



agenda

COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

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CSPNC Rules and Bylaws Committee and Board Meeting

**Participation at the Rules and Bylaws Meeting is open to
all Stakeholders of the Coastal San Pedro Neighborhood Council**

LOCATION: Marine Exchange Conference Room
3601 S. Gaffey St #803
San Pedro, CA 90731

Note: Use the Gaffey St entrance to the Olguin High School, follow the road up the hill, and continue till near the end, where the Marine Exchange can be seen atop the hill to your left.

Meeting Date: September 20th 6:00pm – 7:45pm

Agenda

1) **Call to Order**

2) **Rules and Bylaws Committee Mission Statement** — April Juarez

Drafting and adoption of a mission statement for the Rules and Bylaws committee.

3) **Bylaws change: Absence policy** — April Juarez

Be it resolved, the Bylaws of the Coastal San Pedro Neighborhood Council shall be amended by removing the text struck out and adding the text in underlined boldface:

Article V — Governing Board, Section 7. Absences. If a Board Member is absent from ~~four (4)~~ **two (2)** consecutive, **or four (4)** regularly-scheduled Board meetings **during the fiscal year**, his or her seat shall be vacant.

4) **Bylaws change: Official actions** — Dean Pentcheff

Whereas, the Department of Neighborhood Empowerment considers the following categories of status when recording Board votes: for, against, abstain, recused, ineligible, or absent; and

Whereas, the Bylaws of the Coastal San Pedro Neighborhood Council are may be considered ambiguous regarding the set of Board members that should be counted when determining the “majority” in a vote;

Therefore be it resolved, the Bylaws of the Coastal San Pedro Neighborhood Council shall be amended by removing the text struck out and adding the text in underlined boldface:

CSPNC Bylaws Article V. Section 3. Official Actions. A majority vote of the Board members present, ~~not including abstentions,~~ **and voting** at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these bylaws.

5) **Standing Rules change: Committee participation** — April Juarez

Be it resolved, that the following clause shall be added to Standing Rule 2. Composition and Organization of Committees of the Coastal San Pedro Neighborhood Council:

If a member of a committee (except *ex officio* members) is absent from two (2) consecutive committee meetings or four meetings in a fiscal year, he or she shall be removed from membership on that committee.

6) **Standing Rules change: Limits on oration** — Dean Pentcheff

Whereas Neighborhood Councils exist to listen to stakeholder opinion and relay that to government and agencies; and

Whereas the Coastal San Pedro Neighborhood Council wishes to ensure that the ability of stakeholders to make their opinions heard remains unfettered;

Therefore be it resolved, the following amendment shall be made to Standing Rule 4. Time Limit on Board Member Oration of the Coastal San Pedro Neighborhood Council by removing the text struck out and adding the text in underlined boldface:

~~4. Time Limits on Board Member Oration~~

Stakeholders may address the Board (or a committee) without being required to fill out a speaker card, and with no limitation on the length or number of times they may speak, except by a two-thirds vote of the Board (or committee), and

Any single address by a Board member during a Board meeting shall be no longer than two minutes, and

Once an agenda item has been placed on the floor for consideration and presented, comment from the public shall be solicited before comment by members of the Board.

7) **Standing Rules change: Board member responsibilities** — Dean Pentcheff

Whereas it is difficult for stakeholders and for the Board of the Coastal San Pedro Neighborhood Council (CSPNC) to be certain that Board motions have been appropriately brought to the attention of relevant officials; and

Whereas it is been difficult for stakeholders and for the Board of the CSPNC to learn what actions have occurred as a result of Board motions;

Therefore be it resolved, the following Standing Rule shall be adopted by the CSPNC:

The Board Member making a motion that is passed by the Board shall be responsible for ensuring that the relevant officials, agencies, and organizations have received the motion and that they take appropriate action, and shall report those actions to the Board at the next regularly scheduled Board meeting.

8) **Standing Rules change: Committee minutes** — Dean Pentcheff

Whereas it is difficult for stakeholders and for the Board of the Coastal San Pedro Neighborhood Council (CSPNC) to be aware of what transpires in committee meetings;

Therefore be it resolved, the following Standing Rule shall be adopted by the CSPNC:

Written minutes of each committee meeting shall be submitted to the Secretary by the committee chair, and the Secretary shall include all committee minutes as supplementary documents with the Board meeting agenda. Committee chairs failing to submit minutes shall be replaced by the Board.

9) **Youth Seat** — Dean Pentcheff

Be it resolved, the Rules and Bylaws Committee of the Coastal San Pedro Neighborhood Council (CSPNC) shall establish an *ad hoc* subcommittee to prepare a motion regarding the advisability and logistics of creating a “Youth Seat” on the Board of the CSPNC. Topics that should be addressed by the *ad hoc* subcommittee include (but are not limited to):

purpose of a Youth Seat, and how would that affect candidate eligibility;
appropriate age limitations for candidates and how aging in office is handled;
voter eligibility for the seat and how that interacts with other voter eligibility;□
term time for the seat;
how vacancy of the seat is handled;□
constraints on what motions a Youth Seat Board member may vote on;
determination of how Youth Seat constraints affect quorum requirements;□and
eligibility of the Youth Seat for officerships, committee chairs, committee membership, liaisons, etc.

