



Regular Meeting of the Board

Wednesday, May 27, 2015 7:00–9:00 P.M.

American Jewish University

15600 Mulholland Drive, Sperber Community Library, 2nd Floor, Main Bldg., Bel Air, CA 90077

Accessible from the west side of Casiano Road; park at lower parking (Lot 1) below the security kiosk

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Notice of Meetings. The agenda is physically posted for public review at Bel Air Foods (formerly “Bel Air Market”), 2323 Roscomare Rd., 90077, Glen Center Postal Service 2934 1/2 N Beverly Glen Cir 90077, Laurel Canyon Country Store 2108 Laurel Canyon Blvd, 90046, Glen Market, 1603 N Beverly Glen Blvd., 90077 and/or Bel Air Bar & Grill, 662 North Sepulveda Blvd., 90049. The agendas are also posted to the babenc.org website and sent to those who have signed up for Early Notification System with the City of Los Angeles.

Public Comment. **The public is welcome to speak.** The meeting is being audio taped. Any person wishing to speak must fill out a Speaker Card and submit it to the presiding officer of the Council. A separate card should be filled out for each item on the Agenda. Comments on items not on the Agenda will be heard during the Public Comment. Public Comment is limited to 3 minutes per speaker unless waived by presiding officer. Please refrain from speaking unless and until the presiding officer calls your name to speak.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Adoption of the May 27, 2015 Agenda**
5. **Approval of the March 25, 2015 and April 22, 2015 Minutes**

Copies of the March 25, 2015 Minutes (Attachment A) and April 22, 2015 Minutes (Attachment B) have been circulated with the draft agenda.

6. Public Comment

BABCNC welcomes public comment on any topic that is not on the adopted agenda. Each speaker will be limited to three minutes and all comments limited to 15 minutes unless decided otherwise by the chair.

Reports of Officers

7. President's Report – *Travis Longcore*

- a. **Recognition of Teresa Lee as representative of Private K–6 School Selected Non-residential Stakeholder Group**
- b. **Representatives of Elected Officials and Agencies**
 - i. *Noah Muhlstein*, Planning Deputy, Council District 5
- c. **Nominations and election to fill vacancy created by resignation of Treasurer**

8. Vice President's Report – *Nickie Miner*

9. Secretary's Report – *Robin Greenberg*

10. Treasurer's Report – *Robert Ringler, Second Signatory and/or Treasurer pursuant to item 7b*

- a. **Approval of April 2015 Monthly Expenditure Report (MER)**
Consideration of April 2015 expenditure report and bank statement (Attachment C).
- b. **Update, Discussion and Possible Action on Neighborhood Purpose Grant for Special Olympic World Games 2015 – *Gary Plotkin***
Motion: That Bel Air Beverly Crest Neighborhood Council approves the Neighborhood Purpose Grant package for \$500 to be given to the Special Olympic World Games 2015 (Attachment D).

11. Unfinished Business

- a. **Red Flags**
Update on status of signs and poles to accompany red flags to be deployed in BABCNC territory under red flag conditions.
- b. **Google Apps: Status**
Update on use of Google Apps for BABCNC email services.
- c. **Discussion and Possible Action to increase of 5–10 hours per week for our Administrator, Catherine Palmer.**
- d. **Budget Package – *Dan Love***
 - i. **Update, Discussion and Possible Action on Part I of Budget Package Due July 1:**
 - Council Budget (Attachment E (i.))
 - Council Outreach Survey (Attachment E (ii.))
 - Strategic Plan (See Attachment E (iii.))

Reports of Committees

12. Planning & Land Use Committee (PLUC) Report – *Michael Kemp, Chair*

a. Update on May 12, 2015 PLUC Meeting

b. 176 N. Ashdale Ave. ZA 2015-918-F

To allow a six foot high fence/wall with 7 foot high pilasters and 2 x 6 foot high auto gates and a 6 foot high pedestrian gate in the required front yard setback in lieu of the 3'-6' allowed by code.

Motion: The BABCNC recommends that the City of Los Angeles Zoning Administrator deny the application in case #ZA 2015-918-F

c. 1177 Tower Grove Drive AA 2015-567-PMLA

Subdivide one lot into two lots.

Motion: The BABCNC recommends that the City of Los Angeles Zoning Administrator deny the application in case #AA 2015-567-PMLA.

d. 901 Strada Vecchia

Motion: That the BABCNC write a letter in support of the decision by the Los Angeles Department of Building and Safety to revoke the building permits for 901 Strada Vecchia, Los Angeles, CA 90077, for illegal construction and failure to respond to at least ten (10) various orders to comply. And, to oppose the appeal by 901 Strada LLC in the subject matter.

e. 862-70 Moraga Drive

Project: The demolition of an existing 5 unit apartment building and the construction of a new 13 unit apartment building. Base density allowed is 9 units. Applicant is requesting three (3) new additional units per density bonus calculation, and one (1) additional unit per “very low income” provision.

Motion: The BABCNC requests that the Department of City Planning hold a hearing in Case No. DIR-2014-4936-DB-CLQ and requests that CD 5 make the same request.

13. Bylaws, Rules, and Elections Committee – *Larry Leisten, Chair*

a. **Case #5042 - NC Administrative and 2016 Election Procedures Stipulation Worksheet Due June 1, 2015** (Attachment F (i.) cover letter & F (ii.) worksheet)

Discussion and action on proposal for recommendations and possible action to approve the Stipulations Worksheet to be submitted to Empowerment no later than June 1. Specific actions will include the following, in addition to potential action on any other element of the worksheet.

- i. Designation of Board member to serve on pool of panelists for Grievance Panels to hear grievance matters raised by neighborhood councils in other parts of the City
- ii. Discussion and vote on Board preference for online and/or telephone voting, and whether we wish to require voters to provide documentation versus relying on self affirmation as verification of their qualified voting status at the election or selection of Board seats.
- iii. Discussion and vote on whether Neighborhood Council candidates should be required to take a 5–10 minute video training about the NC System and their responsibilities as a candidate during the election process.
- iv. Discussion and vote on Board Member seating period.

b. **Consideration of non-substantive changes made to Bylaws by Board of Neighborhood Commissioners** (Attachment G (i.) cover letter; Attachment G (ii.) Clean copy of Bylaws and Attachment G (iii.) Red-lined copy) Motion and action.

- c. **Interim appointment of Dan Love & Maureen Levinson to fill vacancies of newly created Bel Air District seats following City approval of new Bylaws and pending City election.**
- d. **Interim appointment of Maureen Smith to fill vacant seat pending City election.**
- e. **Update on submission of the Bylaws**
 - i. Definition of territorial boundaries for residential districts. Discussion.
 - ii. Outreach and procedures for appointment of non-residential seats for private schools and faith-based institutions. Discussion.
- f. **Standing Rules.** Discussion.

14. Traffic Committee Report – *Robert Ringler*

- a. **Report on LAPD West Bureau Traffic Committee meeting of May 13, 2015** on impacts of the DWP trunk-line project with DWP, LADOT, LAPD and UCLA.
- b. **LAPD West Bureau Traffic Committee meeting on Wednesday June 10, 2015 at 8:30 A.M.** at the West Los Angeles Community Police Station, 1663 Butler Avenue

15. Public Safety/Disaster Preparedness Committee – *Chuck Maginnis, Chair*

- a. **Report on May 20, 2015 EP meeting with *Larry Bogatz*, Battalion CERT leader**
- b. **Next EP meeting June 17, 2015**

16. Outreach and Education Committee – *Robin Greenberg, Chair*

- a. **Proposal for grant to purchase needed items for Fire Stations:** Purchases to be made as a Neighborhood Purpose Grant to a qualifying nonprofit(s) situated to receive items on behalf of Fire Department, to **Fire Stations: #99, 71, 108, 37, 41, 97:** (See Attachment “H” for detailed shopping list and Fire Station locations) **for a total of \$3,270.81.**

17. Ad Hoc Committee on Budget and Finance – *Jamie Hall, Chair*

- a. **Report from the committee recommending expenditures**
 - i. Ham radios: \$6,937.85
 - ii. New sign for BABCNC: \$397.85
 - iii. Conference phone: \$621.95
 - iv. Barn Owl boxes: \$5,000.00
 - v. Dropbox Subscription: \$99
 - vi. Digital Timeclock: \$300
 - vii. Polo shirts: \$400
 - viii. Water bottles: \$450
- b. **Donation of remaining funds to Budget Representatives.** Discussion and possible action.

18. Hoc Committee on Mansionization – *Gary Plotkin, Chair*

- a. **Updates from the committee**
- b. **Discussion of Ridgeline Ordinance — *Done Loze***

Reports of Representatives

19. West Los Angeles Regional Alliance of Councils (WRAC) – *Robin Greenberg*

- a. **Update and Possible Actions regarding the May 20, 2015 meeting**
- b. **Councilmember Wesson is proposing that NCs and NC Alliances be given preferential treatment at City Council and other City agency meetings (CF 15-0524). Discussion.**
- c. **WRAC recommends that land use and planning-related recommendations shall be disclosed in all City determinations in a “standing” section of City Staff Reports and City Determinations called “Neighborhood Council - Community Councils Recommendations.” Along with those recommendations, an explanation to be provided by the City within 30 days if the NC- CC recommendations are not followed. Discussion and possible motion.**

20. Community-Police Advisory Board (C-PAB) Report – *Robert Ringler*

- a. **Report on C-PAB Meeting of May 26, 2015**

Note: Next C-PAB Meeting: Tuesday June 28, 2015 at 7:00 P.M. at the West Los Angeles Community Police Station, 1663 Butler Avenue.

21. Budget Representatives’ Report – *André Stojka & Nickie Miner*

- a. **Report from Budget Representatives**
- b. **Budget Day is Saturday June 27, 2015: 7:30 to 12:30 P.M.** Registration and full breakfast 7:30; program starts at 8:30 at City Hall. Link to register and provide info to be able to park: <http://form.jotformpro.com/form/50966183808970>? (Attachment F) For additional info, please go to www.empowerla.org website.

22. Santa Monica Mountains Conservancy Report – *Travis Longcore*

- a. **Update from Santa Monica Mountains Conservancy**
- b. **Discussion and possible action on proposed tract map for Hidden Creek Estates Project in Browns Canyon. Motion:** BAB CNC opposes the proposed tract map for Hidden Creek Estates because it would: a) have a significant adverse impact on the environment by extending luxury housing deep into 12,000 acres of protected public open space, b) take public land to support a private development, and c) represents unsustainable development at the urban-wildland interface that will require public subsidy for future fire protection. BAB CNC authorizes submission of a Community Impact Statement to this effect if and whenever appropriate. (Attachment I (i.) and I (ii.))

23. Good of the Order

Members of the Board have the opportunity to report any item of interest to the Council.

24. Adjourn

UPCOMING MEETING – Wednesday June 24, 2015 at AJU



DRAFT MINUTES of Regular Meeting of the Board
Wednesday March 25, 2015 7:00–9:00 P.M.

Present: 21

Quorum: 12

ATTACHMENT “A”

| 2015 Stakeholder Groups / Certified Representatives | Present | Not Present |
|---|---------|-------------|
| Bel Air Crest Master Homeowner Association | | |
| <i>Irene Sandler</i> | X | |
| Bel Air Ridge HOA | | |
| <i>André Stojka</i> | X | |
| Benedict Canyon Association | | |
| <i>Michael Chasteen</i> | X | |
| <i>Alan Fine</i> (Notified of absence) | | X |
| <i>Bob Schlesinger</i> (Alternate for Alan Fine) | X | |
| <i>Don Loze</i> (arrived after roll call) | X | |
| <i>Nickie Miner</i> (arrived after roll call) | X | |
| Casiano Estates Association | | |
| <i>Gary Plotkin</i> (arrived after roll call) | X | |
| Faith-Based Organizations | | |
| <i>Lonnie Mayfield</i> | | X |
| Holmby Hills Association | | |
| <i>Jason Spradlin</i> | X | |
| K-6 Private Schools | | |
| <i>Vicki Kelly</i> | | X |
| K-5 Public Schools – Open Seat Pending | | |
| 7-12 Private Schools | | |
| <i>John Amato</i> | X | |
| Laurel Canyon Association | | |
| <i>Jamie Hall</i> | X | |
| <i>Cassandra Barrère</i> | X | |
| <i>Cathy Wayne</i> | X | |
| <i>Tony Tucci</i> (arrived after roll call) | X | |

| 2013 Stakeholder Groups / Certified Representatives | Present | Not Present |
|---|-----------|-------------|
| Members-at-Large | | |
| <i>Larry Leisten</i> (arrived after roll call) | X | |
| <i>Chuck Maginnis</i> | X | |
| <i>Dan J. Love</i> | | X |
| <i>Maureen Levinson</i> | X | |
| Residents of Beverly Glen | | |
| <i>Robert A. Ringler</i> | X | |
| <i>Dan Palmer</i> (arrived after roll call) | X | |
| Roscomare Valley Association | | |
| <i>Robin Greenberg</i> | X | |
| <i>Michael Kemp</i> | X | |
| Save Our Strip: Pending | | |
| Santa Monica Mountains Conservancy | | |
| <i>Travis Longcore, Ph.D.</i> | X | |
| Total: | 21 | 4 |

City Officials and Guest Speakers

- *Captain Evangelyn Nathan*, Commanding Officer, WLA Police Station
- *Captain Tina Nieto*, Incoming Commanding Officer, WLA Police Station
- *Chris Ragsdale*, Senior Lead Officer, WLA Police Station
- *Jay Greenstein*, CD5, Chief Field and Transportation Deputy
- *Juan Guzman*, LADWP
- *Julio Villegas*, LADWP
- *Todd Le*, LADWP

1. **Call to Order**

2. **Roll Call** was taken by Secretary, *Robin Greenberg*, with 14 present at 7:00 p.m., and **21** present by 7:25. *Nickie Miner*, *Larry Leisten* and *Gary Plotkin* arrived 7:07; *Don Loze* and *Tony Tucci* at 7:10, and *Dan Palmer* at 7:25. *Maureen Smith* was voted onto the Board this evening; however, did not vote pending ethics and funding trainings. Notwithstanding the BABCNC Bylaws, per approval of the Los Angeles Department of Neighborhood Empowerment (DONE), the quorum necessary for BABCNC to conduct business is 12 members and that quorum was met.

3. **Pledge of Allegiance**

4. **MOTION to adopt the March 25, 2015** agenda was made by Chuck Maginnis, seconded by John Amato, and approved by unanimous consent with 14 yeas votes by all present and voting.

5. **MOTION to approve the February 25, 2015 Minutes (Attachment A)** was made and the minutes were adopted by unanimous consent with 14 yeas votes by all present and voting.
6. **Public Comment** – No non-agendized public comment was given.

Reports of Officers

7. President's Report – *Travis Longcore*

a. Representatives of Elected Officials and Agencies

- i. *Captain Evangelyn Nathan and Captain Tina Nieto, West Los Angeles Police Station* – *Captain Nathan* related that she is retiring from her position of Commanding Officer of at the WLA Police Station, after 33 years with the LAPD. She expressed great appreciation for all that this Board has done in association with the Station to help reduce and prevent crime and meet the needs of the community.
Captain Nathan introduced incoming Commanding Officer, *Captain Tina Nieto*. *Captain Nieto* described herself as someone who loves community, is passionate about youth programs, and is a self-described “techie” who uses social media to communicate. She welcomed notices or information from the Board to @lapdtina which she'll send to her database. She looks forward to working with us to make our community a better place.
- ii. *Senior Lead Officer Chris Ragsdale, West Los Angeles Police Station* – *Officer Ragsdale* noted traffic is at the top of our issues and recent thefts from unlocked cars. *Irene Sandler* requested accident reports. *Patricia Bel Hearst* mentioned more than one accident at Skirball. *Don Loze* asked what can be done about increased motor-vehicle/cycle-related noise on LA streets. *Nickie Miner* asked about a specific accident. *John Amato* noted that though flippers are out on buses, buses are being passed by drivers, violations resulting in deaths. *Chuck Maginnis*, as EP Chair, thanked *Captain Nathan*, welcomed *Captain Nieto*, and praised *Chris Ragsdale* for his work. *Gary Plotkin* asked about supervision of mansionization construction; *Chris* replied that CD5 is doing their best to manage it. *Travis Longcore* mentioned the need to coordinate with Park Rangers and the Mountains, Recreation and Conservation Authority (MRCA) with regard to homeless encampments, to which *Chris* said they're working with CD5 on it.
- iii. *Janet Turner, Field Representative, Congressman Ted Lieu, 33rd District* – *Janet* related the Congressman's concerns about US Postal Service problems, and has called an internal meeting with all postmasters in mid-April. He is dealing with VA homelessness, has a VA expert in homelessness, and says the first 650 housing units are promised to vets. There will be Town Hall meetings April 10th at Patriotic Hall Downtown 9:30 a.m. to noon, and an evening in May. She'll send updates to *Robin Greenberg*, who volunteered to be point person for VA updates. *Tony Tucci* mentioned mail theft in Laurel Canyon and offered suggestions. *Janet* will take this to *Ted Lieu*.
- iv. *Noah Muhlstein, Planning Deputy, Council District 5* – Not present.
- v. *Jay Greenstein, Council District 5, Chief Field and Transportation Deputy* - introducing DWP speakers on the Regulator Station Bypass Line Project at Charing Cross & Hilgard

Jay Greenstein introduced himself to the Board, as “Field and Transportation Deputy” for CM *Paul Koretz* since 2006. He related shortcutting at Cascada & Bellagio Road, for

which residents have approved a no-left-turn restriction during peak hours. *Jay* will look at impacts to traffic flow in Bel Air and Beverly Glen Canyon.

Jay introduced DWP speakers, *Todd Le*, *Juan Guzman* and *Julio Vinegas* who gave a presentation on the planned Regulator Station Bypass Line Project at Charing Cross & Hilgard, a project in three phases. They'll place a cover over the upper Stone Canyon Reservoir to protect the water as decontamination methods will be changed from use of chlorine to chloramine. They'll install a bypass line to provide redundancy in the system and supplement water loss during the temporary closure of Upper Stone Canyon Reservoir, while work is ongoing. Once the floating cover is placed, they'll re-fill the reservoir. They estimate seven months to complete, major restrictions and lane closures.

Fact sheets were provided to the Board, detailing dates and work areas in three phases. The work will be done within school break summer months, from just after spring break and they "should be out of Sunset when school resumes in the fall." Work hours 7:00 am to 4:00 or 6:00 pm. Striped areas will be off limits for 24 hours during striping.

Board members and stakeholders stressed the need to restrict hauling (the removal of dirt from large residential construction projects within the Bel Air Community that rely on access via Copa del Oro, opposite Hilgard at Sunset) during the duration of the project for safety reasons and to prevent gridlock.

Dan Palmer stressed to speakers the need to refocus on safety and coordinate with the Department of Building and Safety. *Travis Longcore*, clarified need to find out where and when the trucks are coming and stop them coming through the project area. *Jay Greenstein* promised to talk to *Noah* about this. *Gary Plotkin*, asked the speakers and *Jay* for a report on how they plan to solve this serious problem. *Mr. Vinegas* said he would revisit this item with this Board.

Larry Leisten noted that the purpose for which DWP representatives were present was to describe project and identify dates of construction, not to address traffic concerns. He made a suggestion to the President & the Board that an invitation be extended to LADOT to present @ next Board meeting traffic mitigation plans in response to DWP's project.

For more information on this project, contact *Marvin Hermosillo*, DWP Construction Engineer: Tel# 213-367-1089.

b. Authorization to Submit Community Impact Statements

MOTION to authorize Board President, *Travis Longcore*, and Vice President, *Nickie Miner*, in addition to *Gary Plotkin*, *Robin Greenberg* and *Michael Kemp* to submit Community Impact Statements; moved by *Larry Leisten*, seconded by *Gary Plotkin*, and passed by unanimous consent of all 20 members present and voting: *Irene Sandler*, *Andre Stojka*, *Don Loze*, *Nickie Miner*, *Michael Chasteen*, *Gary Plotkin*, *John Amato*, *Jamie Hall*, *Cassandra Barrere*, *Cathy Wayne*, *Tony Tucci*, *Larry Leisten*, *Chuck Maginnis*, *Maureen Levinson*, *Robert Ringler*, *Dan Palmer*, *Robin Greenberg*, *Michael Kemp*, and *Jason Spradlin*, and alternate, *Robert Schlesinger*, 0 nays, and 0 abstentions. (President does not vote except to break a tie).

c. Code of Conduct Compliance

All Board members are required to sign the Code of Conduct form at the DONE website. Please reference <http://empowerla.org/code-of-conduct/>

d. **Nomination of *Maureen Smith*, as an At-Large representative, to the Board.**

President nominates *Maureen Smith* as an At-Large member of BABCNC in a non-represented area of Bel Air (Attachment B).

