

Sunland-Tujunga Neighborhood Council
Interim Board Meeting on Monday, June 16, 2003

The meeting was held at C&M Printing and started at approximately 7:00p.m. Attendees included Amelia Herrera-Robles (DONE), Mark Seigel, Cindy Cleghorn, Marti Marshall, Shirley Kellstrom, John Waters, Elsa Waters, Ken McAlpine, **Nina Royal**.

Many issues were discussed. This is a brief summary of some of those issues:

- 1) The makeup of the Interim Board was discussed with Amelia. Posting agendas and meetings will need to start right away.
- 2) Amelia noted that the transcripts from our Certification Hearing have been released and she will send us a copy.
- 3) Boundary Issue:
 - a. Amelia will send us an engineering map of the community – this may take a few weeks.
 - b. ~~BONC normally doesn't accept a boundary adjustment application from an Interim Board. However, since they did agree to hear it during our Certification hearing, they should accept this from us.~~ **Correction - Amelia stated that this issue could be revisited after Foothill Trails and the STNC have a board empowered to make decisions for the boundary adjustment.**
 - c. It was discussed that we have established a committee to research this issue and will be working on an agreement with Foothill Trails on these issues.
- 4) General Questions to Amelia
 - a. Regarding the 700 Form
 - i. This form is for anyone making decisions on financial issues.
 - ii. The new board must fill this form out once they are elected. (Not before)
 - iii. There was some discussion about whether to only require the Financial committee to fill this form out but this would mean that they could make financial decisions without the concurrence of the Executive Board – not appropriate in our case.
 - iv. City Ethics Commission gets the form directly sent to them and they must be updated annually, **during the election process**.
 - v. The form is a public access document that is viewable by anyone who takes the time to research how to gain access.
 - b. Will there be an official approval of our submitted bylaws and elections procedures?
 - i. The normal procedure is that DONE records them. Amelia will accept them from us and sends them downtown. She can send us a receipt, once she has recorded them and sent them along.
 - ii. Per Amelia - As of the date of our public hearing, our bylaws are a go except for those small changes requested at the hearing.
 - iii. Amelia says that you should send your final bylaws to Rita, with a copy to her. She will see that we get an approval in writing.
 - c. Bylaw changes

- i. For minor changes, fill out bylaws update application and send to Amelia. We must be able to show that the public (stakeholders) has knowledge of these changes. The department reviews this request and signs off on it.
 - ii. For major changes, it must come in front of BONC at a regular hearing.
 - d. Postings
 - i. We must do our best to post to all five identified locations. However, there isn't much we can do if the postings get taken down.
 - ii. We were encouraged to look further for additional posting locations.
 - iii. Per Amelia, our flyers are great.
 - e. How do we continue to do business during this interim period? Per Amelia, we should:
 - i. Try to stay away from policy issues.
 - ii. As the interim board, we can support or reject issues.
 - iii. Amelia will check on this and get back to us officially.
 - f. Training available to us. Amelia said that there will be many opportunities for us to take training (Ethics, Financial, Brown Act, etc.) and we should all take advantage of this as soon as possible. All new officers will need this training as well.
- 5) Elections
 - a. Send our Elections procedures to Amelia. She will review and send any issues to Rita and the City Attorney's office. If there are any issues or concerns we must address, she will send us a report. Once all changes are made and no further issues exist, she will let us know that everything has been approved.
 - b. Shirley asked questions about additional parliamentarian training.
 - c. John started discussing his multipage elections procedures document. He wrote this first but compared his stuff to the samples that Amelia had sent to us last week.
 - i. Some discussion followed about appropriate dates and times for our elections. Amelia told us that Saturday elections are pretty standard, including times like 10 to 4, 9 to 5, 11 to 5, etc.
 - ii. Potential locations include elementary schools, municipal buildings. We discussed the Mt. Gleason Library as a possible site.
 - iii. John mentioned that he preferred avoiding a week day because of the potential crowd after work and the difficulty that would cause our volunteers.
 - iv. Voter status – what do we do if someone has a police record? Basically, if they are out of jail legally, we probably can't do much. Amelia would check on this for us.
 - v. How do we ask for stakeholder status? This must be left somewhat to the discretion of the people monitoring the election. Amelia sent samples and John outlined some samples in his documentation.
 - vi. Are you a Convicted Felon? Amelia will find out if we can ask this question on our candidate application. If so, we need to adjust our bylaws.
 - vii. Outside disinterested third party options – to administer and oversee the elections and any conflicts:

1. Amelia will make the initial contact for us. She suggested that we work on establishing the date as soon as possible.
 2. DONE will pay for many of the expenses of our election - the oversight, any facility costs, partitions, ballot box, two walking man flyer distributions, etc.
 3. Possible organizations to help with our election include Naleao (National Association of Latino Elected and Appointed Officials), the League of Women Voters, the Valley Alliance, Human Resources (from the City).
- viii. Stakeholders at Large – Do we want the affiliation to be very specific or more general? There was a great deal of discussion on this at the end of the meeting.
 - ix. Proof of qualifications
 - x. If no position is filled, Shirley suggested letting the old person stay put. However, this might cause problems with the term limit issue in our Bylaws.
 - xi. An issue might come up that new members of the Board may need some orientation / training, after elections are over, by the outgoing board. John will work to add this. Other training issues were discussed, including Robert’s rules.
 - xii. Write in candidates were discussed. Again, this topic was discussed further at the end of the meeting.
 - xiii. Reasons to challenge the election – John has possibly listed too many, per Amelia. Recounts are a pain.
- 6) ByLaws issues were discussed by John (after Amelia left)
- a. DAC Committee
 - i. Nine members and four alternates were the Interim Board’s original choice
 - ii. At the last DAC meeting, that group preferred eleven members and four alternates
 - iii. The interim board took a consensus vote – six agreed with DAC
 - iv. The DAC can have no more than five members from the Executive Board included.
 - v. There will be a quorum of seven, majority of six required
 - b. Executive Board
 - i. Five members plus Parliamentarian (Chairperson, Vice Chairperson, Recording Secretary, Corresponding Secretary, and Treasurer)
 - ii. Quorum and majority vote of three is required
 - iii. This was agreed on by six, with one no vote.
 - c. Budget Committee
 - i. Five members (after much discussion)
 - ii. Quorum and majority of three is required
 - d. Outreach Committee
 - i. Nine members

- ii. One each from each geographical area, the other geographical representative would be the alternate (4 plus 4 alternates), plus one other board member
 - iii. Four other stakeholders who are not board members
 - iv. Quorum is five and majority of quorum is required on any vote.
 - v. Monetary decisions go back to the budget committee or the Executive Board.
 - vi. Some discussion followed on a budget being allocated to the Outreach Committee within the annual budget for routine things like mailings, newsletters, etc. This can be determined when the annual budget is prepared and those expenditures must be documented properly but wouldn't need special approval.
- 7) Write in candidates – after a great deal of discussion, it was decided that write-ins would be permitted, with restrictions having to do with pre-qualification of the candidates.
- 8) Stakeholders Group Representatives – after a great deal of discussion, it was decided that stakeholder group representatives can either be persons who live, work, or own property in the community and can prove membership in an organization related to their declared special representation, or who do not necessarily live, work, or own property in the community but can prove membership in an organization related to their declared special representation that meets regularly in the community.