

CITY OF LOS ANGELES  
CALIFORNIA

SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Tammy Flores

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Maria Silva

TREASURER: Wilson Bell

PUBLIC RELATIONS: David M. Rodriguez



P.O. Box 921023, Sylmar, CA 91392-1023

Telephone: (818) 833-8737

E-mail: Board@SylmarNC.org

Website: www.SylmarNC.org

**SPECIAL MEETING OF THE BYLAWS COMMITTEE – MINUTES**  
**Tuesday, January 24, 2017 – 7:00 PM**  
**Flowers 4-U, 13521 ½ Hubbard Street, Sylmar, CA 91342**

**Committee Chair – Diane Valencia**

Sylmar Neighborhood Council Meeting Minutes are a summary, not an exact, verbatim, word-for-word transcript of what was said at a Meeting. The only two exceptions are the Motions shown in italics and quotes shown with quotation marks (“ ”) at the beginning and ending of a word or words. The Minutes are not, nor were they ever meant to be, a comprehensive record of what was said about an issue or project.

**1. Call to Order and Welcome**

Ms. Valencia called the meeting to order at 7:05 PM

**2. Roll Call**

Committee members present: Diane Valencia, George Ortega, Patti Rau, Bonnie Bernard, Marti Marshall, Derek Martin

**3. Housekeeping:** Sign-In Sheets, etc.

Ms. Valencia briefly discussed these items

**4. Public Comment** on non-agendized matters, within the Committee’s subject matter jurisdiction.

Ms. Valencia briefly mentioned that there have been some concerns expressed related to the Committee’s handling of one of the Officer roles and qualifications. There was no discussion.

**5. Discussion and possible action** to approve the Minutes of the January 12, 2017 Bylaws Committee meeting.

Motion to approve as submitted by Ms. Rau. Second by Mr. Martin. Motion passed 5/0/1

**6. Discussion and possible action** to review and approve recommended changes to the current SNC Bylaws.

The Committee continued its general review of the Bylaws and began by discussing Article VI Officers.

Section 1: Officers of the Board - The Officers of the Board (“Officers”) shall include the President, Vice-President of Administration, Vice-President of Communications, Treasurer and Secretary, which together, comprise the Executive Committee. Other Officers, if desired by the President, are the Sergeant at Arms, ~~and~~ Parliamentarian and Public Relations Coordinator.

Motion by Ms. Bernard. Second by Ms. Rau. Motion passed 6/0/0

A. The duties of the PRESIDENT are:

- To prepare agendas with the Executive Committee and to preside at all Board of Directors and Executive Committee meetings
- ~~• To oversee the production of Minutes of the Board’s actions~~
- To nominate Committee Chairpersons, subject to Board approval
- To serve as the spokesperson and representative of the Board

- To represent the Council at ~~Citywide Neighborhood Council~~ meetings and functions.
- To oversee the preparation and release of formal position papers, subject to Board approval
- To appoint the Sergeant-at-Arms ~~and~~ Parliamentarian ~~and~~ Public Relations Coordinator, if desired

Motion by Ms. Valencia. Second by Mr. Martin. Motion passed 6/0/0

B. The duties of the VICE-PRESIDENT OF ADMINISTRATION are:

- To perform the duties of the President in the absence of the President
- To be responsible for the operational and logistical needs of the Board and Council
- To oversee the operation of the Council Office and staff
- ~~To be responsible for the gathering and maintenance of all Council records, including but not limited to meeting agendas, meeting minutes, the Stakeholder database and other Council documents~~ (Note - this section will be moved to the Secretary role)
- To address and respond to requests for records

Motion by Ms. Marshall. Second by Mr. Martin. Motion passed 6/0/0

C. The duties of the VICE-PRESIDENT OF COMMUNICATIONS are:

- To serve as President in the absence of the President and Vice-President of Administration
- ~~At the direction of the President,~~ To see to the preparation and release of formal position papers such as Community Impact Statements
- ~~To oversee the Council's website and webmaster~~
- To routinely inform the public of the Council's activities and inform the Board of City meetings and activities

Motion by Ms. Rau. Second by Ms. Marshall. Motion passed 6/0/0

~~E.F.~~ The duties of the PUBLIC RELATIONS COORDINATOR are:

- At the direction of the Board, shall release media statements
- To solicit local media coverage of Council activities and events
- To establish and maintain communication with local organizations and businesses in an effort to increase Council visibility and community involvement

Motion by Mr. Martin. Second by Ms. Marshall to move this section down below the Treasurer and renumber the rest of the non-Executive Officer roles. Motion passed 6/0/0

Article VII Committee and their Duties

~~All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for additional Committees may come from Stakeholders or from members of the Board and all such suggestions shall be voted upon by the Board.~~

Motion by Ms. Valencia. Second by Ms. Rau. Motion passed 5/0/1

**7. Committee Member Comments** on subject matters within the Committee's jurisdiction

None

**8. Future Agenda Items:**

Please email the Committee Chair, Diane Valencia, at [Diane.Valencia@SylmarNC.org](mailto:Diane.Valencia@SylmarNC.org)

Next meeting date: February 9, 2017, 7 PM. Location TBD.

**9. Closing Remarks, Announcements, Acknowledgements, and Adjournment**

Ms. Valencia motioned to adjourn the meeting at 9:42 PM. With no objection, the meeting was adjourned at 9:42 PM