ORIGINAL MOTION: BABCNC acknowledges *Maureen Smith* as an At-Large member of BABCNC in a non-represented area of Bel Air.

AMENDED MOTION: *Larry Leisten* clarified that *Maureen Smith* (as was the case with *Dan Love* and *Maureen Levinson* previously) is appointed by the Board to fill vacated seats previously held by BAA, and that we need to change “as an At-Large member” to “as a Bel Air Stakeholder Representative.”

So moved by *Chuck Maginnis* and seconded by *Larry Leisten*. Discussion ensued.

Michael Chasteen noted the 4th “whereas” of the complete motion needs “by the BABCNC”:

“Whereas over the past three years, BAA has chosen to no longer participate on the Board even after numerous requests by the BABCNC to return to the Council to participate in and contribute to Council matters”

Moved by *Chuck Maginnis*, seconded by *Larry Leisten*; *Gary Plotkin* called for the question.

The motion passed as amended by unanimous consent.

To conclude his President’s report, *Travis Longcore* related the news that *Alan Fine* has tendered his resignation as Treasurer. *Travis* acknowledged *Alan*’s great service as the longest-serving Treasurer who has performed this role since the inception of this neighborhood council. Unfortunately, *Alan* was not present to receive this appreciation in person.

8. **Vice President’s Report – *Nickie Miner* – No report**

9. **Secretary’s Report – *Robin Greenberg* – *Robin* read aloud from the Bylaws, Article 5, Section 9, on the Board’s policy on absences, which states, “As provided in Section 7 above, a Member, or an Alternate Board Member in the instance of a Member representing an Appointed Residential Stakeholder Group, shall be required to attend at least one Meeting per quarter each calendar year. Following absence from three (3) consecutive Regular Board Meetings, the Secretary shall notify the Member in writing that his/her Membership on the BABCNC Board will be revoked if he/she does not attend a Regular Board Meeting of the BABCNC within the next two (2) Meetings of the Board.”**

10. **Treasurer’s Report – *Alan Fine***

a. **Approval of February 2015 Expenditure Report**

Consideration of February 2015 expenditure report and bank statement (Attachment C).

MOTION BABCNC approves February 2015 expenditure report and bank statement:

Moved by *Robert Ringler*, seconded by *Gary Plotkin*.

The motion unanimously passed, with 20 yeas by *Irene Sandler, Andre Stojka, Don Loze, Nickie Miner, Michael Chasteen, Gary Plotkin, John Amato, Jamie Hall, Cassandra Barrere, Cathy Wayne, Tony Tucci, Larry Leisten, Chuck Maginnis, Maureen Levinson, Robert Ringler, Dan Palmer, Robin Greenberg, Michael Kemp, and Jason Spradlin*, and alternate, *Robert Schlesinger*, 0 nays, and 0 abstentions.

b. **Budget Package (1st 3 due July 1, 2015 & 4th item due September 1, 2015) – *Alan, Robin***
Discussion of preparation of budget package. Due July 1: Strategic Plan, Council Outreach Survey, and Council Budget. Due September 1: Self-Assessment. Task force volunteers: *Andre Stojka, Gary Plotkin, Dan Love, and Robin Greenberg*.

Reports of Committees

11. Planning & Land Use Committee Report – *Michael Kemp, Chair*

a. Update on 03/10/2015 PLU Meeting

b. **320 North Carolwood** ZA 2014-3242-F

To allow an 8' wall, 8'5" gates, pilasters, and 15' hedge in the required front yard setback in lieu of the 3'6" allowed by code.

MOTION: BABCNC takes the position of “take no exception” to the applicant’s request as so noted in the case above. Mike Kemp moved; no questions; no opposition; motion passed by unanimous consent.

c. **880 Stone Canyon Road** ZA 2014-3229- ZAD ZAA

Demolish existing sfd and construct a new 2 story, 7715 s.f. SFD with a 5,715 s.f. basement (including 1,506 s.f. underground garage), pool, and 897 s.f. accessory building. Project requires 8 retaining walls & 2,581 cubic yards of non-exempt grading.

MOTION: The BABCNC recommends that the City of Los Angeles Zoning Administrator deny the application as presented. Mike Kemp moved; question called; no objection and the motion passed by unanimous consent.

d. **8413 Grandview Drive** ZA 2014-2854

Pursuant to section 12.24-x.21, a ZAD to allow the construction of a new 4-story, 2,588 sq ft on a substandard street that is not improved up to 20' from the driveway apron to the boundary of the hillside, and pursuant to section 12.28, a ZAA to allow an elevated pedestrian bridge within the required front yard setback

MOTION: The BABCNC recommends that the City of Los Angeles Zoning Administrator deny the application as presented.

Mike Kemp moved; question called; no opposition to question being called; motion passed by unanimous consent.

e. **778, 780 & 800 Tortuoso** AA 2014-4545

Lot line adjustment between 4 neighboring parcels

MOTION: The BABCNC takes the position of “take no exception” to the applicant’s request as so noted in the case above.

Mike Kemp moved; questions asked and answered; question called; no opposition to calling question; no objection to unanimous consent; motion approved.

f. **800 North Sepulveda** ZA 2014-2201 (CUB)

Note: the BABCNC at its November 2014 Meeting voted to oppose this application.

Update on case: Applicant has withdrawn their request for a CUB approval as of March 10, 2015.

g. **Community Impact Statement in support of Council File 14-0656, Interim Control Ordinance regarding additional restriction on Mansionization (Attachment D)**

MOTION: BABCNC adopts the Community Impact Statement in support of Council File 14-0656, as submitted; moved by Mike Kemp; no objection to unanimous consent; motion passed, and CIS will be filed.

Gary Plotkin wishes to thank Councilman's office for obtaining 100% consent of all the Councilmembers and would like to send an email or letter to the CM for all their hard work.

PLU Item Not Agendized RE: Scenario Lane:

Nickie Miner mentioned that the Scenario Lane hearing has been moved to May 6th and stated this was unanimously passed by the PLU. *Mike Chasteen* asked if we can write a letter, stating such, to which *Travis Longcore* replied that we can write a letter of facts, to say that they cannot speak on behalf of the Board if they have not heard it; that it can be brought up as an issue. The issue of timing of PLU Committee in relation to Board meetings, hearings and other deadlines was also discussed.

12. Public Safety/Disaster Preparedness Committee – *Chuck Maginnis, Chair*

- a. **Report from the 03/18/15 meeting** – *Chuck* related that the EP Committee is going strong. Last meeting they had representatives of “LA-RICs” a broadband system allowing communities here to communicate with LAFD or LAPD which is not due for another few of years. EP Committee is working with CB radios. Police are still carrying two radios. *Chuck* mentioned a new alert system for landlines. He stated that it is important to keep open communication on emails, as a notification method. Next EP meeting in two months with Larry Bogatz, Battalion CERT leader.

13. Outreach and Education Committee – *Robin Greenberg, Chair*

a. BABCNC Tote Bags

MOTION: BABCNC authorizes expenditure of \$612.38 for tote bags with BABCNC's logo for use at outreach events.

Moved by Robin Greenberg, seconded by Larry Leisten; a roll call vote was count taken and unanimously passed, with 20 yeas by *Irene Sandler, Andre Stojka, Don Loze, Nickie Miner, Michael Chasteen, Gary Plotkin, John Amato, Jamie Hall, Cassandra Barrere, Cathy Wayne, Tony Tucci, Larry Leisten, Chuck Maginnis, Maureen Levinson, Robert Ringler, Dan Palmer, Robin Greenberg, Michael Kemp, and Jason Spradlin*, and alternate, *Robert Schlesinger*, 0 nays, and 0 abstentions.

14. Bylaws, Rules & Elections Committee – *Larry Leisten, Chair*

a. Consideration of Revision to the Bylaws (Attachments E.1, E.2 & E.3)

Travis Longcore noted we have received the recent changes from *Larry Leisten* on the Bylaws.

Larry Leisten highlighted the substantive changes for the Board (leaving to individual members to review the redlined draft for non-substantive changes):

- Board size is proposed to increase from 25 to 27 to accommodate increased participation on Board by Stakeholders from Bel-Air area.
- Creation of additional elected seat from Bel-Air Residential District & additional At-Large seat.
- Most important substantive change was to how votes are counted. Change from “those present” to those “voting.” Effect is that abstentions do not impact outcome of vote, as it does under “present” voting.
- As result of change, need requirement of minimum number of affirmative votes for Board to act (i.e., if large number of abstentions).
- Existing requirement is 8. Issue for Board is whether to increase from 8 to 9 due to increase in Board size from 25 to 27.
- Larry advised the Board that issue of minimum vote is a policy decision. He asked what vote count does Board believe should be necessary for Board action?

MAIN MOTION: That the BAB CNC adopt these proposed revisions of the bylaws, so distributed, as amended, Sunday, that you have in front of you here.

AMENDMENT #1: *Larry Leisten* introduced amendment that the minimum number of affirmative votes required for Board action shall be 8.

Larry Leisten so moved; *Michael Chasteen* seconded this correction or amendment to the motion on the floor. Discussion was held. There was no opposition to unanimous consent that the number should be “8” and the motion was disclosed upon. *Don Loze* called the question. A roll call vote was count taken as follows: 18 yeas by *Irene Sandler, Andre Stojka, Don Loze, Gary Plotkin, John Amato, Jamie Hall, Cassandra Barrere, Cathy Wayne, Tony Tucci, Larry Leisten, Chuck Maginnis, Maureen Levinson, Robert Ringler, Dan Palmer, Robin Greenberg, Michael Kemp, and Jason Spradlin*, and alternate, *Robert Schlesinger*, 1 nay by *Michael Chasteen*, and 1 abstention by *Nickie Miner*, and as this required a majority vote, the majority is in the affirmative, and therefore that motion passed.

Travis related that we still had the main motion on the table, which is the approval of the bylaws.

Larry advised the Board that to approve an amendment requires 2/3rds majority “of those present” and that is how it will be going forward.

Larry related that from a conversation with *Thomas Soong*, DONE is interested not in what’s privately appointed versus what’s publicly elected but rather what’s privately appointed versus what’s open and transparent. He stated that that there is an opportunity for people to submit names to run for a seat. He discussed board size and need for a quorum. *Travis* brought up that everybody who is here needs to be willing and ready to participate, that they find a seat, either as a district representative or as an at-large representative in this revision, that they should keep coming as we need everyone to meet the requirements of a quorum.

Next, discussion was held regarding Laurel Canyon Association seats, summarized by *Larry Leisten* as follows:

- Representatives of LCA challenged apportionment of only 3 seats v. 4 seats it had under existing Bylaws.
- It rationalized why BCA is able to keep all of its 4 seats.
- *Larry* explained:
 - (i) apportionment was based upon residential unit count described in Bylaws with 4 seats apportioned only to those Appointed Residential Stakeholder Groups having more than 2,000 residential units within its claimed territory;
 - (ii) LCA had previously represented a total residential count of 1,600 units; and
 - (iii) proposed apportionment was result of need to reduce size of Board to a size that yields a manageable quorum. During period of turmoil, a number of large Appointed Residential Stakeholder Groups, with multiple Board seats, were not attending Board Meetings, resulting is inability of Board to achieve quorum, requiring special waiver from Empowerment.
- LCA disputed this amount, claiming in excess of 2,000 units.
- Discussion lead to resolution whereby LCA would be apportioned a 4th seat upon providing data supporting a residential unit count in excess of 2,000 units.
- *Tony Tucci* offered to provide data within a few days’ time.
- Notwithstanding, LCA objected to being asked to provide such data when other Appointed Residential Stakeholder Groups were not being asked to do same.
- The Board appeared to support LCA’s objection, and a motion to apportion LCA an additional seat, increasing Board size from 29 to 30 seats, was passed by the following vote:

AMENDMENT #2: Based on the claim by Laurel Canyon Association that they have more than 2,000 residential units, motion is to change their number of seats from 3 to 4 in Attachment “B” which means they

continue to have four representatives. It would then change the total number on the Board from 29 to 30, with no other changes. If DONE comes back and says your quorum is 16, we'll change it but for now we'll leave it at 15. *Tony Tucci* will provide documentation of the numbers of LCA. Roll call vote was taken as follows:

15 yeas by *Andre Stojka, Michael Chasteen, Gary Plotkin, John Amato, Jamie Hall, Cassandra Barrere, Cathy Wayne, Tony Tucci, Chuck Maginnis, Maureen Levinson, Robert Ringler, Dan Palmer, Robin Greenberg, Michael Kemp, and Jason Spradlin;*

2 nays by *Don Loze and Nickie Miner;*

3 abstentions by *Irene Sandler, Larry Leisten, and alternate, Robert Schlesinger,* and the motion passed.

Travis returned attention to the actual motion on the table, the adoption of the bylaws as revised by these motions.

Reconsideration of Amendment #1:

Mike Chasteen asked that reconsideration be given to the minimum number of votes needed for an action to be changed from 8 to 9; keeping the quorum at 15, given 30 instead of 29 seats. *Larry Leisten* so moved; was seconded; however, after discussion, *Larry* withdrew the motion.

AMENDMENT #3: *Michael Chasteen* brought up need to make a correction on Page 23 of the Bylaws, to put "at" after "Board members present", and to fix any other typographical errors. There was no objection to calling the question, and no objection to unanimous consent, and **the motion passed.**

Larry mentioned there is flexibility as to the vacancies that *Gary Plotkin* brought up as noted in Attachment "B," stating that if there are three versus four seats, there will still be an opportunity for someone to sit in another capacity. *Gary* related that there are six open seats: Beverly Park Estates, Franklin Canyon/ Coldwater, North of Sunset, Faith-Based Institutions right now, Public K-12 and Commercial areas. *Gary* added that until the next election, *Travis* has the right to appoint. *Larry* related that he'll probably resign his At-Large seat and be nominated to fill the Bel Air Glen area in public election.

Irene Sandler brought up concern of potential abstentions by those who may not have had the time to read the Bylaws, particularly newcomers. She was under the impression that the Bylaws were not all received 72 hours in advance of the meeting. *Travis* and *Larry* noted that they were all sent out by *Cathy* on Sunday afternoon with the exception of the minor clarification sent yesterday, in "Article X" on how *Travis'* SMMC seat is elected.

Travis noted that as we had 21 people present, we need 2/3rds or 14 votes to pass this item.

MAIN MOTION WITH ADDITIONAL AMENDMENTS: The motions that have been adopted are that the number of people required to take action will be 8; that the number of seats allocated to Laurel Canyon will be 4; that the total number of members on the Board will be 30, and that the typos will be corrected.

Michael Chasteen moved; *Chuck Maginnis* seconded. Roll call vote was taken as follows:

19 yeas by *Andre Stojka, Don Loze, Nickie Miner, Michael Chasteen, Gary Plotkin, John Amato, Jamie Hall, Cassandra Barrere, Cathy Wayne, Tony Tucci, Larry Leisten, Chuck Maginnis, Maureen Levinson, Robert Ringler, Dan Palmer, Robin Greenberg, Michael Kemp, Jason Spradlin, and alternate, Robert Schlesinger,*

0 nays

1 abstention by *Irene Sandler, and having greater than 2/3rds, the motion passed.*

Travis related that this now goes to DONE and BONC for approval before it takes effect for this Board, so we will continue to operate under the old bylaws for now. *Travis* thanked *Larry* for all the work that's gone into this, *Andre Stojka* and others on the Board thanked *Larry* for the terrific job he did on this.

15. Ad Hoc Committee on Budget and Finance – *Jamie Hall, Chair*

- a. **Report from the committee** – No report

16. Ad Hoc Committee on Mansionization – Gary Plotkin, Chair

- b. **Laurel Canyon ICO/Moratorium** (see attachment for complete motion)
Consideration of motion supporting Laurel Canyon Interim Control Ordinance and/or moratorium to preserve status quo in Laurel Canyon while a new Specific Plan/Overlay is being prepared.

Discussion was held. *Jamie* related that “to preserve the status quo” means to halt permits for all new structures to avoid nonconforming buildings while this plan is being researched. *Mike Kemp* brought up the burden this would place on some. *Jamie* then suggested that we scratch “immediately to structures and... and leave preserve the status quo in LC.”

MOTION BABCNC supports Laurel Canyon Interim Control Ordinance and/or moratorium in Laurel Canyon while a new Specific Plan/Overlay is being prepared.

Moved by Nickie, seconded by Gary passed by unanimous consent by all 20 members voting: *Irene Sandler, Andre Stojka, Don Loze, Nickie Miner, Michael Chasteen, Gary Plotkin, John Amato, Jamie Hall, Cassandra Barrere, Cathy Wayne, Tony Tucci, Larry Leisten, Chuck Maginnis, Maureen Levinson, Robert Ringler, Dan Palmer, Robin Greenberg, Michael Kemp, and Jason Spradlin*, and alternate, *Robert Schlesinger*, 0 nays, and 0 abstentions.

Reports of Representatives

17. West Los Angeles Regional Alliance of Councils (WRAC) – Robin Greenberg

- c. **Update and Possible Actions regarding the March 18, 2015 meeting** – No report

18. Community-Police Advisory Board (C-PAB) Report – Robert Ringler

- d. **Report on C-PAB Meeting of March 24, 2015** – No report
Next C-PAB Meeting: Tuesday April 21, 2015 at 7:00 P.M. at the West Los Angeles Community Police Station, 1663 Butler Avenue.

19. Traffic Committee Report – Robert Ringler

- e. **Report on Traffic Committee of March 11, 2015** – No report
Next LAPD West Bureau Traffic Committee: Wednesday May 13, 2015 at 8:30 A.M. at the West Los Angeles Community Police Station, 1663 Butler Avenue.

20. Santa Monica Mountains Conservancy Report – Travis Longcore

- f. **Update from Santa Monica Mountains Conservancy** – No report

21. Budget Representative’s Report on Budget Advocates – André Stojka & Nickie Miner

- g. **Report from Budget Representatives** – No report

22. Unfinished Business

- h. **Red Flags – Jamie Hall, Cassandra Barrere & Dan Palmer**
Update on status of signs and poles to accompany red flags to be deployed in BABCNC territory

under red flag conditions.

Noted was that until spots are chosen can't proceed. Permission is still needed to place the flags.

i. Google Apps: Status – *Jamie Hall*

Update on use of Google Apps for BABCNC email services

Jamie helped several Board members get logged on to their babcnc.org email addresses this evening. Otherwise, this will be continued to the next meeting.

23. New Business

a. Neighborhood Council Civic University Certificate Program – Unable to act on this due to time constraints. The board was contacted after the meeting, and invited to attend the Neighborhood Council Civic University certificate program on or about April 2nd, April 8th, and April 15th. Selected board members must commit to attending all three classes and work on a project to address an issue in their community.

Good of the Order

Members of the Board have the opportunity to report any item of interest to the Council.

24. Adjourn *Maureen Levinson* moved to adjourn and all approved. Meeting adjourned at 9:43 pm.

UPCOMING MEETING – Wednesday April 22, 2014 at AJU



DRAFT MINUTES of Regular Meeting of the Board
Wednesday, April 22, 2015 7:00–9:00 P.M.

