

Alisa Clairet

Daniel Davis

Dawn Jacobs

Jaycynda Trifone-Woodruff

Jess Lewis

Joshua Jeffrey

Josie Zarate

Kelly Rose

Kevin J. Davis

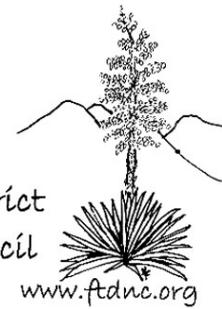
Laurie Thoms

Michael Carpenter

Sharon Washington

Tamara Loperfito

Foothill Trails District  
Neighborhood Council



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

### **MINUTES**

**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

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

1. Call to order and the Pledge of Allegiance.  
*Meeting was called to order by Chair at 7:24 PM*
2. Roll call, attendance report and declaration of a quorum  
*Kevin Davis and Joshua Jeffrey were in attendance. Chair declared a quorum.*
3. Opening comments by the Chair.  
*Our thoughts go out to those who are fighting or are affected by the Sand Fire.*

#### **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.**)

*There was a question from the public about procedure in regards to community representational by members of the Neighborhood council. Joshua Jeffrey explained that Board members are not allowed to represent their opinions as the will of the Board, and are limited in their roles as representatives unless given specific authority by the Board.*

#### **General Items** (20 minutes)

8. **Presentation/Discussion/Possible Action** to develop recommendation for Strategy Plan FY 2016-2017  
*Joshua Jeffrey thought that since the Board has been unable to meet outside of the General Meeting, that we might present a completed Strategy Plan recommendation to the Executive Board, to amend rather than having no working document. Kevin Davis agreed, but will prepare a Strategy Plan*

*recommendation as President using the information emailed to him by the committees to present at the Executive Board Meeting. No action take by the committee.*

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

*Joshua Jeffrey presented a tentative Outreach Survey, that was populated with answers only from previously submitted Survey's to DONE. Kevin Davis will finish the document and present it as a recommendation at the Executive Board Meeting. No action take by the committee.*

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

10. Welcome stakeholders who wish to join the Rules and Elections Committee.

*Laurie Thoms expressed her wish to join the Rules and Elections Committee. Kevin Davis and Joshua Jeffrey expressed concern over increasing the size of the committee and how it would effect the ability to establish a quorum on a regular basis, so no action was taken.*

11. **Presentation/Discussion/Possible Action** to develop a boiler plate for Neighborhood Council General Board and Committee Meeting Agendas and Minutes.

*Kevin Davis was not yet able to discuss the boiler plate language with DONE, but will try to have the information by the Executive Committee Meeting.*

12. **Presentation/Discussion/Possible Action** to have Rules and Elections Committee be a vessel for Candidate Forums for local elections.

*The committee will begin to talk to local candidates on their availability for debates and forums.*

13. **Presentation/Discussion/Possible Action** to develop training and/or procedural manuals for the Board and Committees.

*Joshua Jeffrey showed Laurie Thoms the existing procedure manual that Kevin Davis had mentioned in June's Rules meeting. The committee discussed updating its content with current information off of the EmpowerLA website. Laurie Thoms will continue her research.*

14. **Presentation/Discussion/Possible Action** to investigate need for temporary FTDNC office employee, volunteer, intern, and/or cleaning service.

*Joshua Jeffrey opened by mentioning that various Board and stakeholders have expressed the need for various services like an organizer or cleaning service for the office. He mentioned that our current bylaws and standing rules are silent as to how we hire or supervise employees, interns, or services for the council. By default, it remains an executive board decision. He posited that before the Board seeks services, that there should be a formal procedure or administration. Kevin Davis and Joshua Jeffrey both agreed that the decisions to hire or search for a service remain with the Executive Committee. Kevin Davis saw the need for a single Executive Officer to be in charge of any employee, intern or business in service to the council, to supervise their work and be available to solve problems that the employee might encounter. He suggested that the officer should be either the Vice President of Administration or their designee. **Motion (Kevin Davis, Seconded by Joshua Jeffrey): I move that we recommend amending the FTDNC Standing Rules to have the Vice President for Administration or their designee manage employment to the Council. 2 Yes, 0 No, 0 Abstentions. Jaycynda Trifone-Woodruff not present. Motion carries***

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

*Joshua Jeffrey mentioned that he was told of the need to correct an error in the previously submitted Bylaw recommendations to Article V(6) Vacancies in which he incorrectly wrote "supermajority," instead of specifying the actual number of the board, or "2/3 of the General Board"*

**Motion (Joshua Jeffrey, Seconded by Kevin Davis): I move that the Chair amend the Committee's recommendation for Bylaws Article V(6) Vacancies replacing the must be "elected by a supermajority vote of the remaining Board" with "elected by two-thirds (2/3) vote of the entire Board". 2 Yes, 0 No, 0 Abstentions. Jaycynda Trifone-Woodruff not present. Motion carries**

