

Michael Carpenter  
Kevin J. Davis  
Dawn Jacobs  
Joshua Jeffrey  
Jess Lewis

Kelly Rose  
Laurie Thoms  
Tamara Loperfido  
Sharon Washington  
Jaycynda Trifone-Woodruff  
Josie Zarate

Foothill Trails District  
Neighborhood Council



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

**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

The public is requested to fill out a "**Speaker Card**" to address the Board on any item of the agenda prior to the Board taking action on an item. Comments from the public on agenda items will be heard when the respective item is being considered. 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 or other auxiliary aids and/or services may be provided upon request. 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 the Neighborhood Council Project Coordinator

### **Administrative Tasks** (30 minutes)

1. Call to order the Pledge of Allegiance.
2. Welcome to new stakeholders wishing to join the Rules and Elections Committee.
3. Opening comments by the Chair.
4. Reports by Public Representatives.
  - a) Government officials or representatives.
  - b) Other community groups.
5. Public Comment

### **Committee Items** (90 minutes)

6. **Presentation/Discussion** reviewing the 2016 Foothill Trails District Neighborhood Council Elections, including the outreach strategies and Election Day event
7. **Presentation/Discussion/Possible Action** to develop Strategy Plan for 2016-2017 fiscal year.
8. **Presentation/Discussion/Possible Action** to develop training for the Board and Committees.

9. **Presentation/Discussion/Possible Action** to develop procedural manuals for Board Officers and the Committees.
10. **Presentation/Discussion/Possible Action** to recommend additions, modifications, or deletions to the FTDNC Bylaws.
  - a) Review Article V(3) Official Actions regarding regarding the nature of abstentions.
  - b) Review Article VI(1) Officers of the Board regarding the creation of a Parliamentarian officer of the Board
  - 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.
  - d) Review Article XIV(3) Self-Assessment regarding the language matching Department of Neighborhood Empowerment policy
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
  - 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.
    - 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
12. Items from the floor.
13. Final Comments.
14. Adjournment

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 9747 Wheatland Ave. Shadow Hills, CA or at our website by clicking on the following link: [www.FTDNC.org](http://www.FTDNC.org) or at the scheduled meeting.

#### **PROCESS FOR RECONSIDERATION**

Under FTDNC Bylaws, Article 7, Section H, the Board may reconsider and amend its action on items listed on the Agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) a Motion for Reconsideration on the described matter and (2) a proposed Action should the motion to reconsider be approved. A Board member who has previously voted on the prevailing side of the action taken can only make a motion of reconsideration. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.