Present: 21/25

Quorum: 12

ATTACHMENT “B”

| 2015 Stakeholder Groups / Certified Representatives | Present | Not Present |
|--|---------|-------------|
| Bel Air Crest Master Homeowner Association | | |
| <i>Irene Sandler</i> | X | |
| Bel Air Ridge HOA | | |
| <i>André Stojka</i> | X | |
| Benedict Canyon Association | | |
| <i>Michael Chasteen</i> | X | |
| <i>Alan Fine</i> (Notified of absence) | | X |
| <i>Bob Schlesinger</i> (Alternate for <i>Alan Fine</i>) | X | |
| <i>Don Loze</i> (Notified of absence) | | X |
| <i>Kerry Welland</i> (Alternate for <i>Don Loze</i>) | X | |
| <i>Nickie Miner</i> | X | |
| Casiano Estates Association | | |
| <i>Gary Plotkin</i> | X | |
| Faith-Based Organizations | | |
| <i>Lonnie Mayfield</i> | X | |
| Holmby Hills Association | | |
| <i>Jason Spradlin</i> (Notified of absence) | | X |
| K-6 Private Schools | | |
| <i>Vicki Kelly</i> | X | |
| 7-12 Private Schools | | |
| <i>John Amato</i> | X | |
| Laurel Canyon Association | | |
| <i>Jamie Hall</i> (Arrived after roll call) | X | |
| <i>Cassandra Barrère</i> | | X |
| <i>Cathy Wayne</i> | X | |
| <i>Tony Tucci</i> | X | |

| 2013 Stakeholder Groups / Certified Representatives | Present | Not Present |
|---|-----------|-------------|
| Members-at-Large | | |
| <i>Larry Leisten</i> | X | |
| <i>Chuck Maginnis</i> | X | |
| Residents of Beverly Glen | | |
| <i>Robert A. Ringler</i> | X | |
| <i>Dan Palmer</i> | | X |
| Roscomare Valley Association | | |
| <i>Robin Greenberg</i> (Notified of absence) | | X |
| <i>Michael Kemp</i> | X | |
| Santa Monica Mountains Conservancy | | |
| <i>Travis Longcore, Ph.D.</i> | X | |
| Bel Air Stakeholder Representatives | | |
| <i>Dan J. Love</i> | X | |
| <i>Maureen Levinson</i> | X | |
| <i>Maureen Smith</i> | X | |
| Total: | 21 | 6 |

City Officials and Guests

- *Felicia Park-Rogers* for Los Angeles County Supervisor, *Sheila Kuehl*, 3rd District
- *David Ryu*, Candidate, Running for Los Angeles City Council, Council District 4
- *Patricia Bell Hearst*
- *Bruce Kuyper*
- *Katherine Bard*
- *Cynthia Ford*

1. **Call to Order** – Meeting was called to order by the President, *Travis Longcore*, at 7:04 pm.
2. **Roll Call** was taken by *Irene Sandler*, Past Board Secretary, covering for *Robin Greenberg*, Secretary, who could not be here tonight. There were 20 present at the roll call and 21 present by 7:24 pm. Notwithstanding the BABCNC Bylaws, per approval of the Los Angeles Department of Neighborhood Empowerment (DONE), the quorum necessary for BABCNC to conduct business is 12 members and that quorum was met.
3. **Pledge of Allegiance**
4. **Adoption of the April 22, 2015 Agenda** – Board President, *Travis Longcore*, recommended moving agenda Item #23 a. & b., on the Special Olympics Donation and the Fire Department Event up to #8. This was so moved by *Robert Ringler* and seconded by *André Stojka*. There were no objections and the agenda was unanimously adopted as amended.
5. **Approval of the March 25, 2015 Minutes**

The March 25, 2015 draft Minutes were circulated with the draft agenda (Attachment A) however, were not circulated prior to the draft agenda in order to give Board members a chance to make corrections. President *Longcore* opened the floor to a motion to postpone approval of the March Minutes so the Board can have an opportunity to review them before they are circulated for approval.

Motion: To Postpone Approval of March Minutes for one month: *Nickie Miner* moved, *John Amato* seconded; discussion was held, and motion was unanimously approved.

Travis Longcore opened discussion regarding how the minutes are being done since he has become Board President: *Cathy* takes draft minutes and sends them to him for review. This time, he didn't have time to review them before they went out. He has directed *Cathy*, based on Roberts Rules, that the minutes should reflect what was done and not everything said; that voice recordings are the actual records and noted that many cities and boards don't adopt minutes but direct people to the recordings; however, some detail may be given for educational items, such as announcements of substance. *Travis* requested assistance from one or two people on the Board to go through the minutes before circulating to the Board, as a procedure.

Tony Tucci requested "quick notes" right after the meeting. *Travis* mentioned possibility using *Robin Greenberg's* notes. *John Amato* suggested calling them "Notes of the Meeting."

Larry Leisten commented that as *Cathy* is not necessarily looking to the tape in producing the minutes, voice-activated software to transcribe the meeting from audio to text may be useful to assist her. *Travis* replied that we could look into this. *Larry* further commented that he takes exception to the use of Roberts Rules as guide to the minutes, as it may sometimes be important to know who said what and how something was arrived at. He called for balance.

There was no objection to have *Larry Leisten* and *Nickie Miner* take a first crack of the minutes and *Travis* concluded that this protocol will go forward.

6. **Public Comments** – BABCNC welcomes public comment on any topic that is not on the adopted agenda. Each speaker is limited to three minutes.

Patricia Bell Hearst: *Ms. Bell Hearst* has spoken with members of DWP, Metro and DOT regarding the DWP work, projected to begin on June 15th. She'd like to inform people in the Valley, NCs and the WLA Brentwood Community Council about it. *Gary Plotkin* responded that he had a meeting today with the department heads, and would speak on this later. *Patricia* asked if *Cathy* could put out the information to those on her contact list. *Gary* responded this will be done through the City; all NCs will get copies of everything. *Travis Longcore* welcomed *Ms. Bell Hearst's* written communication.

David Ryu: *Mr. Ryu* introduced himself as a candidate running for Council District 4. He described himself as local; worked in public service for 15 years, six with Supervisor, *Yvonne Brathwaite Burke*, as Social Services Deputy; for the last six years, for the second largest mental hospital in LA County, and with the largest homeless outreach contractor for South L.A. He shares concerns about planning, land use, infrastructure, lack of communication and access to City Councilmembers. He has taken a "no developers contribution pledge," a "transparency pledge" and will "share the discretionary funds with the community." *Tony Tucci* related that Laurel Canyon Association, had a candidates' open forum with *David* and *Carolyn*. *Travis* noted the lack of any CD4 deputies at this NC meeting for a long time, particularly regarding planning issues.

Reports of Officers

7. **President's Report** – *Travis Longcore*

a. Representatives of Elected Officials and Agencies

- i. *Felicia Park-Rogers*, Senior Field Deputy, West Los Angeles, with County Supervisor *Sheila Kuehl*, 3rd District –
Supervisor Kuehl's website is www.supervisorkuehl.com. She is on Facebook and will send an email update to those who sign up for it. *Ms. Park-Rogers* related that there are a million people in the 3rd district. The *Supervisor* ran on transportation, health, child- and family welfare issues. She noted that April is Earthquake Preparedness Month. There will be a 3rd District Community meeting of the Civilian Sheriff Task Force on April 30th at West Hollywood County Library 6:30 to 8:30.
The Board of Supervisors will take public comment on raising minimum wage in the County, from 6:00 to 7:30 on May 7th at Topanga Library. Approximately 7,000 LAC employees earn minimum wage. There are about 100,000 LAC employees. They're looking for office space; possibility at WLA Municipal building.
They have a Deputy of Housing and Homelessness, *Ms. Molly Rysman*, for outreach to chronically homeless. They have a 211 County Services telephone number (like 311 City Services number) which people can call to get an outreach team to those who are homeless needing help. *Chuck Maginnis* asked *Ms. Park-Rogers* if they could partner on getting legislation to provide liability coverage for HOAs. She'll check into it for him.
- ii. *Noah Muhlstein*, Planning Deputy, Council District 5 – *Noah* gave a brief update, that Building and Safety is on 1003 Beverly Glen. He related that there was a successful meeting with DWP, DOT, CD5 and stakeholders on the trunk line project at Sunset and Hilgard. He promised that CD5 will let areas from the Valley know about this.
- iii. *President Longcore* announced that he had spoken to CD5 CM *Paul Koretz* who had introduced a motion, just this morning, on biodiversity on plants and animals. (For further information, see Council File #15-0499, pending in the Energy & Environment Committee, "Protecting Biodiversity / City Practices / Working Group").

b. Code of Conduct Compliance – Of note, the entire board of the BABCNC is currently 100% up to date with Ethics, Funding and Code of Conduct requirements.

c. Nomination of *Chuck Maginnis* and *Larry Leisten* as interim appointments to fill vacancies created by expiration of term as Elected At-Large Members, and vote on nomination until City-run elections -- *Travis* noted we don't have elections until the new bylaws are approved. Meanwhile, we'll nominate and vote on the interim appointments until the City run elections.

Motion: *Travis Longcore* nominated *Chuck Maginnis* and *Larry Leisten* as interim appointments to fill vacancies created by expiration their Elected At-Large Member positions and to vote on the nominations until City-run elections. *Tony Tucci* seconded; *Gary Plotkin* called the question, and the motion passed unanimously with 20 yeas of all present except Board President, *Travis Longcore*, who votes only to break a tie.

8. **Vice President's Report** – *Nickie Miner* – None

9. **Secretary's Report** – *Robin Greenberg* – None

10. **Treasurer's Report** – *Alan Fine (absent)* – *Bob Schlesinger Alternate present*

a. Approval of March 2015 Expenditure Report

Consideration of March 2015 Expenditure Report (MER) and bank statement (Attachment B).

Motion to approve the March 2015 expenditure report and bank statement was made by *Robert Schlesinger*, seconded by *Kerry Welland*; roll call vote count was taken as follows:

20 yeas by *Irene Sandler, André Stojka, Nickie Miner, Michael Chasteen, Gary Plotkin, Lonnie Mayfield, Vickie Kelly, John Amato, Jamie Hall, Cathy Wayne, Tony Tucci, Larry Leisten, Chuck Maginnis, Robert Ringler, Michael Kemp, Dan Love, Maureen Levinson, Maureen Smith, Robert Schlesinger and Kerry Welland*, **0 nays, 0 abstentions, and the motion passed unanimously.**

b. Budget Package (1st 3 due July 1, 2015 & 4th item due September 1, 2015) *Fine & Greenberg*

Due on July 1st: Strategic Plan, Council Outreach Survey, and Council Budget.

Due on September 1st: Self-Assessment.

Travis related that we need a first draft to include consideration of *DONE*'s priorities, e.g., outreach, number of stakeholders we're reaching, participation in elections, process-oriented things and other priorities people think we should concentrate on in the coming year.

Task Force Volunteers: *Gary Plotkin, Kerry Welland, Dan Love, André Stojka, Robin Greenberg and Alan Fine*. They'll be contacted in two weeks to see if they have started. City documents will be provided to them.

Reports of Committees

11. Planning & Land Use Committee (PLUC) Report – *Michael Kemp, Chair*

Update on April 14, 2015 PLUC Meeting

a. Items recommended for which PLUC recommends that BABCNC “take no position” (will be considered together unless objection is heard).

i. 1609 Viewmont Drive ZA 2014-2158

New raised pool and attached deck that is 16' in height above natural grade. Pool and deck will be 1' away from the side-yard at the east property line and 2' from the South property line. The deck will be 9'-8" from the rear property line. The lot coverage to be 59%. Request reduced side yard, rear yard and lot coverage from 40% to 59%.

PLUC Representative: *Michael Kemp*

ii. 8569 Appian Way ZA 2015-0613-ZAD

New 2 story rear addition to existing 1 story (971 s.f.) SFD. Substandard Hillside Street.

PLUC Representative: *Jamie Hall*

iii. 9550 Heather Road ZA 2015-655-ZAA

Construction of new over-height front yard gates, fences and hedges. The fence height will vary from 7'-7'10". The hedge will grow to 7'11" max. Gates to max. height 8'-2" with pilasters/finals to 11'-10".

PLUC Representative: *Michael Chasteen*

Motion to take no position on the above three was made by *Mike Kemp*. There was no objection to voting on these together as in a consent calendar; doesn't require a second. The motion was approved by unanimously by all 20 board members voting.

b. 10220 Scenario Lane AA 2014-2724-PMEX

The PLU Committee at its March 10, 2015 meeting voted unanimously to support the appellants in the appeal of the approval of the above noted lot line adjustment.

PLUC Representative: *Nickie Miner*

Public Comment from those who filled out speaker cards was given by the following:

Owner, Jorge Bisbal and his wife, Svetlana: He asked for a lot line adjustment to make the lots more efficient. They have three lots; they want to live there and will create four parking spots. He stated that they will increase the safety of neighborhood by putting in a fire hydrant, dedicating 8 feet from the property to the street to make it wider, and paving the whole street. He stated this is not to increase density. They want to make the lot smaller, and square to provide the parking spots. They have three lots, but will build two houses, one smaller than the other. They don't want a McMansion. He referenced the house that burned down on that lot.

Katherine Bard: There will be a hearing on May 6th. Katherine related that they're putting in a fire hydrant because the City said they have to; that the fire trucks had trouble getting to the property that burned three years ago and she's concerned about fire hazards and narrow streets.

John Campbell: He is concerned about safety; two houses instead of one will increase density. It is on a substandard road with grading nearly 40%, 12 feet wide, on a cul de sac with no exits except one way out. An extra house will provide an element of danger that doesn't exist now.

Mike Kemp related that the lot line adjustment has been appealed by people in the community.

Motion: The BABCNC supports the pending appeal and appellant's position in Los Angeles City Planning Case AA 2014-2724-PMEX. (See also subject Attachment C.)

This motion is to support the appeal of the lot line adjustment, as recommended by the Planning and Land Use Committee, as moved by *Michael Kemp*. Discussion was held. *Larry Leisten* related that he'd like the opportunity to see the property or a photo. *Mike Chasteen* responded that this was taken under consideration by the PLU committee and this is their recommendation. Questions were asked and answered and the question called.

A roll call vote was taken, with **19 yeas** by *Irene Sandler, André Stojka, Nickie Miner, Michael Chasteen, Gary Plotkin, Lonnie Mayfield, Vickie Kelly, John Amato, Cathy Wayne, Tony Tucci, Larry Leisten, Chuck Maginnis, Robert Ringler, Dan Love, Maureen Levinson, Maureen Smith, Robert Schlesinger and Kerry Welland*, **0 nays**, **1 abstention** by *Michael Kemp*, and **1 recusal** by *Jamie Hall*, and **the ayes carried**. A letter will be sent supporting the appeal, per the PLUC.

c. 11201, 11077, & 10995 Chalon Road ZA 2014-4882-ZV-ZAA

1. Zone variance to permit an accessory living quarters (guest house) to have a kitchen in addition to the two kitchens already permitted by the Dept. of Bldg. & Safety within the main dwelling.
2. Zoning Administrator's adjustment to permit elements within the required front-yard setback to a max. height of 8'5" including pilasters, consisting of two segments of wrought-iron fence a total of approximately 300 feet in length and a portion of the main gate, in lieu of 3'-6" otherwise permitted.

PLUC Representative: *Dan Love*

Motion: The BABCNC recommends that the City of Los Angeles Zoning Administrator deny the application in case #ZA 2014-4882-ZV-ZAA.

Moved by *Mike Kemp*. There was no public comment and no discussion for or against the motion, and the **motion carried unanimously**.

d. Nomination for PLU Committee membership

Nomination of *Maureen Levinson* as a member of the BABCNC PLU Committee was made by *Mike Kemp*, seconded by *Larry Leisten*, and *Maureen Levinson* was unanimously acknowledged as a PLU Committee member.

e. Update on pending case/project summary tracking chart.

Mike Kemp related that he is putting together a spreadsheet with all their cases, which should be ready to go at their next PLU Committee meeting, and will post it to the website. *Travis* thanked the work of the Committee.

12. Public Safety/Disaster Preparedness Committee – *Chuck Maginnis, Chair*

- a.** There was no April meeting. **The next EP meeting will be on May 20th at Bel Air Ridge**, RoBG has allowed them to use their facility for the last meetings. *Larry Bogatz*, Battalion CERT leader, will discuss how to get people involved in EP. *Chuck* encouraged attendance in May.

Chuck stated that LA RICS couldn't be here tonight. A subcommittee of his EP committee is trying to get communications between HOAs and the Fire Department on a citywide basis. They handle between 405 and Laurel Canyon. They have Getty and Skirball on the west and need someone on the east.

Maureen Levinson provided *Chuck* with a PulsePoint system which gives a list of what Emergencies being worked on at any given time.

Upcoming EP events include Thursday at 5:45, Mayor *Garcetti* will be in Mar Vista with the US Geological Survey. An EP Fair in Van Nuys will be coming up.

Larry Leisten asked *Chuck Maginnis* about liability issue for HOAs. *Chuck* related that they're trying to get *Richard Bloom* and *Paul Koretz's* office to work on legislation. He'd like more people to work on liability. He isn't aware of the insurance aspects of this.

13. Outreach and Education Committee – *Robin Greenberg, Chair* -- No report

14. Bylaws, Rules, and Elections Committee – *Larry Leisten, Chair*

- a. Case #5042 - NC Administrative and 2016 Election Procedures Stipulation Worksheet Due June 1, 2015 (Attachment D)**

Larry Leisten explained that this must be completed by the Board; the Board must approve it and must be submitted to Empowerment no later than June 1. He went through various items that will be on the agenda next month, with a proposal for recommendations. He asked the Board to be prepared next month to nominate someone who may be interested to serve on pool of panelists to sit on any one of seven Neighborhood Council Grievance Panels. Some of the items on the list noted by *Larry* include that the City is now changing how we vote and have adopted new language consistent with our new bylaws; that DONE no longer has a grace period for Board members to vote if they have not met Ethics & Funding requirements, and he asked the Board to be prepared to discuss whether you want online and telephone voting identification of candidates. Please send input to *Larry* in an email before next month so he can put in recommendations with likely chance of Board approval.

- b. Motion and possible action on proposed Bylaws revision to provide mechanism to adjust residential stakeholder group number if residential unit count falls below specified**

thresholds in biennial survey. (Attachment E: Full copy of the Bylaws & E.1: Cover letter)

Larry explained that DONE requires that we conduct a survey of our representation every other year and this has not been done since certification. This language puts in a hypothetical if we ever find ourselves with an extra seat apportioned to an appointed seat and if there's an over-estimate where that group doesn't merit that extra seat, then the seat will become an elected at-large seat. *Travis* clarified this is in the event that the number of seats in selected residential stakeholder groups falls under the thresholds specified in the bylaws adopted last month, that we need a mechanism to address that, and to convert that seat into an at-large elected seat. *Larry* agreed and stated that the exception to that is if in the same survey we also determined one residential group was underrepresented, then the extra seat would just be reassigned to the underrepresented group. The motion is to approve this condition.

Larry Leisten moved, *André Stojka* seconded. No one objected to adding this provision to the bylaws, and the **motion was unanimously approved by 20 voting.**

[*Larry* wanted add to the motion to change the existing provision in the bylaws of a 55 day grace period before meeting ethics and funding training, to no grace period; *Travis* agreed; however, as it was not noticed in the agenda, it couldn't be a motion this evening.]

c. Update on submission of the Bylaws

Larry related that BONC wouldn't meet to approve our bylaws until end of May, which is why he was able to submit these proposed changes.

15. Ad Hoc Committee on Mansionization – *Gary Plotkin*, Chair

a. Update on meeting with City officials on DWP trunk line replacement project and intersection with traffic caused by residential development in Bel Air

Gary related that he met with the various departments, who discussed primarily waterlines coming in at Sunset and Hilgard. The meeting was very positive. DWP will go back and make some changes, get back to us and we'll meet again in 30 days. All info on construction to begin on June 15th will be disseminated in the greater area by mass notification. We'll have DONE send out notices to affected NCs. Questions were on how to mitigate the problem, the best way of moving traffic. They hope to have monthly meetings with department heads on activities that relate to transportation, mansionization and hauling, etc. *Noah* and *Shawn* will pursue this via their councilmembers' office, so we have direct communication throughout. We will have a list of all contact persons involved in this project. They'll work Monday through Saturdays, early morning to 9:00 pm those days. He concluded that they are sensitive to the problems of Bel Air.

Dan Love asked about very specific communications plans; what their time-phased hauling route plans would be, and to have them coordinated into this, including those from Bel Air and Holmby Hills, as Hilgard is going to be one way, north. *Larry* asked if someone from DOT will come to our meeting next month. *Gary* said he'd inquire and ask that DWP return.

Travis reminded the Board that *Robert* will have a next Traffic Committee meeting dedicated to this and he encouraged the Board that the more people engaging in these and other opportunities in committee, the less time we need to spend on them at board meetings.

Larry mentioned that this is a good opportunity for Board members and stakeholders to communicate to these committee chairs. He wanted to ask last month about signage for traffic coming down Beverly Glen at Sunset; *Gary* stated that he will send that message.

Bob Schlesinger asked about DWP haul routes, to which Gary responded that we've gotten that info; there will be traffic officers and DWP is paying freight for that.

