



*President: Tammy Flores
Vice President of Administration: Diane Valencia
Vice President of Communications: Maria Silva
Treasurer: Alex Guerrero
Public Relations Coordinator: David M. Rodriguez*

Special Board Meeting – BOARD RETREAT
Saturday, June 4, 2016 – 10:00 AM
Los Angeles Public Library, 14561 Polk Street, Sylmar, CA 91342

The Agenda is posted for public review at the Los Angeles Public Library (Sylmar Branch), 14561 Polk Street, Sylmar, CA 91342. As a courtesy, and as time permits, agendas may be emailed to Stakeholders if requested. Agendas may also be found on the SNC website at www.SylmarNC.org. You may also subscribe to receive them via email through the City's Early Notification System (ENS) at the following link: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

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, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the Sylmar Neighborhood Council by phone at (818) 833-8737 or by email to Diane.Valencia@SylmarNC.org

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. Unless otherwise specific, public comment is limited to 2 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Comments from the public on agenda items will only be heard when the respective item is being considered. Comments on other matters, not appearing on the agenda that are within the Board's subject matter jurisdiction, will be heard during the Public Comment on Non-Agendized Items period.

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 by visiting our website at www.SylmarNC.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 President Tammy Flores at Tammy.Flores@SylmarNC.org.

The below times are only estimates. Items may be addressed in a different order and/or at different times. Below times are inclusive of board discussion and possible vote.

- 10:00 – 10:02 a.m. 1. Call to Order and Pledge of Allegiance (2)
- 10:02 – 10:04 a.m. 2. Roll Call, Housekeeping and Welcome– Tammy Flores, President (2)
- 10:04 – 10:14 a.m. 3. Public Comment on Non-Agendized Items within the Board's subject matter jurisdiction (10)
Please note that under the Brown Act, the board is prevented from acting on the issue you bring to its attention unless the matter is agendized for discussion at a future public meeting. Public comments are limited to 10 minutes total, no more than 2 minutes per speaker. Time allocated to one speaker may not be transferred to another speaker.
- 10:14 – 10:34 a.m. 4. Team building (20)
- 10:34 – 1:44 p.m. 5. Discussion, participation and possible action on the Sylmar Neighborhood Council Board Retreat. The purpose of the Board Retreat is to further improve upon the capacity of the Sylmar NC board and its effectiveness as a civic engagement vehicle. The Sylmar NC Board can engage in a discussion of priorities, areas of improvement and action plans. Topics for discussion include but are not limited to:
 - a. Basic Rules, Guidelines & Procedures – Tammy Flores, President & Diane Valencia, VPA (25)
 - Sylmar NC Bylaws, Board Rules, Code of Conduct
 - Agendas and Public Posting
 - Public Records Act – documents and retention
 - Parliamentary Procedure
 - b. Funding / Budget – Alex Guerrero, Treasurer (25)

- c. Mechanism to represent our stakeholders (10)
 - Discussion and possible action to appoint Community Impact Statement (CIS) Liaisons (up to 5).
- d. Presentation of outreach/advertising banners for the SNC – Ann Job (5)
- e. It’s all about Outreach! – David M. Rodriguez, Outreach Chair & PRC (45)

LUNCH BREAK (15)

Team Building (10)

- f. Taking the SNC website to the next level! - Maria Silva, VPC (25)
- g. Discussion and possible action to form non-Standing Committees and to appoint Committee Chairs (25)
- h. Discussion and possible Board action to designate NC Liaisons to City Departments (15)
 - Budget Representatives
 - Animal Services
 - City Attorney
 - DWP
 - Planning
 - Public Works
 - Public Safety
 - Transportation

1:44 – 1:49 p.m. 6. Reflection, lessons learned and take away by Board Members (5)

1:49 – 1:52 p.m 7. Board Member Comments on issues under the board’s subject matter jurisdiction (3)

1:52 – 1:53 p.m. 8. Adjournment. (1)

Reconsideration of Agenda Items - Bylaws (Article VIII)

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting or at a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a Member of the Board who previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Executive Committee in advance of the deadline for posting notices for the meeting.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

Grievance Process – Bylaws (Article XI)

Any Grievance by a Stakeholder must be submitted in writing to the Board who shall place the matter on the agenda for the next regular Council meeting. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a Panel. Within two (2) weeks of the Panel’s selection, the Board shall coordinate a time and place for the Panel to meet with the person(s) submitting a Grievance to discuss ways in which the dispute may be resolved. Within two (2) weeks following such meeting, a Member of the Panel shall prepare a written report to be forwarded to the Board outlining the Panel's collective recommendations for resolving the Grievance. The Board may receive a copy of the Panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board Members until it is heard publicly at the next regular Council meeting.

This Grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which Grievances may be aired publicly at Council meetings. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Directors are not permitted to file a Grievance against another Director or against the Council, except as permitted under the City’s grievance policy.

(Remove after June 4, 2016)