, 0 Abstentions. Kevin Davis not present. Motion carries**

11. **Presentation/Discussion/Possible Action** regarding the 2016 NC Election Report and Election Data.  
*No action taken. Item TABLED, and discussion to continue at next meeting.*
12. **Presentation/Discussion/Possible Action** regarding status of Board Member Training Certifications and Roster updates  
*No action taken. Item TABLED, and discussion to continue at next meeting.*
13. **Presentation/Discussion/Possible Action** for status on Candidate Forums for local elections.  
*No action taken. Item TABLED, and discussion to continue at next meeting.*
14. **Presentation/Discussion/Possible Action** to develop training and/or procedural manuals for the Board and Committees.  
*No action taken. Item TABLED, and discussion to continue at next meeting.*
15. **Presentation/Discussion/Possible Action** to develop a boiler plate for Neighborhood Council General Board and Committee Meeting Agendas and Minutes.  
*No action taken. Item TABLED, and discussion to continue at next meeting.*
16. Items from the floor.  
*No items from the floor.*

#### **Housekeeping** (10 minutes)

17. **Presentation/Discussion/Possible Action** to amend and/or approve any outstanding Rules and Elections Committee Meeting Minutes  
**Motion (Jaycynda Trifone-Woodruff, Seconded by Joshua Jeffrey): I move that the committee approves the June, July, and August Minutes as submitted. 2 Yes, 0 No, 0 Abstentions. Kevin Davis not present. Motion carries**
18. Final Comments. *None noted*
19. 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 8:46PM.**