Robert asked *Gary* about his mansionization committee taking on traffic issues, to which *Travis* responded that the more people covering these issues, the better; to have complementary efforts and different approaches to this issue, on haul routes and impacts from construction the better, and that we're lucky to have two committee chairs going after this together. He recommended proceeding in a spirit of cooperation; that two committees on this is better than one.

Gary explained that there is a problem with mansionization with various departments communicating with each other. He spoke to CD people, *Joan* and *Shawn*, who agreed to have the department heads come in. Department heads and certain designated people are now looking to have a permanent committee to continue to work together.

Chuck Maginnis related that DWP has blocked off the second block of Bel Air Road for the last month or so. Copa De Oro which leads to Hilgard has a green light of maybe three seconds. *Gary* said they spoke about that today; and they'll have traffic officers for more movement.

Nickie responded to *Larry's* question as to whether DOT will come back, stating she spoke to *Moh*, and was told that the City doesn't pay overtime for reps to come to meetings after hours.

b. Other updates from the committee -- None

16. Ad Hoc Committee on Budget and Finance – *Jamie Hall, Chair*

- a. Report from the committee – *Jamie*** related that the committee has been inactive, which he takes responsibility for. He recommended setting up a time to get together and presenting ideas at the next meeting. *Larry* offered to attend. *Travis* recommended giving suggestions to *Jamie*.
- b. Deadlines:**
 - 06/22/15:** Last day to request any approvals for purchases
 - 06/30/15:** Last day to purchase anything
 - 05/15/15:** Last day to submit any renewals of contracts or new contracts.

Reports of Representatives

17. Traffic Committee Report – *Robert Ringler, Chair*

- a. Report on Traffic Committee meeting of March 11, 2015 –** Nothing to report on this.
- b. Update on next LAPD West Bureau Traffic Committee meeting on Wednesday May 13, 2015 at 8:30 A.M.** at the West Los Angeles Community Police Station, in the Roll Call Room, at 1663 Butler Avenue: This meeting will be dedicated to addressing the impacts of the DWP trunk-line project with LAPD traffic officers, commanding officers, DWP, LADOT, UCLA, and UCPD. It is open to the community.

Irene asked if he'll address cumulative impacts of other projects going on simultaneously, such as the California Incline that affects Palisades, to which *Robert* replied these just went into effect this week. *Cathy Wayne* asked about the area this traffic division covers, to which *Robert* replied 63 square miles from La Cienega to the 10, to the beach, Santa Monica, parts of the Sunset Strip.

18. West Los Angeles Regional Alliance of Councils (WRAC) – *Nickie Miner (for Robin Greenberg)*

Update and Possible Actions regarding the April 15, 2015 meeting

WRAC Motion: WRAC requests that controls over approvals, transparency of the process and staff training for both city and state coastal exemptions be strongly improved and the copies of the coastal exemptions be made immediately available to, or be immediately provided to applicable neighborhood and community councils. Potential motion to endorse WRAC position.

Motion to support moved by *Nickie Miner*, seconded by *Vickie Kelly*. No discussion; no objection to calling the question, and no objection to unanimous consent; the BABCNC supported the motion by 20 members voting.

19. Community-Police Advisory Board (C-PAB) Report – *Robert Ringler*

a. Report on C-PAB Meeting of April 21, 2015

Robert related that the last meeting was devoted to discussion of the homeless count and issue.

For next week's C-PAB meeting on April 28th, someone from the South Asian Helpline and Referral Agency (SAHARA) will talk about domestic violence.

The next C-PAB Meeting will be on Tuesday May 26, 2015 at 7:00 P.M. at the West Los Angeles Community Police Station, 1663 Butler Avenue.

Irene mentioned that Bel Air Crest for the last year and a half has been asking from help from CD5, CD11, and Skirball, because of a homeless issue south of Bel Air Crest, where they have seen a homeless encampment. She noted that SMMC from Franklin Canyon came to investigate and removed 5,200 pounds of lumber and trash, from four wood buildings built with lumbar from the 405. *Irene* is concerned that we have such difficulty in finding any organization that would jump in and help, and she is grateful to SMMC. *Travis* related that this came from *Gourmet* to him, to the Conservancy and back. This was near the Getty at the 405 ramp.

20. Santa Monica Mountains Conservancy Report – *Travis Longcore*

a. Update from Santa Monica Mountains Conservancy, including recent purchase

Travis gave report, stating that he became aware that seven parcels at the end of Caribou Lane in Beverly Glen were put for sale, and developers were looking at it. He brought it to the Conservancy. He knew the realtor representing the seller, who then worked with the Conservancy; they got close on the price but were short, and *Travis* raised \$5,000 amongst residents in that area, and closed the escrow. He stated that the Conservancy funds came out of those property taxes that everybody has on the parcel, so monies do come back to these communities. If there are things that really need attention that are in the Conservancy territory, up for sale, that are achievable, they can push for them. The package was around \$400,000.

21. Budget Reps' Report on Budget Advocates – *André Stojka & Nickie Miner*

a. Report from Budget Representatives –

André related some of the contents of the White Paper prepared by the Budget Advocates which is presented to Mayor Garcetti and the City Council. He shared some 11 points which he noted

have parallels to the 2020 recommendations, including zero-based budgeting, a five-year plan; the City to reaffirm its commitment to the NC system by giving money and to secure those jobs that DONE asked for; that the City establish an independent Citizen's Committee to address increasing pension and healthcare obligation to City employees, to be totally independent of the City. They are asking an individual or team coordinate the IT of the City; that the City compile an accurate cost analysis to repair and maintain infrastructure and suggest placing it on the ballot. He added that they're asking to establish an automatic payroll system, and plan for the next five years of hiring. They're suggesting the City cross-train employees so they can be shifted from one department to another, depending on the load. They suggested that the city establish an Inspector General to identify collectibles from the city, which they've done, and have identified 75 million dollars' worth of funds that the city should be getting in taxes but are not. They suggest making a permanent position for the Inspector General. The city should, as a philosophy, try to attract new green, high-tech and creative enterprises, and finally, the City should have methodology to see whether plans are successful. These are good ideas that *André* thought we'd be pleased to know about.

b. Election of two Budget Representatives for the next fiscal year

Motion: To re-nominate *André Stojka* and *Nickie Miner* to continue as Budget Representatives for the next fiscal year – so moved by *Larry Leisten*, seconded by *Bob Schlesinger* and passed unanimously by 18 members present (Mr. Mayfield and Mr. Tucci were not present this vote).

c. Budget Day is Saturday June 27, 2015: 7:30 to 12:30 P.M. Registration and full breakfast 7:30; program starts at 8:30 at City Hall. Link to register and provide info to be able to park: <http://form.jotformpro.com/form/50966183808970?> (Attachment F) For additional info, please go to www.empowerla.org website.

d. Possible Support of Budget Congress of Neighborhoods and Neighborhoods Council Budget Advocates.

Motion: BABCNC supports the Budget Congress of Neighborhoods in the amount of \$250 and the Neighborhood Council Budget Advocates in the amount of \$250 from the funds. Moved by *Nickie Miner*, seconded by *Mike Kemp*; question called; and the motion passed by unanimous consent by all 18 members present: *Irene Sandler, André Stojka, Nickie Miner, Michael Chasteen, Gary Plotkin, Vickie Kelly, John Amato, Jamie Hall, Cathy Wayne, Larry Leisten, Chuck Maginnis, Robert Ringler, Michael Kemp, Dan Love, Maureen Levinson, Maureen Smith, Robert Schlesinger and Kerry Welland*, 0 nays, and 0 abstentions.

22. Unfinished Business

a. Red Flags – *Jamie Hall, Cassandra Barrere & Dan Palmer*

Update on status of signs and poles to accompany red flags to be deployed in BABCNC territory under red flag conditions –

Jamie stated he'd like to take his name off this item as it was not his idea; that *Cassandra* should take responsibility for it. *Travis* said this will be put at the beginning of the agenda next month.

b. Google Apps: Status – *Jamie Hall*

Update on use of Google Apps for BABCNC email services. Postponed to next month.

23. New Business

- a. **Support of Special Olympic World Games 2015 – Gary Plotkin** (This agenda item was taken out of order, after the President's report.)

Gary Plotkin introduced the motion, as an excellent opportunity to contribute to a worthwhile cause. He has cleared it with *DONE* who is supportive of the Special Olympics; three NCs have provided money to support it. This takes place in July & August, with the major place being at UCLA. *John Amato* related that Harvard-Westlake is supporting and hosting Cuba and Czech Republic, and they'll be having a very large festivity on the first day that is Citywide.

Original Motion: That Bel Air Beverly Crest Neighborhood Council contribute \$1,000 to the Special Olympic World Games 2015 (Attachment G)

Gary Plotkin moved, *Chuck Maginnis* seconded. Discussion was held.

Larry Leisten brought up need to keep donations to things with a direct impact and feedback to our stakeholders, and making donations on an individual basis. *André Stojka* agreed to be very careful on how we spend taxpayers' money. *Robert Ringler* noted need for equipment for law enforcement and recommended individuals making private donations. Both *Larry* and *Robert* mentioned the possibility that we may need to hire someone to do the job of treasurer. *Jamie Hall* supported the motion. *Kerry Welland* has ideas of how to spend these funds. *Tony Tucci* proposed an amendment to give alternative amount of \$500 for now, and it was noted that the amount can be added to at a later date.

Amendment of Motion: To take a vote on the Amended Motion to reduce the amount of donation to the 2015 Special Olympics from \$1,000 to \$500:

So moved by *Gary Plotkin*, seconded by *Larry Leisten*. Discussion was held.

Larry brought up that this is the reason we had the committee; we've heard some ideas on how that money might be spent, and he agreed with *Tony's* amendment. *Robert* asked if we could also create a council resolution in support of the Special Olympics. *Travis* invited *Robert* to bring the resolution next month. *Dan Love* is against the amendment. *Chuck* asked if this passes and we still have the funds, can we make another amendment to increase it, and the answer was "yes." *Travis* clarified the first vote will be whether to accept *Tony's* amendment.

Roll call was taken with 12 yeas by *André Stojka, Nickie Miner, Michael Chasteen, Lonnie Mayfield, Tony Tucci, Larry Leisten, Chuck Maginnis, Robert Ringler, Michael Kemp, Maureen Smith, Robert Schlesinger and Kerry Welland; 8 nays* by *Irene Sandler, Gary Plotkin, Vickie Kelly, John Amato, Jamie Hall, Cathy Wayne, Dan Love, Maureen Levinson; 0 abstentions*, and the yeases carried.

New Amended Motion: To donate \$500 to the 2015 Special Olympic World Games at UCLA in July and August 2015: *Gary Plotkin* called for the question.

Roll call was taken with 18 yeas by *Irene Sandler, Nickie Miner, Michael Chasteen, Gary Plotkin, Lonnie Mayfield, Vickie Kelly, John Amato, Jamie Hall, Cathy Wayne, Tony Tucci, Larry Leisten, Chuck Maginnis, Robert Ringler, Michael Kemp, Dan Love, Maureen Levinson, Maureen Smith, Robert Schlesinger, 2 nays* by *André Stojka and Kerry Welland*, and 0 abstentions. **The motion passed.**

- b. **Fire Station #99 Open House – May 9th 10 A.M. to 4:00 P.M.**

Discussion and Possible Action: Need 2 volunteers per 2-hour shift to staff BABCNC booth, 10–12, 12–2 and 2–4, plus one to serve popcorn and one to serve cotton candy throughout day.

Volunteers: 10-12 *Maureen Smith, Dan Love, Nickie Miner.* 12-2: *Robert, Gary, Bob.* 2 to 4:

Larry, Gary. We will also take community volunteers.

Good of the Order -- *Travis Longcore* reminded everyone that there is a reason for Roberts Rules of Order, to use parliamentary procedures, and uses proper titles to depersonalize things, suggested saying “I disagree with the gentleman from ...” *Larry Leisten* agreed with *Travis*’ comments, to not take things personally.

24. **Adjournment:** Moved by *Chuck Maginnis*, seconded by *Larry Leisten*; the meeting adjourned at 9:13 pm.

UPCOMING MEETING – Wednesday May 27, 2015 at AJU

Department of Neighborhood Empowerment

| | | |
|---------------------|-----------------------|-------------------------------|
| Reporting Month: | APRIL | MONTHLY EXPENDITURE REPORT |
| NC Name: | Bel Air-Beverly Crest | Submitted: 5/23/2015 19:51:41 |
| Budget Fiscal Year: | 2014-2015 | |

FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

| EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below) | | | | | | |
|--|--|-----------------|-------------------|----------------|---------------------|-----------------|
| A | Date / Item / Service Description | BUDGET CATEGORY | VENDOR | INVOICE NUMBER | OUT OF STATE VENDOR | 1099 Reportable |
| 1 | Apps Usage | OPERATIONS | Google | | | |
| 2 | BABCNC imprinted tote bags | OUTREACH | Promotional Ideas | 27015 | | |
| 3 | Office supplies | OPERATIONS | Office Depot | | | |
| 4 | Meeting Refreshments | OPERATIONS | Ralphs | | | |
| 5 | Meeting Refreshments | OPERATIONS | Western Kosher | | | |
| 6 | Meeting Refreshments | OPERATIONS | Schwartz Bakery | | | |
| 7 | Meeting Refreshments | OPERATIONS | Trader Joe's | | | |
| 8 | Staffing | OPERATIONS | Lloyd Staffing | 6-612637 | | |
| 9 | Staffing | OUTREACH | Lloyd Staffing | 6-612637 | | |
| 10 | Bank charges | OPERATIONS | Union Bank | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered) | | | | | | |
| B | CUMULATIVE EXPENDITURES FROM PRIOR MONTHS | | | | | |
| C | OUTSTANDING COMMITMENTS | | | | | |
| | C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account) | | | | | |
| | C 2. Rent/Lease | | | | | |
| | C 3. Contractual Services | | | | | |
| | C 4. Large Purchases | | | | | |
| | C 5. Neighborhood Purpose Grants (pending or in process) | | | | | |
| | C 6. Temporary Staffing Services | | | | | |
| | C 7. Storage | | | | | |
| | C 8. Other Outstanding Commitments ==> Description: Website, Office supplies & expense | | | | | |
| SUBTOTAL: Outstanding Commitments | | | | | | |
| D | Total Expenditures & Commitments | | | | | |
| E | Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) | | | | | |
| F | Approved Budget 2014-2015 | | | | | |
| G | Balance of Budget | | | | | |
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Revision Date 1-26-15

ATTACHMENT "C"

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|------------------|-----------------------|
| Reporting Month: | APRIL |
| NC Name: | Bel Air-Beverly Crest |

| MONTHLY CASH RECONCILIATION | | | | |
|-----------------------------|---------------------|-----------------------------|---------------------------|-------------------------------|
| Beginning Balance (A) | Funds Deposited (B) | Total Available (C) = (A+B) | Cash Spent this Month (D) | Remaining Balance (E) = C - D |
| \$2,447.32 | | \$2,447.32 | \$1,343.41 | \$1,103.91 |

| MONTHLY BUDGETARY ANALYSIS | | | | |
|----------------------------|-----------------------|--------------------|----------------------------|---------------------------------|
| Category Identifier | Budget Category | Adopted Budget (A) | Total Spent this Month (B) | Total Spent in Prior Months (C) |
| 100 | Operations | \$14,750.00 | \$537.98 | \$8,844.85 |
| 200 | Outreach | \$14,250.00 | \$805.43 | \$8,652.68 |
| 300 | Community Improvement | \$4,000.00 | \$0.00 | |
| 400 | NPG | \$3,000.00 | \$0.00 | |
| 500 | Elections | \$1,000.00 | \$0.00 | |
| 900 | Unallocated | | \$0.00 | |
| | TOTAL | \$37,000.00 | \$1,343.41 | \$17,497.53 |
| | | | | (D) = A - B - C |
| | | | | \$5,367.17 |
| | | | | \$4,791.89 |
| | | | | \$4,000.00 |
| | | | | \$3,000.00 |
| | | | | \$1,000.00 |
| | | | | \$0.00 |
| | | | | \$18,159.06 |

NEIGHBORHOOD COUNCIL DECLARATION

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.

| | | | |
|------------------------|--------------|--------------------|-------------------|
| Treasurer Signature | | Signer's Signature | |
| Print Name | Alan G. Fine | Print Name | Robert A. Ringler |
| Date | | Date | |
| NC Additional Comments | | | |

Revision Date 1-26-15

| | |
|------------------|-----------------------|
| Reporting Month: | APRIL |
| NC Name: | Bel Air-Beverly Crest |

| | |
|--------------------------------|---------------------|
| Funds | |
| Total Annual Allocation | \$ 37,000.00 |

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|---------------|--|
| Budget | |
|---------------|--|

| Code | Category | | |
|------|-------------------------------------|--------|-----------|
| | 100 Operations | % | Total |
| AUD | Audio and Visual Services | | |
| EDU | Training and Board Retreat | | 1,000 |
| FAC | Facilities Related and Space Rental | | 1,800 |
| MIS | Miscellaneous Expense | | |
| OFF | Office Equipment and Supplies | | 1,500 |
| POS | Postage | | 450 |
| TAC | Staffing | | 10,000 |
| TRL | Translation and Transcription | | |
| | Sub Total | 39.86% | \$ 14,750 |

| 200 Outreach | | | |
|--------------|--|--------|-----------|
| TAC | Staffing | | 10,000 |
| EVE | Event Expense / Food & Refreshments | | |
| MEE | Meeting Expense | | 750 |
| NEW | Newsletter Expense | | |
| WEB | Website Maintenance/Enhancement/Creation | | 3,500 |
| | Sub Total | 38.51% | \$ 14,250 |

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|------------|--------------------------------------|---------------|-----------|--------------|
| | 300 Community Improvement | | | |
| CIP | Community Improvement Project | | | 4,000 |
| | Gateway Signs | | | |
| | Sub Total | 10.81% | \$ | 4,000 |

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|--|---|--------------|-----------------|
| 400 Neighborhood Purpose Grants | | | |
| GRT | Neighborhood Purpose Grant | | 3,000 |
| | Teach Our Kids Elementary School | | |
| | Sub Total | 8.11% | \$ 3,000 |

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|----------------------|----------------------------------|--------------|-----------------|
| 500 Elections | | | |
| ELE | Election Outreach Expense | | |
| | Sub Total | 2.70% | \$ 1,000 |

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|--------------------|-----------|---------------|
| Grand Total | \$ | 37,000 |
|--------------------|-----------|---------------|

Budget Narrative:

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| Projected Monthly Operational Expenses | | Monthly Amount ⁺ |
|--|---|-----------------------------|
| Vendor - Item/Service Description | | |
| 1 Lloyd Staffing - Office Administrator | | \$ 1,600.00 |
| 2 Various - Meeting Refreshments | | \$ 200.00 |
| 3 Office Depot/Staples - Office Supplies | | \$ 200.00 |
| 4 Aaron DeVandry - Website Maintenance & Hosting | | \$ 250.00 |
| 5 | | |
| | Total Monthly Operational Expenses | \$ 2,250.00 |

**Neighborhood Council Outreach Survey for Fiscal Year 2015-2016**Neighborhood Council Name: Bel Air Beverly Crest☐ No changes from Fiscal Year 2014-2015 ☒ Yes, see changes below.Name and contact for your Outreach Committee Chair: Robin GreenbergEmail: rgreenberg@babenc.orgPhone: 310 968 0605**Digital Tools:**

Does your Council have: a website? Yes / No

If yes, please give us your website address: http://babenc.orgif so, does it link to EmpowerLA? ☒ Yes / No

Does your Council have: a Facebook Account? Yes / No

If yes, please give us your Facebook url: https://www.facebook.com/BelAirBeverlyCrestNCif so, do you utilize the events feature? ☒ Yes / No

Does your Council have: a Twitter Account? Yes / No

If yes, please give us your Twitter url: https://twitter.com/BABCNCDo you utilize hashtags with Twitter? ☒ Yes / NoIf yes, what hashtags does your Council use for Twitter? vary by topicDoes your Council have: a YouTube Account? ☒ Yes / No

If yes, please give us your YouTube URL: _____

if so, do you create Council videos? Yes / No

Does your Council have: a database of Stakeholders? Yes / No

an email newsletter campaign? ☒ Yes / Noan email newsletter service? ☒ Yes / Noif so, what company? mailchimpDoes your Council have: a virtual phone line? ☒ Yes / Noif so, what company? google voiceDoes your Council have: a virtual fax line? Yes ☒ No

if so, what company? _____

Neighborhood Council Outreach Survey

Print Materials:

Does your Council have: business cards for Board Members? ☒ Yes / No
business cards with general information? ☒ Yes / No
a print newsletter campaign? ☒ Yes / No
a brochure? ☒ Yes / No

Does your Council have: letterhead? ☒ Yes / No
templates for newsletters, brochures, flyers? ☒ Yes / No
branded materials (fridge magnets, bookmarks,...) ☒ Yes / No
If Yes, please list branded materials: tote bags, key chains, flashlights

Calendar:

Does your Council use: an online Calendar? ☒ Yes / No
If yes, what Calendar service do you use? _____

Does your Council use: Community Bulletin Boards? ☒ Yes / No

Partners:

Does your Council maintain working relationships with other organizations? (CPAB, Homeowners and Residential Associations, Chambers of Commerce, Library, Local Parent/Teacher Associations, Cultural Organizations, Community Theatre, Churches/Synagogues, Social Services/Food Banks, Historical Associations,...) ☒ Yes / No

If so, what are the organizations? CPAB, WRAC, Benedict Canyon Association, Bel Air Ridge Association, Casiano Estates Association, Employee Associations, Faith Based Institutions, Laurel Canyon Association, Residents of Beverly Glen, Roscomare Valley Association, Santa Monica Mountains Conservancy, K-6 Private Schools, 7-12 Private Schools, Bel Air Alliance, LANCC, BONG

Does your Council have: Local Media Contacts? ☒ Yes / No Press Release Templates? ☒ Yes / No
a media strategy? ☒ Yes / No Contacts with local print media? ☒ Yes / No
Contacts with local digital media? ☒ Yes / No a local media advertising strategy? ☒ Yes / No

Street Presence:

Does your Council advertise: Bus Stop Shelters ☒ Yes / No Bus Benches ☒ Yes / No
Street Light Banners ☒ Yes / No Sanitation Trucks ☒ Yes / No A-Frames ☒ Yes / No Yard Signs ☒ Yes / No

What is your Council's most effective tool for engaging the public and keeping them informed?