*Laurie Thoms (Public Comment) was concerned about eliminating the ability to change a vacant position into a Community Interest seat after a certain time. She suggested that the vacancies be filled in*

a tiered basis. Kevin Davis agreed but wanted to limit the number of community interest positions. Joshua Jeffrey suggested that it be no more than a third of the board seats. The committee discussed how tiers would work. Kevin suggested that a vacancy be declared at the general board meeting. Until the next regularly scheduled board meeting, or 30 days, whichever is shorter, the position would accept applications for the seat's current eligibility. If at the next general board, no applicant is found and approved, the seat may be filled as an at-large. After another 30 days (or regularly scheduled general board meeting) it may be filled as a community interest position. Vacant At-large seats would only have one 30 day window until being eligible for filling as a Community Interest Representative. Joshua Jeffrey wanted to know if the seat is permanently changed for the duration of the term; that is, if the seat becomes vacant again, will it revert to its initial requirements? Kevin Davis and Joshua Jeffrey agreed that seats would be permanently changed until the next election. They also agreed that the application process for interested stakeholders be specified in standing rules, including how many times a stakeholder may apply for the vacant seat. For time purposes, Chair suggested that the standing rules processes be discussed at a later date.

**Motion (Kevin Davis, Seconded by Joshua Jeffrey): I move that the Chair amend the Committee's recommendation for Bylaws Article V(6) Vacancies creating a tiered procedure for filling vacancies. 2 Yes, 0 No, 0 Abstentions. Jaycynda Trifone-Woodruff not present. Motion carries**

Laurie Thoms (Public Comment) was also concerned about the duties of the Corresponding Secretary as set for the in Article VI(2) of the Bylaws. She mentioned that the corresponding secretary currently does not have an active role in the council. Cindy Cleghorn (Public Comment) suggested that the corresponding secretary be the one in charge of sending out newsletters, email blasts, and agendas. Joshua Jeffrey was concerned about how that might work with items requires the President's signature. For any items like that, Kevin Davis thought that the corresponding secretary might draft the email, and send it to the President for final approval. Joshua Jeffrey pointed out that there seemed to be an overlap between VP Outreach's "Maintain a current roster of active Board Members and Stakeholders" and the Corresponding Secretary's duty to "[maintain] the contact list for the FTDNC Board members, committees, and committee members;" He suggested rectifying it by eliminate that duty for the VP Outreach, and having the corresponding secretary be responsible for maintaining the roster of stakeholders. He also suggested that Recording Secretary should be responsible for maintaining the roster of Board members as it is an aspect of keeping official records. Kevin Davis suggested that the duties of the officers be specified in Standing Rules, rather than the bylaws and that the bylaws be amended to reflect such. **Motion (Joshua Jeffrey, Seconded by Kevin Davis): I move that the Chair amend the Committee's recommendation for Bylaws Article VI(2) so that it states all duties of the officers will be stipulated in Standing Rules, and draft the appropriate Standing Rules including the changes as discussed. 2 Yes, 0 No, 0 Abstentions. Jaycynda Trifone-Woodruff not present. Motion carries**

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.  
*No action taken. Item TABLED, and discussion to continue at next meeting.*
  - ii. Review Board administration and grievance processes for committees  
*No action taken. Item TABLED, and discussion to continue at next meeting.*
  - iii. Review process for creation of Standing and Ad Hoc Committees  
*No action taken. Item TABLED, and discussion to continue at next meeting.*
- b) Standing Committees
  - i. Review existing formal Mission Statements for all current Standing Committees  
*No action taken. Item TABLED, and discussion to continue at next meeting.*
  - ii. Review existing jurisdictional limitations

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

- c) Review or develop administrative policy regarding public use of FTDNC managed properties  
*No action taken. Item **TABLED**, and discussion to continue at next meeting.*
- d) Review or develop administrative policy for conference calls at meetings.  
*Joshua Jeffrey read from the State Attorney General's publication on the Brown Act regarding teleconference meetings, (available here on Chapter III, Section 4, page 14, [http://ag.ca.gov/publications/2003\\_Main\\_BrownAct.pdf](http://ag.ca.gov/publications/2003_Main_BrownAct.pdf)). Given the complexity of public access to locations as stipulated above, Kevin will contact the City Attorney to specify more information on how to set up teleconferences, and what is the Brown Act's treatment of streaming meetings, (no direct communication from either party). No action taken. Item **TABLED**, and discussion to continue at next meeting.*
- e) Review or develop administrative policy for Board Self-Assessment  
*No action taken. Item **TABLED**, and discussion to continue at next meeting.*
- f) Review or develop administrative policy for Board Vacancy Applications  
*No action taken. Item **TABLED**, and discussion to continue at next meeting.*

17. Items from the floor.

*Cindy Cleghorn wished to invite the Board to participate in the next Neighborhood Council Congress set to be in September. More information will be given about it in the coming months.*

**Housekeeping** (10 minutes)

- 18. **Presentation/Discussion/Possible Action** to amend and/or approve any outstanding Rules and Elections Committee Meeting Minutes  
*No action taken. Item **TABLED**, and discussion to continue at next meeting.*
- 19. Final Comments.
- 20. Adjournment  
**Motion (Kevin Davis, Seconded by Joshua Jeffrey): I move that we adjourn the meeting 2 Yes, 0 No, 0 Abstentions. Jaycynda Trifone-Woodruff not present. Motion carries. Meeting adjourned at 9:20PM.**