10) **Transition current one year terms of Board Members (with selections) to two year terms (with elections)** — Dean Pentcheff

Be it resolved, the Rules and Bylaws Committee of the Coastal San Pedro Neighborhood Council (CSPNC) shall establish an *ad hoc* subcommittee to prepare a motion regarding all the changes to Bylaws and Standing Rules that would be required to change the current one-year Board terms of office, and a selection process, to two-year Board terms of office, with an election process, including consideration of (but not limited to):□

supplements to Department of Neighborhood Empowerment election rules; and
terms of officers as potentially different from the two-year term of office.

11) **Rules for the 2017 selection procedure** — Dean Pentcheff

Be it resolved, the Rules and Bylaws Committee of the Coastal San Pedro Neighborhood Council (CSPNC) shall establish an *ad hoc* subcommittee to prepare a complete set of rules for the 2017 selection procedure for CSPNC and submit those rules to the Rules and Bylaws Committee for consideration by the Board.

12) **2017 Election Procedures Stipulation Worksheet** — Dean Pentcheff

Whereas, procedures specified by the Coastal San Pedro Neighborhood Council (CSPNC) in the 2016 “Procedures Stipulation Worksheet” of the Department of

Neighborhood Empowerment (DONE) were not followed in the 2016 selection process; and

Whereas, the CSPNC thinks it would be nice if DONE respected its choice of procedures this year;

Therefore be it resolved, the Coastal San Pedro Neighborhood Council (CSPNC) shall adopt the following positions for the Department of Neighborhood Empowerment's 2017 "Procedures Stipulation Worksheet":

We want selections with documentation voter verification;

Maintain the current board voting structure; and

Neighborhood Council candidates should not be required to take a 5–10 minute video training about the Neighborhood Council system and their responsibilities as a candidate during the election process prior to completing their registration.

And be it further resolved, it shall be the responsibility of the chair of the *ad hoc* subcommittee of the Rules and Bylaws Committee on 2017 Selection Procedure, or if that subcommittee does not exist, the Chair of the Rules and Bylaws Committee, to ensure that the wishes of the Board of the CSPNC as expressed in the 2017 Procedures Stipulation Worksheet are followed by the Department of Neighborhood Empowerment.

13) Agenda template — Dean Pentcheff

Be it resolved, the Coastal San Pedro Neighborhood Council (CSPNC) shall adopt an agenda template and recommendations for Board and committee meetings that satisfies requirements of the Brown Act and requirements of the Department of Neighborhood Empowerment.

14) Agenda supplementary documents — Dean Pentcheff

Whereas it is imperative that supplementary information relevant to Board motions and other Board agenda items be available in advance of Board meetings for stakeholders and Board Members to consider and prepare responses;

Therefore be it resolved, the Rules and Bylaws Committee of the Coastal San Pedro Neighborhood Council (CSPNC) recommends to the Board that the Secretary of the CSPNC shall include all relevant supplementary documents in electronic form with the Board agenda at the time that the agenda is publicly posted; and

Be it further resolved, documents that are supplementary to the agenda need not be physically posted with the paper copy of the Board agenda.

15) Board Minutes — Dean Pentcheff

Be it resolved, the Rules and Bylaws Committee of the Coastal San Pedro Neighborhood Council (CSPNC) recommends to the Board that the Secretary of the CSPNC shall adhere to the requirements regarding minutes of Board Meetings as detailed in the CSPNC Bylaws by order of the Board of Neighborhood Commissioners, notably:

approved minutes shall be posted within 30 days of approval;

all minutes shall be approved within 60 days;

minutes shall include the start time of the meeting;

minutes shall include a roll call of Board members and time of arrival of Board members arriving after the meeting starts and time of departure of Board members leaving before adjournment; □
minutes shall include the vote of each Board member on each agenda item recorded as follows: for, against, abstain, recused, ineligible, or absent; and □
minutes shall include the following text regarding abstentions: “A majority vote of the Board members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action.”

16)Public Comment on Non-Agenda Items

17)Adjournment

PUBLIC INPUT AT COMMITTEE MEETINGS — 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 committee’s jurisdiction will be heard during the general Public Comment period. Please note that under the Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the general Public Comment period; however, the issue raised by a member of the public may become the subject of a future committee meeting.

PUBLIC POSTING OF AGENDAS — Coastal San Pedro Neighborhood Council agendas are posted for public review as follows:

- 1840 S Gaffey St, San Pedro, CA 90731
- <http://www.cspnc.org>

You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at::

- <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

THE AMERICANS 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, listening devices, or 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 by contacting the Department of Neighborhood Empowerment at 213-485-1360.

PUBLIC ACCESS TO RECORDS — In compliance with government code section 54957.5, non-exempt writings that are distributed to all or a majority of the committee members in advance of a meeting may be viewed at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the Agenda, please contact the Coastal San Pedro Neighborhood Council at 310-918-8650.

RECONSIDERATION AND GRIEVANCE PROCESS: For information on the Coastal San Pedro Neighborhood Council’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the CSPNC Bylaws. The Bylaws are available at our Board meetings and our website: <http://www.cspnc.org>

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Ernie Moscoso, Presidente de la Mesa Directiva, al (818) 971-6996 o por correo electrónico cspnclive@gmail.com para avisar al Concejo Vecinal.