Notices are e mailed and posted about our land use meetings, our emergency preparedness meetings our monthly meetings. E mails, print flyers, social media and posting keep everyone informed.

What is your Council's greatest opportunity for improving its outreach and for reaching the public and engaging them in the Neighborhood Council's activities?

With the onslaught of new construction projects, the land use meetings at Stephen S. Wise Temple are very well attended with neighbors seeking to learn more about the projects from the developer, the architect or the members of the land use committee. The emergency preparedness committee meets to inform members of our homeowners associations about earthquake and disaster preparedness and attracts may neighbors to its meetings. As our monthly BABCNC meetings are at the American Jewish University, we open our meetings to the students and faculty



ATTACHMENT "F (i)

Cover Letter to Stipulation Worksheet

To the Board of the BABCNC:

Please review the attached Elections Procedures Stipulation Worksheet, which the Board must complete and approve at this Wednesday's Meeting. Some of the boxes have been checked, as I believe such responses to be those supported by most of the Board. Others have not. At the Meeting we will have to address the following in order to complete and approve the Worksheet:

- Identify a Board Member willing to serve on a pool of panelists to serve on Grievance Panels to hear grievance matters raised by neighborhood councils in other parts of the City.
- Make a determination on online and/or telephone voting, and whether we wish to require voters to provide documentation, & not merely self affirmation, a verification of their qualified voting status at the election or selection of Board seats.
- Decide whether Neighborhood Council candidates should be required to take a 5-10 minute video training about the NC System and their responsibilities as a candidate during the election process.
- Decide, respond to inquiry into Board Member seating period. When should Board be seated? At the beginning of the City's fiscal year? When should Residential Stakeholder Group representatives be seated on the Board? Historically, this has been done following seating of new HOA or residential group boards, some of which occur during the first month of the calendar year.

Please give some thought the aforementioned issue prior to Wednesday's meeting so we may complete the Worksheet expeditiously.

Thank you in advance for your review of this agenda item.

/s/Larry

Larry Leisten, Elected At-Large Representative
Bel Air-Beverly Crest Neighborhood Council
Chair, BABCNC Bylaws, Rules & Elections Committee

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STAKEHOLDER GROUPS

Bel-Air Crest Master Association
Bel Air Ridge Association
Benedict Canyon Association
Casiano Estates Association
Laurel Canyon Association
Holmby Hills Homeowners Association
Residents of Beverly Glen
Roscomare Valley Association
Santa Monica Mountains Conservancy

RESIDENTIAL DISTRICTS

Bel Air District
Bel Air Glen District
Beverly Park Estates District
Franklin Cyn/Coldwater/Mulholland/Crest District
North of Sunset District
OTHER
At-Large Members
Faith-Based Institutions
Public & Private Schools
Commercial Areas



Neighborhood Councils Administrative and 2016 Elections Procedures Stipulation Worksheet

In the past year, a number of new policies and procedures have been implemented to improve the Neighborhood Council system. This worksheet provides information on the issues that affect your Neighborhood Council's bylaws and elections and requests clarification from your board on the matters. **Please take Board action to confirm the information and to provide the additional information needed to update your bylaws and election procedures. The Board may choose to make changes to the checked items, which will supersede any conflicting bylaws language. We will then update the bylaws accordingly. The defaults shall take effect if the information on the worksheet is not provided to the Department of Neighborhood Empowerment (Department) by June 1, 2015.** Please email this completed form to: NCsupport@empowerla.org Contact the Neighborhood Council Support Helpline at (213) 978-1551 if you have any questions.

BEL AIR BEVERLY CREST NEIGHBORHOOD COUNCIL

1. Article V - Governing Board, Section 3: Official Actions – Please clarify how your board takes official action and treats abstentions. This would not affect different voting requirements for other sections of the bylaws that required a different vote, e.g. 2/3 vote for bylaw amendments, board removal, etc.

- ☐ Simple majority vote by the board members present and voting, including abstentions, which act as a “yes” vote (**default**)
- ☒ Simple majority vote by the board members present and voting, not including abstentions
- ☐ Simple majority vote by the board members present, including abstentions, which act as a “yes” vote
- ☐ Simple majority vote by the board members present, not including abstentions

The Department recommends “present and voting, including abstentions, which act as a “yes” vote” for the board count because board members who are ineligible to vote on items because of age or training/Code of Conduct requirements would not be counted towards the total number of votes needed to take action, and abstentions would be treated in the same way City Council treats abstentions. Please see Neighborhood Council Voting Facts handout for more information on voting.

2. Article VIII - Meetings, Section 3: Notifications/Postings – The Board of Neighborhood Commissioners (Commission) passed a posting policy reducing posting locations from 5 to 1 location with 24 hour visibility if a Neighborhood Council has a website. If a Neighborhood Council doesn't have a website, they must maintain 5 physical posting locations. Neighborhood Councils with websites may still choose to maintain their 5 or more physical posting locations.

Defaults – Neighborhood Councils with a website will default to 1 physical posting location. Neighborhood Councils without a website will default to 5 physical posting locations.

☐ We have a website and will have 1 physical posting location at: _____

☒ We ☒ have/ ☐ do not have a website and will maintain our 5 physical posting locations at:

1. 24 hour location – Glen Centre Postal Service, 2934 1/2 N. Beverly Glen Circle, 90077

2. Bel-Air Foods, 2323 Roscomare Road, 90077

3. Laurel Canyon Country Store, 2108 Laurel Canyon Blvd., 90046

4. Glen Market, 1603 N. Beverly Glen Blvd., 90077

5. Bel-Air Bar & Grill, 662 North Sepulveda Blvd., 90049

If your Neighborhood Council posts to more than 5 locations, please use a separate sheet of paper to list the other locations.

3. **Article XI – Grievance Process** – The City Council passed CF 13-1689 establishing seven regional Neighborhood Council Grievance Panels – South, Central, Harbor, West, East, North Valley and South Valley. Each Neighborhood Council may appoint one board member or stakeholder to serve on a pool of panelists. These panelists will review grievances and election challenges. Please submit your appointment:

Default is the President or Chair of the Neighborhood Council.

Name: _____ ☐ Board member ☐ Stakeholder

Email: _____ Phone: _____

Please note that any language in your grievance process in conflict with the new grievance ordinance will be removed.

4. **Article XIV – Compliance, Section 1: Code of Civility** - The Commission passed a Neighborhood Council Board Member Code of Conduct Policy, and the following language will be added to this section in addition to any other Neighborhood Council requirements. “Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.”

5. **Article XIV – Compliance, Section 2: Training** - The Department requires board members to take ethics and funding training **prior to voting** on funding related items. There is no grace period for board members to take these trainings. The following language will be added to this section in addition to any other Neighborhood Council requirements: “All board members must take ethics and funding training prior to making motions and voting on funding related matters.”

ARTICLE X - ELECTIONS

Online and Telephone Voting

Neighborhood Councils will have the opportunity to add online and telephone voting to their 2016 elections at no additional cost to increase the convenience of voting for their stakeholders via computer, tablet, smart phone or regular touch tone phone. We have funding for 50 Neighborhood Councils to participate in this opportunity for the 2016 elections. A physical polling location will still be available on the day of the election. There will be a follow up election stipulation worksheet sent to Neighborhood Councils after July 1, 2015 to lock down polling locations, translation and election timelines if your Neighborhood Council changes to elections.

6. Your Neighborhood Council uses a selection process. The **default** is to remain with your selection process. If your board wants to make any changes to its selection process or to change to an election process starting in 2016, please indicate the board’s decision:

- ☐ We want selections with self-affirmation voter verification
- ☐ We want selections with documentation voter verification
- ☐ We want to change to elections with online voting and self-affirmation voter verification
- ☐ We want to change to elections with online voting and documentation voter verification
- ☐ We want to change to elections with self-affirmation voter verification and no online voting
- ☐ We want to change to elections with documentation voter verification and no online voting

Note: With self-affirmation voter online and telephone voting, your voters will be asked to affirm their stakeholder type and voting address prior to voting online. With voter documentation online and telephone voting, your voters must still be verified with documentation by City trained personnel (homeless voters will have a special verification process) prior to receiving a security code to vote online.

7. **Telephone voting** requires a lot of work in creating and recording scripts. You may choose to eliminate the telephone voting option if you believe your community will not use it. The **default** will be to HAVE it if you have chosen online voting.

☒ We do not want telephone voting

☐ Not Applicable

8. **Vote-by-Mail** (for self-affirmation voters only) will be eliminated with online voting though we are exploring the possibility of having a voter request only vote-by-mail paper ballot for those Neighborhood Councils with online voting.

If your Neighborhood Council is choosing online voting, would you be interested in voter request only vote-by-mail paper ballots? ☐ Yes ☐ No (**default**) ☐ Not Applicable

9. Board Vote Structure

Please review Attachment B of your bylaws to see if your board voting structure is correct. Changes to the number of seats, except for an addition of a Community Interest At-Large seat, requires the board to fill out and submit a Bylaw Amendment Application by May 1, 2015 for Commission review. Please select one:

☒ Maintain the current board voting structure (**default**)

☐ Change the board structure to have the Community Interest stakeholder run and vote for one At-Large seat

☐ Other: _____

10. Candidate Filing Requirements

During the 2016 Neighborhood Council Elections Town Halls, board members suggested that candidates have an understanding of the Neighborhood Council system and the elections process prior to filing. We are polling Neighborhood Councils for their feedback so please answer the following question:

Should Neighborhood Council candidates be required take a 5-10 minute video training (produced by the City) about the Neighborhood Council system and their responsibilities as a candidate during the election process prior to completing their registration? ☐ Yes ☐ No (**existing**)

11. Elected Board Members Seating Period

After the 2014 elections and during the 2016 Neighborhood Council Elections Town Halls, board members suggested that instead of the current staggering seating of newly elected board members, everyone is seated on July 1st. This was to minimize transition issues. Other board members stated that July 1st was too long, and they would end up with lame duck boards for several months. We are polling Neighborhood Councils for their feedback so please select one:

☐ Keep the current staggered seating of the board (**existing**)

☐ All board members should take office on July 1st.

☐ Board members should be seated together based on their region and election month, e.g. March elections will all seat together on May 1st, April elections will all seat together on June 1st, May elections will all seat together on July 1st.

DECLARATION

I, the person authorized by the above-named Neighborhood Council to execute this Administrative and 2016 Election Procedures Stipulation Worksheet, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the information in this document and attachments was approved as an official action of the Board per the Neighborhood Council's bylaws. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the approval of this document.

Date of Board Action: ____/____/____

Board Vote: ____Yes____No____Abstentions

Signature: _____ Position: _____

Print Name: _____ Phone: _____

Email: _____



ATTACHMENT "G (i.)
Cover letter to Clean & Final Version of the Bylaws
& Redline Copy of City-approved Bylaws of the BABCNC

To the Board of the BABCNC:

Attached please find both a clean and redline copy of the final version of the Bylaws approved by the Board of Neighborhood Commissioners on May 18, 2015. Following adoption of these Bylaws by the Board last month, Empowerment had additional comments that merited some formatting changes to several articles that described governmental structure of the Board. In addition, Empowerment requested other changes to comport with newly adopted provisions of the Citywide bylaws template. Below is a summary of these changes for your quick review:

- Much of the language originally found under Article X -Elections, Section 2 – Governing Board Structure and Voting, as well as Attachment "B," has now been incorporated, and redrafted under Article V – Governing Board, Section 1 – Composition.
- Attachment "B," which summarizes Board structure, now reflects the Citywide template and describes how each officer of the Board, and each categorized seat on the Board, is elected or appointed; who is eligible to run for such seat; and who is eligible to vote for such seat.
- Section 3 of Article V, Board Actions, now expressly provides that abstentions are excluded from a vote count taken for Board action (unless otherwise provided elsewhere in the Bylaws).
- Article IV – Compliance, Section 2 – Training, has been revised to reflect language in the Elections Procedures Stipulation Worksheet. Empowerment now requires Board members to take ethics and funding training prior to making motions and voting on funding related matters. There is no grace period to take ethics and funding training. To reconcile this requirement with language the Board previously adopted, Section 2 expressly provides that the grace period of 55 days applies solely to those voting matters not falling within the scope of Empowerment's City-wide requirement – those matters not funding related.
- Lastly, not available at this time, Empowerment will be providing the Council with an update map of its territorial boundaries, which is appended to the Bylaws as Attachment "A." The updated map will be distributed to all Board Members as soon as it becomes available.

Thank you in advance for your time in reviews these final changes. Please reserve any and all questions for the Board Meeting, and I will be glad to answer them.

/s/Larry
Larry Leisten, Elected At-Large Representative
Bel Air-Beverly Crest Neighborhood Council
Chair, BABCNC Bylaws, Rules & Elections Committee

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STAKEHOLDER GROUPS

Bel-Air Crest Master Association
Bel Air Ridge Association
Benedict Canyon Association
Casiano Estates Association
Laurel Canyon Association
Holmby Hills Homeowners Association
Residents of Beverly Glen
Roscomare Valley Association
Santa Monica Mountains Conservancy

RESIDENTIAL DISTRICTS

Bel Air District
Bel Air Glen District
Beverly Park Estates District
Franklin Cyn/Coldwater/Mulholland/Crest District
North of Sunset District
OTHER
At-Large Members
Faith-Based Institutions
Public & Private Schools
Commercial Areas



ATTACHMENT “G (ii.)

**BYLAWS
OF THE
BEL AIR–BEVERLY CREST
NEIGHBORHOOD COUNCIL**

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ARTICLE I

NAME

The name of this neighborhood council of the City of Los Angeles (the “City”) shall be the Bel Air–Beverly Crest Neighborhood Council, which hereinafter may also be referred to as the “BABCNC” or “Council.”

ARTICLE II

PURPOSE

The Mission of the Council shall be:

(i) To provide an inclusive open forum for public discussion of issues concerning City governance, the needs of this neighborhood council, the delivery of City services to the stakeholders of this neighborhood council, and matters of a City-wide nature; and

(ii) To advise the City concerning City governance, the needs of this neighborhood council, the delivery of City services to the Stakeholders of this neighborhood council, and matters of a City wide nature.

The Policy of this Council shall be upon the following tenets:

(i) Non-Discrimination. It shall be the policy of this Council to prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income or political affiliation.

(ii) Dignity. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Council.

(iii) Inclusiveness and Non-Partisanship. To remain non-partisan and inclusive in our operations including, but not limited to, the election process for governing body and committee members.

(iv) Early Notification System. To utilize the Early Notification System to inform our stakeholders of matters involving the City of Los Angeles (and our community) in a way that is tailored to provide opportunities for involvement in the decision-making process.

(v) Participation. To encourage all Stakeholders to participate in all activities of this Council.

(vi) Transparency. To have fair, open and transparent procedures for the conduct of Council business.

ARTICLE III

BOUNDARIES

Section 1: Boundary Description. The area included in the BABCNC is defined by the following boundaries: (a) on the west by I-405 between Mulholland Drive and Sunset Boulevard, (b) on the north by Mulholland Drive between I-405 and Laurel Canyon Boulevard, (c) on the south by Sunset Boulevard between I-405 and Laurel Canyon Boulevard, and (d) on the east by Laurel Canyon Boulevard between Mulholland Drive and Sunset Boulevard. The area so defined excludes the incorporated limits of the City of Beverly Hills.

Section 2: Internal Boundaries. Not applicable.

ARTICLE IV

STAKEHOLDER

Neighborhood Council membership shall be open to all Stakeholders who have attained at least 18 years of age. “Stakeholders” shall be defined as those who live, work or own real property within the territorial boundaries of the Council, and also those who declare a stake in the neighborhood as a Community Interest Stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

A Stakeholder Group shall mean individually or severally each of the homeowner associations or groups, business enterprises, community based organizations, educational or faith-based institutions.

ARTICLE V

GOVERNING BOARD

The Board of Directors (“the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (the “Plan”).

Section 1: Composition. The Board shall consist of thirty (30) Members either: (i) elected directly by qualified Stakeholders at a City-administered election; or (ii) appointed by the governing boards or membership of individual Residential Stakeholder Groups, or in the case of Non-Residential representatives, by the Board at a publicly noticed Meeting that culminates a process by which qualified Stakeholders are afforded the opportunity to run for such seats and be heard at the Meeting at which the Board appoints representatives to such seats as more fully described under Article X, Section 1.

Stakeholder Groups shall be categorized into the following categories for purposes of achieving diversity, reflective of the characteristics of the BABCNC, and inclusiveness of groups less inclined to seek representation on the Council.

(a) Appointed Residential Stakeholder Groups – Minimum Size

Appointed Residential Stakeholder Groups may be represented on the BABCNC by individual homeowner associations or individual residential groups comprising no fewer than one hundred (100) residential units. Those individual homeowner associations or individual residential groups comprising of fewer than 100 units may seek representation through representation with either:

- (i) a neighboring homeowner association or residential group, also with fewer than 100 units, so the combined units represented comprise of more than 100 units; or
- (ii) a neighboring homeowner association or residential group with more than 100 units with existing representation on the BABCNC.

(1) Apportionment of Seats

The number of additional seats apportioned a residential Stakeholder Group will be dependent upon the relative size of the number of residential units within the territory represented by such residential Stakeholder Group.

Each residential Stakeholder Group comprising no fewer than 500 dwelling units will be apportioned one (1) additional seat for a total of two (2) seats.

Those residential Stakeholder Groups comprising no fewer than 1,000 dwelling units will be apportioned a second additional seat for a total of three (3) seats.

Those residential Stakeholder Groups comprising no fewer than 2,000 dwelling units will be apportioned a third additional seat for a total of (4) seats.

(2) Roster of Appointed Residential Stakeholder Groups and Apportioned Seats

| | |
|------------------------------------|-----------|
| • Bel-Air Crest Master Association | 1 seat(s) |
| • Bel-Air Ridge HOA | 1 |
| • Benedict Canyon Association | 4 |
| • Casiano Estates HOA | 1 |
| • Laurel Canyon Association | 4 |
| • Holmby Hills HOA | 1 |
| • Residents of Beverly Glen | 2 |
| • Roscomare Valley Association | 2 |

- (3) No Overlapping Boundaries. To ensure the integrity of representation of each Appointed Residential Stakeholder Group, the territorial boundaries of each Appointed Residential Stakeholder Group shall be defined, and the territory of each Residential Stakeholder Group shall not overlap another.

