

CITY OF LOS ANGELES
CALIFORNIA

SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT:

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Maria Silva

TREASURER: Wilson Bell

PUBLIC RELATIONS: David M. Rodriguez



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MEETING OF THE BYLAWS COMMITTEE – MINUTES

Tuesday, February 28, 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 7:03 PM

2. Roll Call

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

Committee members absent: 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.

None

5. Discussion and possible action to approve the Minutes of the January 24, 2017 Bylaws Committee meeting.

Minutes were not ready to present to the Committee.

6. Discussion and possible action for the Bylaws Committee to make a determination with respect to SNC funding items, if those items must first be reviewed by the Budget Committee.

This request to discuss this item was sent to Ms. Valencia by Peter Postlymayr regarding the level of detail that is/is not currently providing during Board meetings during discussion of funding items.

The determination of the Bylaws Committee is that pursuant to Article VII, Section B, requests for funding from committees are to be received and reviewed by the Budget Committee and submitted to the Board with recommendations.

Further, it is the opinion of the Bylaws Committee that these recommendations would include at a minimum, detailed reports of the Council’s accounts as stipulated in Article IX, Section C and D, including but not limited to: confirmation that the funds are allocated for disbursement, including what account and line item the funding will come from. If funding is not currently available in the relevant account and line item, the Budget Committee will advise the Board where funds need to be moved from and what impact, if any, that movement of funds has on other expenditures that have already been approved but not spent. Also see Article VI, Section 2.D.

Motion by Ms. Bernard, second by Ms. Marshall. Motion passed 5/0/0.

7. **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 the recent Board resignation(s) and how or if the resignation provision in the Bylaws could be amended to provide more clarity and flexibility.

Section 10: Resignation: A Director may resign from the Council by submitting a written resignation to the Executive Committee and/or the Board at which time the position shall be deemed vacant. If a Director no longer qualifies to occupy their Board position during his/her term of office, they must immediately notify the Board. Their representation in that Board position shall immediately cease and the position deemed to be vacant.

Motion by Mr. Ortega. Second by Ms. Valencia. Motion passed 5/0/0

Article VI Officers, Section 2. – to add a role of Secretary, inserted after the Vice President of Communications and adjust numbering in the Bylaws for all subsequent Officers.

D The duties of the SECRETARY shall be:

- To perform the duties of the President in the absence of the President and the Vice Presidents
- To keep minutes of all Board and Executive Committee meetings and present draft minutes for approval.
- To receive and distribute all mail correspondence.
- To keep record of all proceedings, correspondence and documents, track Board meeting attendance, and maintain a current roster of Directors
- To bring all required documents to every Board meeting, i.e. sign in sheets, Bylaws, etc.
- To take Roll Call votes
- To maintain a complete and accurate archive of past meetings

Motion by Ms. Marshall. Second by Ms. Rau. Motion passed 5/0/0

Article VI Officers, Section 2.G: The duties of the TREASURER shall be:

- To Chair the Budget Committee
- To establish and maintain an accounting system for the Council
- To maintain the Council's financial records and book of accounts
- To prepare all financial reports for DONE pursuant to the Plan
- To ~~disburse~~ oversee the disbursement of all Council funds.

Motion by Ms. Rau. Second by Ms. Marshall. Motion passed 5/0/0

- To be responsible to submit all funding item requests for inclusion on Board agendas.

Motion by Ms. Bernard, Second by Ms. Rau. Motion failed 2/3/0

Article VI Officers, Section 2.G: The duties of the PARLIAMENTARIAN are:

- To act in an advisory capacity to the Board and the President. ~~The President may choose to make the appointment.~~
- To research all rules and laws which govern the Council and provide reference and advice when necessary

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

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

None

9. **Future Agenda Items:**

Please email the Committee Chair, Diane Valencia, at Diane.Valencia@SylmarNC.org

Next meeting date: March 9, 2017, 7 PM, Flowers 4-U.

9. Closing Remarks, Announcements, Acknowledgements, and Adjournment

Ms. Valencia motioned to adjourn the meeting at 9:30 PM. With no objection, the meeting was adjourned at 9:30 PM