(b) Elected Residential District Representatives

Residential Stakeholders residing within geographic areas of Council territory not otherwise represented by Appointed Residential Stakeholder Group Representatives may be represented by Residential District Representatives elected at a public election conducted and administered by the City.

(1) Apportionment of Seats

Each Residential District is apportioned one (1) seat with exception of the Bel-Air District. These Bylaws establish Residential District seats with the intent to engender active participation by Stakeholders from geographic areas within Council territory not otherwise represented on the Board, either due to a lack of interest by Stakeholders from such areas or a decision by residential groups representing such areas to no longer participate on the Board, leaving such Stakeholders without representation on the Board.

It is the intent of the Board to amend these Bylaws in the future in order to increase the number of elected seats from Residential Districts if participation by Stakeholders from such districts increases over time. It is for this reason that Bel-Air District is apportioned two (2) elected seats, as the Board has experienced increased participation by Stakeholders from within this District in the year preceding adoption of these Bylaws.

(2) Roster of Elected Residential District Representation and Apportioned Seats

- | | |
|---|-----------|
| • Bel-Air District | 2 seat(s) |
| • Bel-Air Glen District | 1 |
| • Beverly Park Estates District | 1 |
| • Franklin Canyon/Coldwater/Mulholland/Crest District | 1 |
| • North of Sunset District | 1 |

(c) Appointed Non-Residential Stakeholder Groups

Appointed Non-residential Stakeholder Groups shall consist of any private or faith-based group or institution, having a stake in the BABCNC, and any public or private group dedicated to the preservation of open space within the territorial boundaries of the Council.

(1) Apportionment of Seats

Each Appointed Non-Residential Stakeholder Group is apportioned one (1) seat.

(2) Roster of Appointed Non-Residential Groups and Apportioned Seats

- a. Custodians of Open Space 1 seat
 - 1. Santa Monica Mountains Conservancy
- b. Private Educational Institutions
 - i. Private Schools Grades K-6 1 seat
 - 1. The John Thomas Dye School
 - 2. Stephen S. Wise Elementary School
 - ii. Private Schools Grades 7-12 1 seat
 - 1. Harvard-Westlake School
 - 2. Marymount High School
- c. Faith-Based Institutions 1 seat
 - 1. Stephen S. Wise Temple
 - 2. Chabad of Bel-Air

(d) Elected Non-Residential Stakeholder Groups

Elected Non-Residential Groups shall consist of any public group or institution having a stake in the BABCNC, and any group representing commercial or enterprise interests within the territorial boundaries of the Council.

- (1) Apportionment of Seats. Each Elected Non-Residential Stakeholder Group is apportioned one (1) seat.

(2) Roster of Elected Non-Residential Groups and Apportioned Seats

- a. Public Educational Institutions 1 seat
 - 1. Community Magnet Charter School
 - 2. Roscomare Road Elementary School
 - 3. Wonderland Avenue Elementary School
- b. Commercial or Office Enterprise Districts 1 seat
 - 1. The Glen Centre
 - 2. Moraga Enterprise Area
 - 3. Roscomare Shopping Center
 - 4. Canyon Store Area on Laurel Canyon
 - 5. Glen Market Area on Beverly Glen

(e) Members-at-Large

At least one seat on the Board of the BABCNC shall be reserved for a Member At-Large. The Member-at-Large shall represent all those individuals who live, work or own real property within the territorial boundaries of the Council and also those who declare a stake in the

neighborhood as a Community Interest Stakeholder and affirm a substantial and ongoing participation within the Neighborhood Council boundaries. Members At-Large shall be elected at a public election conducted and administered by the City. These Bylaws provide for the establishment of two (2) seats designated as Member-at-Large.

(f) No Majority Stakeholder Group

No single Stakeholder Group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (the “Department” or “Empowerment”).

(g) Biennial Update of Membership - Survey

The BABCNC shall conduct a survey of its Member Stakeholder Groups representation at the beginning of the fourth quarter every other year, and complete such survey no later than November 30th, for purposes of validating representation of Stakeholders on the BABCNC.

Any Stakeholder Group not responding to the survey, indicating renewed interest in continued participation on the BABCNC by February 28th of the year following completion of the survey shall be removed from the list of Members on file with the Secretary.

Upon completion of the survey, if it is determined there is over-representation by a Stakeholder Group on the Board due to a previous overestimate of residential units that results in reduction of an apportioned seat pursuant Article X, Section 2.1, and if concurrent with such survey there is no under-representation of residential units by any other Stakeholder Group permitting assignment of such seat, then such “over-represented” seat shall immediately convert to a permanently Elected At-Large Seat. The vacancy created by such conversion shall be filled in the same manner described under Section 6 of this Article.

Alternate Board Member Representation

Each Appointed Residential Stakeholder Group shall have the right to elect or select alternate representatives for each of their Board Member seats (“Alternative Board Members”) so that the Appointed Residential Stakeholder Groups may be adequately represented at a Board Meeting in the event one or more of its appointed Representatives cannot attend a Board Meeting. Each Stakeholder Group desirous of appointing an Alternate Board Member shall do so in accordance with its own procedures appointing regular Board Members, and may do so at anytime and notify the Secretary, in writing, of the names of the Alternate Board Members. Each Alternate Board Member shall comply with the same Ethics Requirement as provided under Article XIV - Compliance, Section 2: Training, and agree to the Code of Conduct Policy found at Empowerment’s website at <http://empowerla.org/code-of-conduct/>.

Section 2: Quorum

The presence at any Regular or Special Meeting of fifteen (15) or more Board Members shall constitute a quorum for the purpose of transacting of business of the Council.

Section 3: Official Actions

Board Action. Notwithstanding a quorum obtained at a Meeting, and majority vote received as described in the following paragraph, no fewer than eight (8) Members must vote in the affirmative for the Board to take official action.

Majority Vote. All matters subject to a vote of the Board shall be determined by a majority vote of those Members voting (excludes abstentions), unless otherwise provided in these Bylaws. Voting may be by show of hands except that any Member may request a vote by any other manner adopted pursuant to these Bylaws, Department policies, and consistent with the Brown Act.

Open Meetings. All meetings of the Board are open to the public. All meeting procedures shall be in accordance with the State of California open meeting procedures that apply to neighborhood councils under the Brown Act, and Board of Neighborhood Commissioner policies, including the posting of notices and any other public communication in public places or through electronic media.

Special Meetings. A Special Meeting of the Board for a specific reason may be called at any time by either (a) any two officers of the Board, or (b) petition of a twenty-five percent (25%) of the Board Members, and in accordance with the Brown Act.

Section 4: Terms and Term Limits

Appointed Stakeholder Groups. Board Members representing Appointed Stakeholder Groups are elected to terms and governed by term limits established in accordance with the bylaws, rules and practices of their respective Stakeholder Group, but such terms shall not exceed two years.

Members-at-Large. Each Member-at-Large is elected to two-year term in accordance with the election schedule set forth by the City Clerk or the Department.

Section 5: Duties and Powers

Board Duties and Powers. The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual Member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before it. Such authority may be revoked at any time.

Member Duties and Responsibilities.

- (a) Duty to Attend Meetings. Each Member of the BABCNC has a duty to attend Meetings on a regular basis, but it is also understood that a Member cannot make every Meeting due to uncontrollable circumstances.
- (b) Duty to Represent Constituency. Each Member of the BABCNC shall be responsible for maintaining periodic contact with representatives of the respective Member's constituent Stakeholder Group or its individual Stakeholders. Such communications shall involve reporting back to the constituent Stakeholder representative or individual Stakeholders the work of the BABCNC; and to solicit issues such representative or individual Stakeholders would like to see addressed by the BABCNC.

Section 6: Vacancies

Vacancies on the Board shall be filled using the following procedure:

Appointed Residential Stakeholder Groups. The Stakeholder Group by which such Member was appointed shall immediately notify the Secretary of a vacancy of a Board seat upon knowledge of such vacancy. The Stakeholder Group shall move to fill the vacancy by appointing another Member to the Board. If such vacancy is not filled within 90 days of notice of such vacancy, such seat shall be converted to an elected At-Large position to be filled at the next election. The President shall nominate, and the Board shall elect such new Member at the next scheduled publicly noticed meeting of the Board to fill such vacated seat until such time of the next election.

Elected Members, Including At-Large Members. In event of resignation, or the creation of a vacant seat following a public election where no candidates run for such seats, the President shall nominate, and the Board shall elect, a new Member or Member-at-Large at the next scheduled publicly noticed meeting of the Board.

Section 7: Absences

In light of the duty of a Member described under Section 5(a), minimum attendance for each Board Member shall be no less than one (1) Meeting per quarter of a calendar year. Attendance by an Alternate Board Member of the Member's Stakeholder Group shall not constitute an absence. Failure to meet this minimal attendance requirement will result in removal of the Member as provided under Section 9 below.

Section 8: Censure

- (a) Procedure. The Council may initiate action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Board meeting. Censures shall be placed on the agenda for discussion and action, but may only be accomplished after contacting and working under the advisement of the Office of the City Attorney.

- (b) Violation of Bylaws. Subject to the paragraph (a) above, it shall be within the power of the BABCNC to censure a Member for material violation of these Bylaws whereby a Member may introduce a motion to censure another Member for violation of the Bylaws. Censure shall only occur as described under Article V, Section 3.
- (c) Violation of Code Civility. Subject to the paragraph (a) above, it shall be within the power of the BABCNC to censure a Member for violation of the Code of Civility whereby a Member may introduce a motion to censure another Member for violation of the Code of Civility. Censure shall only occur as described under Article V, Section 3.
- (d) Due Process. Any Member who is the subject to motion for censure shall have the right to a hearing before the BABCNC at the next Regular Meeting or Special Meeting of the BABCNC. At such meeting, the Member shall have the specific right to defend against such censure action. No vote shall be taken on such motion until the hearing has been concluded.

Section 9: Removal

- (a) Absences. As provided in Section 7 above, a Member, or an Alternate Board Member in the instance of a Member representing an Appointed Residential Stakeholder Group, shall be required to attend at least one Meeting per quarter each calendar year. Following absence from three (3) consecutive Regular Board Meetings, the Secretary shall notify the Member in writing that his/her Membership on the BABCNC Board will be revoked if he/she does not attend a Regular Board Meeting of the BABCNC within the next two (2) Meetings of the Board.
- (b) Contingent Removal - Failure to Maintain Ethics Requirement over a Protracted Period. Any Board Member who has failed to complete the Ethics Requirement within a reasonable time as set forth in the Standing Rules shall be immediately removed from the Board. At the option of the Board, such Member so removed may be reinstated as a Board Member upon timely presentment of evidence of meeting the Ethics Requirement.
- (c) Petition by Board. A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws; Standing Rules; or the City's Code of Civility as referenced under Article V, Section 1, following a Board Member's submission to the Board of a petition which includes: (i) the identity of the Board Member to be removed; (ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person; and (iii) contains the signatures of at least three (3) Board members.
 - 1) The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.
 - 2) Removal of the identified Board member requires a two-thirds (2/3) majority of Board Members present.

- 3) The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
- 4) The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

Section 10: Resignation

A Member may resign at any time by giving written notice to the Secretary with an effective date. In the case of a Member representing an Appointed Residential Stakeholder Group, the Appointed Residential Stakeholder Group will notify the BABCNC Board of the appointment of a replacement in a writing delivered to the Secretary, pursuant to Section 6 of this Article.

Section 11: Community Outreach

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting. The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.

ARTICLE VI

OFFICERS

Section 1: Officers of the Board

The Officers of the Board shall consist of a President, a Vice-President, a Secretary, and a Treasurer. In addition, the Council shall recognize the following offices in order to allow the experience and knowledge of past presidents to advise Officers of the Board.

Immediate Past President. The BABCNC shall have an ex-officio position of Immediate Past President that entitles the current outgoing President, if he/she so chooses, to hold a seat on the Executive Committee, which is advisory in nature only. The term of Immediate Past President shall extend until the next outgoing President chooses to assume the position of Immediate Past President.

Past President. If the outgoing Immediate Past President, continues to serve as an appointed or elected Member of the Board, he/she shall have the option to also serve on the Executive Committee, in the same advisory capacity as the Immediate Past President.

Section 2: Duties and Powers

1. President

The President shall have general supervision, direction, and control of all business and activities of the Board subject to Board approval. The President shall preside over all meetings of the Board and shall be an ex-officio member of all Committees.

2. Vice-President

The Vice-President shall perform the duties of the President at any time the President is unwilling or unable to perform those duties and such other duties as deemed necessary or appropriate by the President. The Vice President shall be specifically charged with the management of Committees, ensuring that the duties and responsibilities of each Committee are carried out on a regular basis and that issues of the Committees are adequately represented on the agenda of Regular Meetings.

3. President and Vice President Survey Duty

The President and Vice President shall be responsible for carrying out a survey of the BABCNC community as more fully described under Article V, Section 1 (g): Biennial Update of Membership.

4. Secretary

The duties of Secretary shall include the duties typically that of a corresponding secretary and recording secretary.

a. Recording Secretary

Duties as recording secretary shall include, but not be limited to: (i) the recording and maintaining of all minutes of Board Meetings; (ii) preservation of all BABCNC records and documents; and (iii) maintain current Membership records.

b. Corresponding Secretary

Duties as corresponding secretary shall include but not be limited to: (i) performing all general correspondence of the Board such as the posting of electronic notice of all Board meetings and Committee Meetings; (ii) ensuring that communication and information is disseminated evenly and in a timely manner to all Members and Stakeholders; (iii) providing notice to all Members and Stakeholders of the time and location of all meetings of the Board at least 72 hours in advance.

5. Treasurer

The Treasurer:

(a) Shall maintain the BABCNC book of accounts and establish a system of financial accountability including the accounting of such funds as may become the responsibility of the BABCNC and that all accounting comply with applicable local, state, and federal laws in accordance with the requirements set forth by the City of Los Angeles Department of Neighborhood Empowerment (DONE), shall and report on the finances of the Council at Regular Meetings.

(b) Ensure that the Council's accounting books are open and available to all Stakeholders.

(c) Submit an account statement to DONE at least once a year or when requested otherwise.

(d) Prepare an annual budget for expenditures to be approved by the Board and submitted to DONE for approval each year.

6. Assistant Treasurer

The position of Assistant Treasurer shall be established to assist the Treasurer in carrying out the duties as described under paragraph 5 above. It will be the option of the Board, with consultation of the Treasurer, to determine whether the position of Assistant Treasurer need be filled by a Member of the Board on a continuous basis. If the Board cannot fill the position, the Board may opt to retain a professional to assist the Treasurer, but such individual, not a Board Member, may not hold the position of Assistant Treasurer.

7. Compensation

No Officer shall receive any compensation for any service rendered on behalf of the Council.

Section 3: Selection of Officers

Each Officer shall be elected by a majority vote of the Board present by a show of hands at a Board meeting held during the first quarter of each calendar year. Newly elected Officers shall assume office immediately following the Meeting at which the election of Officers is held.

Termination

Any Officer may be removed from office for cause and replaced by another Representative by a majority vote of the Board voting, subject to the requirements set forth under Article V, Section 3, at duly noticed Meeting that affords the removed Officer due process. "For Cause" includes, but is not limited to, missing three consecutive Board Meetings and three Executive Committee meetings, the improper handling of Council money, or the improper application of accounting procedures.

Section 4: Officer Terms

Each Officer shall serve a term of one (1) year or until election of a successor. No individual may hold a particular office of the BABCNC for more than the later of:

- a. Five (5) consecutive years; or
- b. In event a successor to replace such individual is not available at expiration of the maximum term, such term may be extended but only until such time a successor is willing to assume such office.

Vacancy

Following a declaration by the Board that an office has been vacated, such vacancy may be filled by a majority vote of the Members voting, subject to the requirements set forth under Article V, Section 3, at a Board Meeting in accordance with the manner set forth herein and consistent with the Brown Act. Each Officer so elected shall hold office for the remainder of the original term or until election of a successor.

ARTICLE VII

COMMITTEES AND THEIR DUTIES

Section 1: Standing

The BABCNC shall have the following Standing Committees whose responsibilities are described hereunder whose description follows later under Section 4 of this Article: (i) Executive Committee; (ii) Planning and Land Use Committee; (iii) Bylaws, Rules and Elections Committee; (iv) Public Safety and Disaster Preparedness Committee; (v) Public Works and Telecommunications Committee; (vi) Outreach and Education Committee; and (vii) Traffic Committee; and (viii) Budget and Finance Committee.

Section 2: Ad Hoc

Each Ad Hoc Committee shall be established as a temporary committee to review and make recommendations on specific issues as directed by the Board. Ad Hoc Committee meetings shall be run by the Chair of the Committee appointed by the President. Minutes, reports and recommendations by such committees shall be delivered to the Secretary as they are issued. Ad Hoc committees will be comprised of less than a quorum of the governing body as a whole.

Section 3: Committee Creation and Authorization

1. Establishment of Committees

A new Standing Committee or Ad Hoc Committee may be established at any Board Meeting by a motion supported by a majority of Board Members voting.

2. Membership on Committees

(1) Standing Committees

- a. Election. Upon establishment of a Standing Committee, and each year thereafter, the Board shall move to elect members to each Standing Committee, and membership shall only be conferred upon receiving a majority vote of Board Members present.
- b. Term. The term of membership on each Standing Committee shall be for a period of at least one year, but no more than two years.
- c. Re-election. During the second quarter of each calendar year, those members on Standing Committees whose term of such Standing Committee is more than one year, but less than two years, must be reelected by a majority vote of Board Members present to continue membership on such Standing Committee.
- d. Candidacy. Candidacy for membership shall be open to all Stakeholders. Committee membership shall only be conferred upon receiving a majority vote of Board Members present.
- e. Chair Position. The Chair of each Standing Committee shall be nominated by the President and elected by a majority of Board Members voting at a Meeting at which such committee is established.

(2) Ad Hoc Committees

- a. Election. Upon establishment of an Ad Hoc Committee the Board shall move to elect members to an Ad Hoc Committee. Membership shall only be conferred upon receiving a majority vote of Board Members voting.
- b. Term. The term of membership on an Ad Hoc Committee shall be for a period of no more than one year.

- c. Re-establishment. At the end of one year's term, existence of an Ad Hoc Committee shall be terminated unless a re-vote to continue the work of an Ad Hoc Committee is held and a majority vote of Board Members voting vote to continue the Ad Hoc Committee for a period of no more than one year.
- d. Re-election. Upon receiving a majority vote to continue the work of an Ad Hoc Committee, the Board shall move to elect or re-elect members to an Ad Hoc Committee. Membership shall only be conferred upon receiving a majority vote of Board Members voting.
- e. Chair Position. Chair of an Ad Hoc Committee shall be nominated by the President and elected by a majority of Board Members voting at a Meeting at which such committee is established.

3. Committee Meetings

Committee meetings shall be run by the Chair of the Committee. All Standing Committee meetings, and meetings of Ad Hoc Committee whose membership constitutes more than a quorum of the Board, or include non-Board members, shall be open to the public. Notice of all committee meetings shall be posted 72 hours in advance of a regularly scheduled meeting and 24 hours in advance of a special meeting.

4. Authorization and Purpose

a. Executive Committee

The Executive Committee shall consider those issues pertaining to all Board financial matters and the distribution and allocation of Board funds. In addition, the Executive Committee shall advise on the administration, operations and management of the Council.

b. Planning and Land Use Committee

The Planning and Land Use Committee shall consider those issues pertaining to land development.

c. Bylaws, Rules and Elections Committee

The Bylaws, Rules and Elections Committee shall consider those issues pertaining to the continual study, interpretation, guidance and presentation of proposed changes to the Bylaws of the Board and Standing Rules. All proposed changes are to be presented to the full Board for its review and approval by a majority vote. In addition, the Committee shall be responsible coordination of all City election

requirements for the election or selection of Board Members, as well as the election of Board officers.

d. Public Safety and Disaster Preparedness Committee

The Public Safety and Disaster Preparedness Committee shall consider those issues pertaining to police, fire, and emergency medical services.

e. Public Works and Telecommunications Committee

The Public Works and Telecommunications Committee shall consider those issues pertaining to water, gas, electric and sewage lines; telecommunication infrastructure; and public rights-of-way and easements.

f. Outreach and Education Committee

The Outreach and Education Committee shall consider those issues pertaining to outreach to our communities, educational institutions and faith-based organizations.

g. Traffic Committee

The Traffic Committee shall consider those issues pertaining to traffic including the flow of traffic, safety, enforcement, congestion, parking, traffic lights and related street signs within the territorial boundaries of Council.

h. Budget and Finance Committee

The Budget and Finance Committee shall consider how the Council should best appropriate funds on deposit in its account and funds it receives annually from the City, and shall advise the Board of its responsibilities under Article IX herein, and shall work closely with the Treasurer in carrying out such advisory duties.

ARTICLE VIII

MEETINGS

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place

1. Regular Meetings

The Board shall meet at regular intervals, but not less frequently than once per calendar quarter. All meetings shall be held at a location, date and time set by the Board.

2. Special Meetings

A Special Meeting of the Board may be called should exigent circumstances arise requiring the Board to meet at a date and time prior to its next Regular Meeting.

Section 2: Agenda Setting

The President shall have lead responsibility for setting the Board agenda, which shall be published in accordance with the Brown Act, and subject to Board input in accordance with the following procedure:

- (a) No fewer than seven (7) days prior to a Regular Meeting the President shall email all Board Member for the purpose of soliciting input for items to be included on the agenda;
- (b) Each Board Member shall have forty-eight (48) hours from the time the President distributes the email to respond to the request for agenda items;
- (c) The President shall consult with the Vice President of the Board and one Committee Chair, which Committee Chair shall be identified in the Standing Rules, prior to finalizing the agenda for publication in accordance with the Brown Act;
- (d) At the outset of each Regular Meeting, the President shall seek additional comment to the agenda from the Board, prior to amendment and final approval by the Board;
- (e) The Board may only table items, and may not add items not previously listed on the published agenda;
- (f) The procedure described in the subsection shall not apply to Special Meetings of the Board. Agendas for Special Meetings shall be established at time they are called by the two Officers calling for the Special Meeting or set forth in the petition signed by twenty-five percent (25%) of the Board Members as described under Section 3.

Section 3: Notifications/Postings

1. Regular Meetings

Notice of all Regular Meetings of the Board and of its Committees shall be posted at no less than five (5) public places, which specific locations shall be specified (i) on the Department's Public Notice Location Log on file with the City and (ii) listed at the website of the Council located at www.babenc.org. Such notices shall also be distributed by email to the addresses of all Representative Members of the Board, Stakeholder Groups, and any individual Stakeholder of the Council providing such email address to the Secretary. The Secretary shall give notice of the time and location of all meetings of the Board at least 72 hours in advance. The Board will also comply with the Board of Neighborhood Commissioners Posting Policy.

2. Special Meetings

The Secretary shall provide notice of any Special Meeting not later than 24 hours in advance of a Special Meeting in the same manner as set forth under Paragraph 1 above.

Section 4: Reconsideration

The Board may reconsider and amend its action on items listed on the agenda if the reconsideration takes place immediately following the original action or at the next Regular Meeting. The Board, on either of these two occasions shall:

- (i) Make a Motion for Reconsideration; and if approved
- (ii) Hear the matter and take an action.

If the Motion for Reconsideration of an action is to be scheduled at the next meeting following the original action, then the following two items shall be placed on the agenda for that meeting:

- (i) A Motion for Reconsideration on the described matter; and
- (ii) A Proposed Action should the Motion for Reconsideration be Approved

A Motion for Reconsideration may only be made by a Board Member who has previously voted on the prevailing side of the original action. If a Motion for Reconsideration is not made on the date the action was taken, then a Board Member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next Regular Meeting.

ARTICLE IX

FINANCES

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.
- E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

ARTICLE X

ELECTIONS

Section 1: Administration of Election

Appointed Residential Stakeholder Groups. Appointment of Members representing each Appointed Residential Stakeholder Group of the Council is left to the particular election or selection process of each Appointed Residential Stakeholder Group.

Appointed Non-Residential Stakeholder Groups. Members representing those Appointed Non-Residential Stakeholder Groups identified under Article V, Section 1(c) shall be appointed by the Board at a Regular Meeting whereby the Board will comply with City noticing requirements providing ample time for:

- i. the Board to solicit candidates for such positions;
- ii. interested Stakeholder to respond by submitting a statement of candidacy for such position;
- iii. vetting by the Board of such candidates;

- iv. public campaigning by vetted candidates to the respective Stakeholder constituency; and
- v. public noticing of the Meeting at which such Appointment will take place providing the public opportunity to provide comment to the Board prior to appointing candidates to such positions.

Elected Residential District Representatives, Elected Non-Residential Stakeholder Group Representatives, and At-Large Members. Election of the foregoing Members of the Board, as further described under Article V, Sections 1, subparagraphs (b), (d) and (e), shall be at a public election conducted and administered by the City.

Section 2: Governing Board Structure and Voting

The Board is comprised of thirty (30) seats. Each Member or Stakeholder Group is assigned at least one (1) seat, with each seat having one (1) vote. The eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age

The election of Members-at-Large shall be open to all Stakeholders who are at least eighteen (18) years of age.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status by providing acceptable documentation. Stakeholder status may also be established by means of declaring a stake (or interest) in the Council and providing documentation supporting that declaration.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) seat on the Council Board during a single election cycle.

Section 6: Other Election Related Language

Not applicable.

ARTICLE XI

GRIEVANCE PROCESS

The grievance process of the Council shall be compliant with the City's newly adopted Grievance Policy. All grievances shall be submitted in writing to the Secretary before the next scheduled Agenda Setting Committee meeting for consideration and placement on the official agenda for the next scheduled Board Meeting. The process of grievance resolution shall be encompassed in the Standing Rules to be adopted by the Board, and consistent with the City's new policy.

ARTICLE XII

PARLIAMENTARY AUTHORITY

1. Rules

Except for rules adopted in the Bylaws, *Robert's Rules of Order, Revised Version*, shall apply in the conduct of all Meetings of the Board.

2. Parliamentarian

A Parliamentarian shall be appointed by the President and shall, as requested by the President or any Board officer, ensure that *Robert's Rules of Order Revised Version* are followed during the course of all meetings.

ARTICLE XIII

AMENDMENTS

1. Board Adoption

These Bylaws shall be amended by a two-thirds (2/3) majority vote of the Board Members present a Meeting on a proposed amendment distributed to Board Members for their consideration no less than 72 hours before said Meeting.

2. Not Effective Until Approved by the Department

Upon adoption, such amendment to these Bylaws shall be submitted to the Department for approval and shall not be effective and be valid until receiving such written approval from the Department.

ARTICLE XIV

COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “the Plan”), the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility

Incorporated under this section is the Code of Civility adopted by the Council at its Regular Meeting held on September 26, 2012.

The Bel Air-Beverly Crest Neighborhood Council adopts the City’s Code of Civility collectively and individually, and in addition that code of civility adopted by the Board individually and collectively as set forth in greater detail in the Standing Rules of the Council. The members of the Governing Board of the Bel Air Beverly Crest Neighborhood Council agree to abide by this Code of Civility to ensure that the Council’s business is conducted in a respectful, courteous, and effective manner, and in a way that will generate respect and credibility for our Neighborhood Council.

Section 2: Training

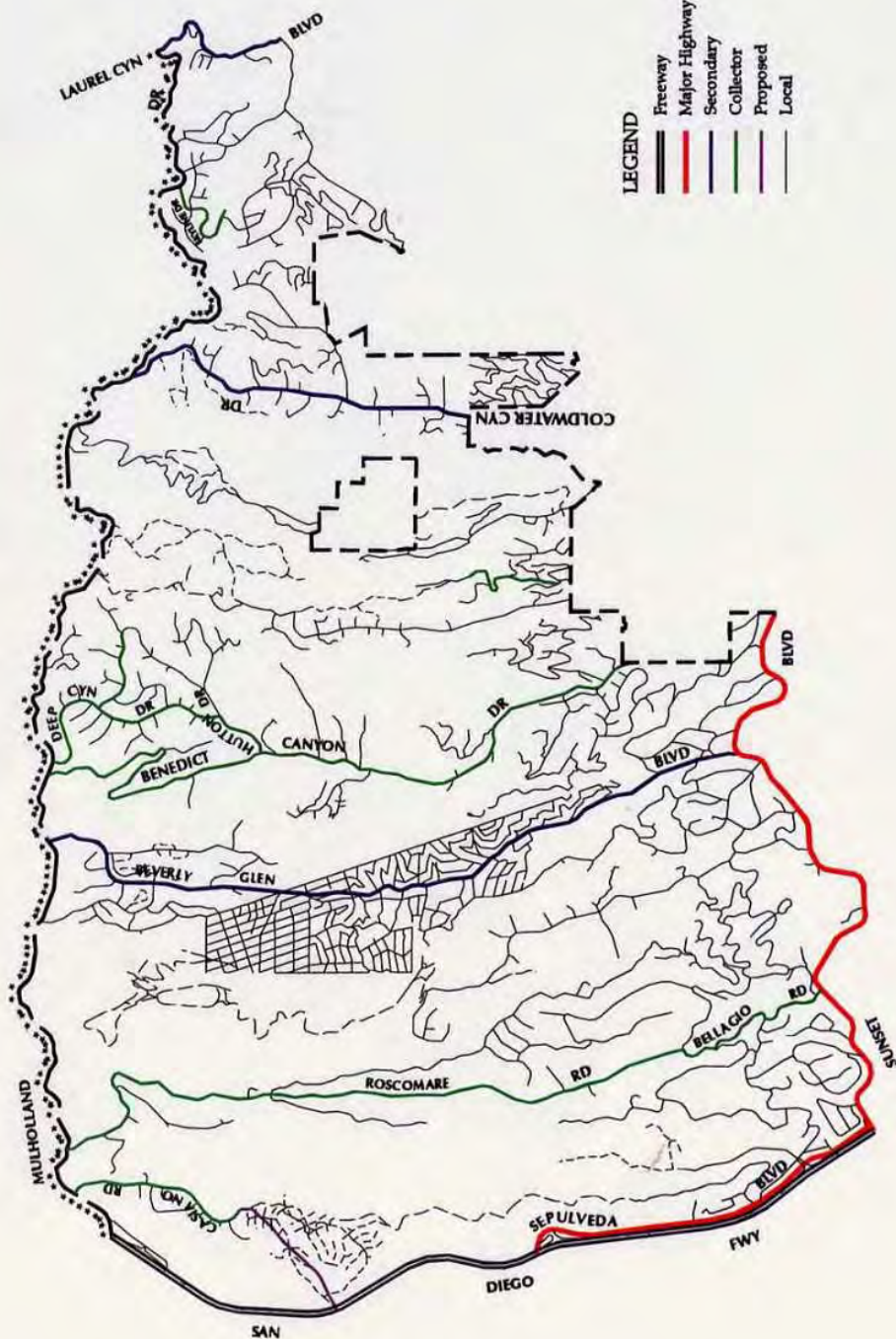
The City requires that all Board members must take ethics and funding training prior to making motions and voting on funding related matters. There is no grace period to take ethics and funding training. Notwithstanding the foregoing, in the event of delinquency of a Board Member’s completion of his or her ethics training, which must be retaken every two (2) years, or completion of initial ethic training by a newly seated Board Member, the Board will permit such Member to vote on non-funding related matters, but only within a grace period of fifty-five (55) days, after which time such Board Member will lose all voting rights.

Section 3: Self-Assessment

Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – MAP OF NEIGHBORHOOD COUNCIL

[Provided on Next Page]



LEGEND

- Freeway
- Major Highway Class II
- Secondary
- Collector
- Proposed
- Local

GENERALIZED CIRCULATION
BEL AIR - BEVERLY CREST



ATTACHMENT B – GOVERNING BOARD AND VOTING

| BOARD POSITION | ELECTED OR APPOINTED? | ELIGIBILITY TO RUN FOR THE SEAT | ELIGIBILITY TO VOTE FOR THE SEAT |
|--|-----------------------|--|---|
| President | Appointed | Board Membership | Board Membership |
| Vice President | Appointed | Board Membership | Board Membership |
| Treasurer | Appointed | Board Membership | Board Membership |
| Secretary | Appointed | Board Membership | Board Membership |
| Assistant Treasurer | Appointed | Board Membership | Board Membership |
| Residential Group Representative (16 seats) | Appointed | Determined by bylaws or procedural practices of Residential Group. | Determined by bylaws or procedural practices of Residential Group. |
| Residential District Representative (6 seats) | Elected | Stakeholder at least 18 years of age at time of election who lives or owns real property within residential district. | Stakeholder at least 18 years of age at time of election who lives or owns real property within residential district. |
| Non-Residential Group Representative – private & faith-based groups; custodians of open space. (4 seats) | Appointed | Stakeholder at least 18 years of age at time of Board Meeting appointing Non-Residential Group Representative with a substantial connection with private or faith-based group or institution, or custodian of open space whose seat is sought. | Board Membership |
| Non-Residential Group Representative – public groups & institutions; commercial enterprise. interests (2 seats) | Elected | Stakeholder at least 18 years of age at time of election with a substantial connection with public group or institution or commercial interest whose seat is sought. | Stakeholder at least 18 years of age at time of election. |
| At-Large Representative (2 seats) | Elected | Stakeholder at least 18 years of age at time of election. | Stakeholder at least 18 years of age at time of election. |

ATTACHMENT “G (iii.)

**BYLAWS
OF THE
BEL AIR-BEVERLY CREST
NEIGHBORHOOD COUNCIL**

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ARTICLE I

NAME

The name of this neighborhood council of the City of Los Angeles (the “City”) shall be the Bel Air–Beverly Crest Neighborhood Council, which hereinafter may also be referred to as the “BABCNC” or “Council.”

ARTICLE II

PURPOSE

The Mission of the Council shall be:

(i) To provide an inclusive open forum for public discussion of issues concerning City governance, the needs of this neighborhood council, the delivery of City services to the stakeholders of this neighborhood council, and matters of a City-wide nature; and

(ii) To advise the City concerning City governance, the needs of this neighborhood council, the delivery of City services to the Stakeholders of this neighborhood council, and matters of a City wide nature.

The Policy of this Council shall be upon the following tenets:

(i) Non-Discrimination. It shall be the policy of this Council to prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income or political affiliation.

(ii) Dignity. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Council.

(iii) Inclusiveness and Non-Partisanship. To remain non-partisan and inclusive in our operations including, but not limited to, the election process for governing body and committee members.

(iv) Early Notification System. To utilize the Early Notification System to inform our stakeholders of matters involving the City of Los Angeles (and our community) in a way that is tailored to provide opportunities for involvement in the decision-making process.

(v) Participation. To encourage all Stakeholders to participate in all activities of this Council.

(vi) Transparency. To have fair, open and transparent procedures for the conduct of Council business.

ARTICLE III

BOUNDARIES

Section 1: Boundary Description. The area included in the BABCNC is defined by the following boundaries: (a) on the west by I-405 between Mulholland Drive and Sunset Boulevard, (b) on the north by Mulholland Drive between I-405 and Laurel Canyon Boulevard, (c) on the south by Sunset Boulevard between I-405 and Laurel Canyon Boulevard, and (d) on the east by Laurel Canyon Boulevard between Mulholland Drive and Sunset Boulevard. The area so defined excludes the incorporated limits of the City of Beverly Hills.

Section 2: Internal Boundaries. Not applicable.

ARTICLE IV

STAKEHOLDER

Neighborhood Council membership shall be open to all Stakeholders who have attained at least 18 years of age. “Stakeholders” shall be defined as those who live, work or own real property within the territorial boundaries of the Council, and also those who declare a stake in the neighborhood as a Community Interest Stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

A Stakeholder Group shall mean individually or severally each of the homeowner associations or groups, business enterprises, community based organizations, educational or faith-based institutions.

ARTICLE V

GOVERNING BOARD

The Board of Directors (“the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (the “Plan”).

Section 1: Composition. The Board shall consist of thirty (30) Members either: (i) elected directly by qualified Stakeholders at a City-administered election; or (ii) appointed by the governing boards or membership of individual Residential Stakeholder Groups, or in the case of Non-Residential representatives, by the Board at a publicly noticed Meeting that culminates a process by which qualified Stakeholders are afforded the opportunity to run for such seats and be

heard at the Meeting at which the Board appoints representatives to such seats as more fully described under Article X, Section 1.

Stakeholder Groups shall be categorized into the following ~~sub~~categories for purposes of achieving diversity, reflective of the characteristics of the BABCNC, and inclusiveness of groups less inclined to seek representation on the Council.

(a) Appointed Residential Stakeholder Groups – Minimum Size

Appointed Residential Stakeholder Groups may be represented on the BABCNC by individual homeowner associations or individual residential groups comprising no fewer than one hundred (100) residential units. Those individual homeowner associations or individual residential groups comprising of fewer than 100 units may seek representation through representation with either:

- (i) a neighboring homeowner association or residential group, also with fewer than 100 units, so the combined units represented comprise of more than 100 units; or
- (ii) a neighboring homeowner association or residential group with more than 100 units with existing representation on the BABCNC.

(1) Apportionment of Seats

The number of additional seats apportioned a residential Stakeholder Group will be dependent upon the relative size of the number of residential units within the territory represented by such residential Stakeholder Group.

Each residential Stakeholder Group comprising no fewer than 500 dwelling units will be apportioned one (1) additional seat for a total of two (2) seats.

Those residential Stakeholder Groups comprising no fewer than 1,000 dwelling units will be apportioned a second additional seat for a total of three (3) seats.

Those residential Stakeholder Groups comprising no fewer than 2,000 dwelling units will be apportioned a third additional seat for a total of (4) seats.

(2) Roster of Appointed Residential Stakeholder Groups and Apportioned Seats

| | |
|---|------------------|
| • <u>Bel-Air Crest Master Association</u> | <u>1 seat(s)</u> |
| • <u>Bel-Air Ridge HOA</u> | <u>1</u> |
| • <u>Benedict Canyon HOA Association</u> | <u>4</u> |
| • <u>Casiano Estates HOA</u> | <u>1</u> |
| • <u>Laurel Canyon Association</u> | <u>4</u> |
| • <u>Holmby Hills HOA</u> | <u>1</u> |

- Residents of Beverly Glen 2
- Roscomare Valley Association 2

(3) No Overlapping Boundaries. To ensure the integrity of representation of each Appointed Residential Stakeholder Group, the territorial boundaries of each Appointed Residential Stakeholder Group shall be defined, and the territory of each Residential Stakeholder Group shall not overlap another.

(b) Elected Residential District Representatives

Residential Stakeholders residing within geographic areas of Council territory not otherwise represented by Appointed Residential Stakeholder Group Representatives may be represented by Residential District Representatives elected at a public election conducted and administered by the City.

(1) Apportionment of Seats

Each Residential District is apportioned one (1) seat with exception of the Bel-Air District. These Bylaws establish Residential District seats with the intent to engender active participation by Stakeholders from geographic areas within Council territory not otherwise represented on the Board, either due to a lack of interest by Stakeholders from such areas or a decision by residential groups representing such areas to no longer participate on the Board, leaving such Stakeholders without representation on the Board.

It is the intent of the Board to amend these Bylaws in the future in order to increase the number of elected seats from Residential Districts if participation by Stakeholders from such districts increases over time. It is for this reason that Bel-Air District is apportioned two (2) elected seats, as the Board has experienced increased participation by Stakeholders from within this District in the year preceding adoption of these Bylaws.

(2) Roster of Elected Residential District Representation and Apportioned Seats

- Bel-Air District 2 seat(s)
- Bel-Air Glen District 1
- Beverly Park Estates District 1
- Franklin Canyon/Coldwater/Mulholland/Crest District 1
- North of Sunset District 1

~~For a current listing of homeowner associations, residential groups, and geographical residential areas having representation on the BABENC as a Residential Stakeholder Group please see www.babene.org, which shall reflect the official Membership of the BABENC on file with the Secretary.~~

(c) Appointed Non-Residential Stakeholder Groups

Appointed Non-residential Stakeholder Groups shall consist of any private or faith-based group or institution, having a stake in the BABCNC, and any public or private group dedicated to the preservation of open space within the territorial boundaries of the Council.

(1) Apportionment of Seats

Each Appointed Non-Residential Stakeholder Group is apportioned one (1) seat.

(2) Roster of Appointed Non-Residential Groups and Apportioned Seats

- a. Custodians of Open Space 1 seat
 - 1. Santa Monica Mountains Conservancy
- b. Private Educational Institutions
 - i. Private Schools Grades K-6 1
 - 1. The John Thomas Dye School
 - 2. Stephen S. Wise Elementary School
 - ii. Private Schools Grades 7-12 1
 - 1. Harvard-Westlake School
 - 2. Marymount High School
- c. Faith-Based Institutions 1
 - 1. Stephen S. Wise Temple
 - 2. Chabad of Bel-Air

~~For a current listing of non-residential Stakeholder Groups having representation on the BABCNC please see www.babenc.org, which shall reflect the official Membership of the BABCNC on file with the Secretary.~~

(d) Elected Non-Residential Stakeholder Groups

Elected Non-Residential Groups shall consist of any public group or institution having a stake in the BABCNC, and any group representing commercial or enterprise interests within the territorial boundaries of the Council.

(1) Apportionment of Seats

Each Elected Non-Residential Stakeholder Group is apportioned one (1) seat.

(2) Roster of Elected Non-Residential Groups and Apportioned Seats

a. Public Educational Institutions 1 seat

1. Community Magnet Charter School
2. Roscomare Road Elementary School
3. Wonderland Avenue Elementary School

b. Commercial or Office Enterprise Districts 1

1. The Glen Centre
2. Moraga Enterprise Area
3. Roscomare Shopping Center
4. Canyon Store Area on Laurel Canyon
5. Glen Market Area on Beverly Glen

(e) Members-at-Large

At least one seat on the Board of the BABCNC shall be reserved for a Member At-Large. The Member-at-Large shall represent all those individuals who live, work or own real property within the territorial boundaries of the Council and also those who declare a stake in the neighborhood as a Community Interest Stakeholder and affirm a substantial and ongoing participation within the Neighborhood Council boundaries. Members At-Large shall be elected at a public election conducted and administered by the City.

These Bylaws provide for the establishment of two (2) seats designated as Member-at-Large.

(f) No Majority Stakeholder Group

No single Stakeholder Group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (the “Department” or “Empowerment”).

(g) Biennial Update of Membership - Survey

The BABCNC shall conduct a survey of its Member Stakeholder Groups representation at the beginning of the fourth quarter every other year, and complete such survey no later than November 30th, for purposes of validating representation of Stakeholders on the BABCNC.

Any Stakeholder Group not responding to the survey, indicating renewed interest in continued participation on the BABCNC by February 28th of the year following completion of the survey shall be removed from the list of Members on file with the Secretary.

Upon completion of the survey, if it is determined there is over-representation by a Stakeholder Group on the Board due to a previous overestimate of residential units that results in reduction of an apportioned seat pursuant Article X, Section 2.1, and if concurrent with such survey there is no under-representation of residential units by any other Stakeholder Group permitting assignment of such seat, then such “over-represented” seat shall immediately convert to a permanently Elected At-Large Seat. The vacancy created by such conversion shall be filled in the same manner described under Section 6 of this Article.

Alternate Board Member Representation

Each Appointed Residential Stakeholder Group shall have the right to elect or select alternate representatives for each of their Board Member seats (“Alternative Board Members”) so that the Appointed Residential Stakeholder Groups may be adequately represented at a Board Meeting in the event one or more of its appointed Representatives cannot attend a Board Meeting. Each Stakeholder Group desirous of appointing an Alternate Board Member shall do so in accordance with its own procedures appointing regular Board Members, and may do so at anytime and notify the Secretary, in writing, of the names of the Alternate Board Members. Each Alternate Board Member shall comply with the same Ethics Requirement as provided under Article XIV - Compliance, Section 2: Training, and agree to the Code of Conduct Policy found at Empowerment’s website at <http://empowerla.org/code-of-conduct/>.

Section 2: Quorum

The presence at any Regular or Special Meeting of fifteen (15) or more Board Members shall constitute a quorum for the purpose of transacting of business of the Council.

Section 3: Official Actions

Board Action. Notwithstanding a quorum obtained at a Meeting, and majority vote received as described in the following paragraph, no fewer than eight (8) Members must vote in the affirmative for the Board to take official action.

Majority Vote. All matters subject to a vote of the Board shall be determined by a majority vote of those Members voting (excludes abstentions), unless otherwise provided in these Bylaws. Voting may be by show of hands except that any Member may request a vote by any other manner adopted pursuant to these Bylaws, Department policies, and consistent with the Brown Act.

Open Meetings. All meetings of the Board are open to the public. All meeting procedures shall be in accordance with the State of California open meeting procedures that apply to neighborhood councils under the Brown Act, and Board of Neighborhood Commissioner policies, including the posting of notices and any other public communication in public places or through electronic media.

Special Meetings. A Special Meeting of the Board for a specific reason may be called at any time by either (a) any two officers of the Board, or (b) petition of a twenty-five percent (25%) of the Board Members, and in accordance with the Brown Act.

Section 4: Terms and Term Limits

Appointed Stakeholder Groups. Board Members representing Appointed Stakeholder Groups are elected to terms and governed by term limits established in accordance with the bylaws, rules and practices of their respective Stakeholder Group, but such terms shall not exceed two years.

Members-at-Large. Each Member-at-Large is elected to two-year term in accordance with the election schedule set forth by the City Clerk or the Department.

Section 5: Duties and Powers

Board Duties and Powers. The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual Member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before it. Such authority may be revoked at any time.

Member Duties and Responsibilities.

- (a) Duty to Attend Meetings. Each Member of the BABCNC has a duty to attend Meetings on a regular basis, but it is also understood that a Member cannot make every Meeting due to uncontrollable circumstances.
- (b) Duty to Represent Constituency. Each Member of the BABCNC shall be responsible for maintaining periodic contact with representatives of the respective Member's constituent Stakeholder Group or its individual Stakeholders. Such communications shall involve reporting back to the constituent Stakeholder representative or individual Stakeholders the work of the BABCNC; and to solicit issues such representative or individual Stakeholders would like to see addressed by the BABCNC.

Section 6: Vacancies

Vacancies on the Board shall be filled using the following procedure:

Appointed Residential Stakeholder Groups. The Stakeholder Group by which such Member was appointed shall immediately notify the Secretary of a vacancy of a Board seat upon knowledge of such vacancy. The Stakeholder Group shall move to fill the vacancy by appointing another Member to the Board. If such vacancy is not filled within 90 days of notice of such vacancy, such seat shall be converted to an elected At-Large position to be filled at the next election. The President shall nominate, and the Board shall elect such new Member at the next scheduled publicly noticed meeting of the Board to fill such vacated seat until such time of the next election.

Elected Members, Including At-Large Members. In event of resignation, or the creation of a vacant seat following a public election where no candidates run for such seats, the President shall nominate, and the Board shall elect, a new Member or Member-at-Large at the next scheduled publicly noticed meeting of the Board.

Section 7: Absences

In light of the duty of a Member described under Section 5(a), minimum attendance for each Board Member shall be no less than one (1) Meeting per quarter of a calendar year. Attendance by an Alternate Board Member of the Member's Stakeholder Group shall not constitute an absence. Failure to meet this minimal attendance requirement will result in removal of the Member as provided under Section 9 below.

Section 8: Censure

- (a) Procedure. The Council may initiate action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Board meeting. Censures shall be placed on the agenda for discussion and action, but may only be accomplished after contacting and working under the advisement of the Office of the City Attorney.
- (b) Violation of Bylaws. Subject to the paragraph (a) above, it shall be within the power of the BABCNC to censure a Member for material violation of these Bylaws whereby a Member may introduce a motion to censure another Member for violation of the Bylaws. Censure shall only occur as described under Article V, Section 3.
- (c) Violation of Code Civility. Subject to the paragraph (a) above, it shall be within the power of the BABCNC to censure a Member for violation of the Code of Civility whereby a Member may introduce a motion to censure another Member for violation of the Code of Civility. Censure shall only occur as described under Article V, Section 3.
- (d) Due Process. Any Member who is the subject to motion for censure shall have the right to a hearing before the BABCNC at the next Regular Meeting or Special Meeting of the BABCNC. At such meeting, the Member shall have the specific right to defend against such censure action. No vote shall be taken on such motion until the hearing has been concluded.

Section 9: Removal

- (a) Absences. As provided in Section 7 above, a Member, or an Alternate Board Member in the instance of a Member representing an Appointed Residential Stakeholder Group, shall be required to attend at least one Meeting per quarter each calendar year. Following absence from three (3) consecutive Regular Board Meetings, the Secretary shall notify the Member in writing that his/her Membership on the BABCNC Board will be revoked if he/she does not

attend a Regular Board Meeting of the BABCNC within the next two (2) Meetings of the Board.

(b) Contingent Removal - Failure to Maintain Ethics Requirement over a Protracted Period. Any Board Member who has failed to complete the Ethics Requirement within a reasonable time as set forth in the Standing Rules shall be immediately removed from the Board. At the option of the Board, such Member so removed may be reinstated as a Board Member upon timely presentment of evidence of meeting the Ethics Requirement.

(c) Petition by Board. A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws; Standing Rules; or the City's Code of Civility as referenced under Article V, Section 1, following a Board Member's submission to the Board of a petition which includes: (i) the identity of the Board Member to be removed; (ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person; and (iii) contains the signatures of at least three (3) Board members.

- 1) The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.
- 2) Removal of the identified Board member requires a two-thirds (2/3) majority of Board Members present.
- 3) The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
- 4) The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

Section 10: Resignation

A Member may resign at any time by giving written notice to the Secretary with an effective date. In the case of a Member representing an Appointed Residential Stakeholder Group, the Appointed Residential Stakeholder Group will notify the BABCNC Board of the appointment of a replacement in a writing delivered to the Secretary, pursuant to Section 6 of this Article.

Section 11: Community Outreach

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting. The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.

ARTICLE VI

OFFICERS

Section 1: Officers of the Board

The Officers of the Board shall consist of a President, a Vice-President, a Secretary, and a Treasurer. In addition, the Council shall recognize the following offices in order to allow the experience and knowledge of past presidents to advise Officers of the Board.

Immediate Past President. The BABCNC shall have an ex-officio position of Immediate Past President that entitles the current outgoing President, if he/she so chooses, to hold a seat on the Executive Committee, which is advisory in nature only. The term of Immediate Past President shall extend until the next outgoing President chooses to assume the position of Immediate Past President.

Past President. If the outgoing Immediate Past President, continues to serve as an appointed or elected Member of the Board, he/she shall have the option to also serve on the Executive Committee, in the same advisory capacity as the Immediate Past President.

Section 2: Duties and Powers

1. President

The President shall have general supervision, direction, and control of all business and activities of the Board subject to Board approval. The President shall preside over all meetings of the Board and shall be an ex-officio member of all Committees.

2. Vice-President

The Vice-President shall perform the duties of the President at any time the President is unwilling or unable to perform those duties and such other duties as deemed necessary or appropriate by the President. The Vice President shall be specifically charged with the management of Committees, ensuring that the duties and responsibilities of each Committee are carried out on a regular basis and that issues of the Committees are adequately represented on the agenda of Regular Meetings.

3. President and Vice President Survey Duty

The President and Vice President shall be responsible for carrying out a survey of the BABCNC community as more fully described under Article V, Section 1 (g): Biennial Update of Membership.

4. Secretary

The duties of Secretary shall include the duties typically that of a corresponding secretary and recording secretary.

a. Recording Secretary

Duties as recording secretary shall include, but not be limited to: (i) the recording and maintaining of all minutes of Board Meetings; (ii) preservation of all BABCNC records and documents; and (iii) maintain current Membership records.

b. Corresponding Secretary

Duties as corresponding secretary shall include but not be limited to: (i) performing all general correspondence of the Board such as the posting of electronic notice of all Board meetings and Committee Meetings; (ii) ensuring that communication and information is disseminated evenly and in a timely manner to all Members and Stakeholders; (iii) providing notice to all Members and Stakeholders of the time and location of all meetings of the Board at least 72 hours in advance.

5. Treasurer

The Treasurer:

(a) Shall maintain the BABCNC book of accounts and establish a system of financial accountability including the accounting of such funds as may become the responsibility of the BABCNC and that all accounting comply with applicable local, state, and federal laws in accordance with the requirements set forth by the City of Los Angeles Department of Neighborhood Empowerment (DONE), shall and report on the finances of the Council at Regular Meetings.

(b) Ensure that the Council's accounting books are open and available to all Stakeholders.

(c) Submit an account statement to DONE at least once a year or when requested otherwise.

(d) Prepare an annual budget for expenditures to be approved by the Board and submitted to DONE for approval each year.

6. Assistant Treasurer

The position of Assistant Treasurer shall be established to assist the Treasurer in carrying out the duties as described under paragraph 5 above. It will be the option of the Board, with consultation of the Treasurer, to determine whether the position of Assistant Treasurer need be filled by a Member of the Board on a continuous basis. If the Board cannot fill the position, the Board may opt to retain a professional to assist the Treasurer, but such individual, not a Board Member, may not hold the position of Assistant Treasurer.

7. Compensation

No Officer shall receive any compensation for any service rendered on behalf of the Council.

Section 3: Selection of Officers

Each Officer shall be elected by a majority vote of the Board present by a show of hands at a Board meeting held during the first quarter of each calendar year. Newly elected Officers shall assume office immediately following the Meeting at which the election of Officers is held.

Termination

Any Officer may be removed from office for cause and replaced by another Representative by a majority vote of the Board voting, subject to the requirements set forth under Article V, Section 3, at duly noticed Meeting that affords the removed Officer due process. "For Cause" includes, but is not limited to, missing three consecutive Board Meetings and three Executive Committee meetings, the improper handling of Council money, or the improper application of accounting procedures.

Section 4: Officer Terms

Each Officer shall serve a term of one (1) year or until election of a successor. No individual may hold a particular office of the BABCNC for more than the later of:

- a. Five (5) consecutive years; or
- b. In event a successor to replace such individual is not available at expiration of the maximum term, such term may be extended but only until such time a successor is willing to assume such office.

Vacancy

Following a declaration by the Board that an office has been vacated, such vacancy may be filled by a majority vote of the Members voting, subject to the requirements set forth under Article V, Section 3, at a Board Meeting in accordance with the manner set forth herein and consistent with the Brown Act. Each Officer so elected shall hold office for the remainder of the original term or until election of a successor.

ARTICLE VII

COMMITTEES AND THEIR DUTIES

Section 1: Standing

The BABCNC shall have the following Standing Committees whose responsibilities are described hereunder whose description follows later under Section 4 of this Article: (i) Executive Committee; (ii) Planning and Land Use Committee; (iii) Bylaws, Rules and Elections Committee; (iv) Public Safety and Disaster Preparedness Committee; (v) Public Works and Telecommunications Committee; (vi) Outreach and Education Committee; and (vii) Traffic Committee; and (viii) Budget and Finance Committee.

Section 2: Ad Hoc

Each Ad Hoc Committee shall be established as a temporary committee to review and make recommendations on specific issues as directed by the Board. Ad Hoc Committee meetings shall be run by the Chair of the Committee appointed by the President. Minutes, reports and recommendations by such committees shall be delivered to the Secretary as they are issued. Ad Hoc committees will be comprised of less than a quorum of the governing body as a whole.

Section 3: Committee Creation and Authorization

1. Establishment of Committees

A new Standing Committee or Ad Hoc Committee may be established at any Board Meeting by a motion supported by a majority of Board Members voting.

2. Membership on Committees

(1) Standing Committees

- a. Election. Upon establishment of a Standing Committee, and each year thereafter, the Board shall move to elect members to each Standing Committee, and membership shall only be conferred upon receiving a majority vote of Board Members present.
- b. Term. The term of membership on each Standing Committee shall be for a period of at least one year, but no more than two years.
- c. Re-election. During the second quarter of each calendar year, those members on Standing Committees whose term of such Standing Committee is more than one

year, but less than two years, must be reelected by a majority vote of Board Members present to continue membership on such Standing Committee.

- d. Candidacy. Candidacy for membership shall be open to all Stakeholders. Committee membership shall only be conferred upon receiving a majority vote of Board Members present.
- e. Chair Position. The Chair of each Standing Committee shall be nominated by the President and elected by a majority of Board Members voting at a Meeting at which such committee is established.

(2) Ad Hoc Committees

- a. Election. Upon establishment of an Ad Hoc Committee the Board shall move to elect members to an Ad Hoc Committee. Membership shall only be conferred upon receiving a majority vote of Board Members voting.
- b. Term. The term of membership on an Ad Hoc Committee shall be for a period of no more than one year.
- c. Re-establishment. At the end of one year's term, existence of an Ad Hoc Committee shall be terminated unless a re-vote to continue the work of an Ad Hoc Committee is held and a majority vote of Board Members voting vote to continue the Ad Hoc Committee for a period of no more than one year.
- d. Re-election. Upon receiving a majority vote to continue the work of an Ad Hoc Committee, the Board shall move to elect or re-elect members to an Ad Hoc Committee. Membership shall only be conferred upon receiving a majority vote of Board Members voting.
- e. Chair Position. Chair of an Ad Hoc Committee shall be nominated by the President and elected by a majority of Board Members voting at a Meeting at which such committee is established.

3. Committee Meetings

Committee meetings shall be run by the Chair of the Committee. All Standing Committee meetings, and meetings of Ad Hoc Committee whose membership constitutes more than a quorum of the Board, or include non-Board members, shall be open to the public. Notice of all committee meetings shall be posted 72 hours in advance of a regularly scheduled meeting and 24 hours in advance of a special meeting.

4. Authorization and Purpose

a. Executive Committee

The Executive Committee shall consider those issues pertaining to all Board financial matters and the distribution and allocation of Board funds. In addition, the Executive Committee shall advise on the administration, operations and management of the Council.

b. Planning and Land Use Committee

The Planning and Land Use Committee shall consider those issues pertaining to land development.

c. Bylaws, Rules and Elections Committee

The Bylaws, Rules and Elections Committee shall consider those issues pertaining to the continual study, interpretation, guidance and presentation of proposed changes to the Bylaws of the Board and Standing Rules. All proposed changes are to be presented to the full Board for its review and approval by a majority vote. In addition, the Committee shall be responsible coordination of all City election requirements for the election or selection of Board Members, as well as the election of Board officers.

d. Public Safety and Disaster Preparedness Committee

The Public Safety and Disaster Preparedness Committee shall consider those issues pertaining to police, fire, and emergency medical services.

e. Public Works and Telecommunications Committee

The Public Works and Telecommunications Committee shall consider those issues pertaining to water, gas, electric and sewage lines; telecommunication infrastructure; and public rights-of-way and easements.

f. Outreach and Education Committee

The Outreach and Education Committee shall consider those issues pertaining to outreach to our communities, educational institutions and faith-based organizations.

g. Traffic Committee

The Traffic Committee shall consider those issues pertaining to traffic including the flow of traffic, safety, enforcement, congestion, parking, traffic lights and related street signs within the territorial boundaries of Council.

h. Budget and Finance Committee

The Budget and Finance Committee shall consider how the Council should best appropriate funds on deposit in its account and funds it receives annually from the City, and shall advise the Board of its responsibilities under Article IX herein, and shall work closely with the Treasurer in carrying out such advisory duties.

ARTICLE VIII

MEETINGS

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place

1. Regular Meetings

The Board shall meet at regular intervals, but not less frequently than once per calendar quarter. All meetings shall be held at a location, date and time set by the Board.

2. Special Meetings

A Special Meeting of the Board may be called should exigent circumstances arise requiring the Board to meet at a date and time prior to its next Regular Meeting.

Section 2: Agenda Setting

The President shall have lead responsibility for setting the Board agenda, which shall be published in accordance with the Brown Act, and subject to Board input in accordance with the following procedure:

- (a) No fewer than seven (7) days prior to a Regular Meeting the President shall email all Board Member for the purpose of soliciting input for items to be included on the agenda;

- (b) Each Board Member shall have forty-eight (48) hours from the time the President distributes the email to respond to the request for agenda items;
- (c) The President shall consult with the Vice President of the Board and one Committee Chair, which Committee Chair shall be identified in the Standing Rules, prior to finalizing the agenda for publication in accordance with the Brown Act;
- (d) At the outset of each Regular Meeting, the President shall seek additional comment to the agenda from the Board, prior to amendment and final approval by the Board;
- (e) The Board may only table items, and may not add items not previously listed on the published agenda;
- (f) The procedure described in the subsection shall not apply to Special Meetings of the Board. Agendas for Special Meetings shall be established at time they are called by the two Officers calling for the Special Meeting or set forth in the petition signed by twenty-five percent (25%) of the Board Members as described under Section 3.

Section 3: Notifications/Postings

1. Regular Meetings

Notice of all Regular Meetings of the Board and of its Committees shall be posted at no less than five (5) public places, which specific locations shall be specified (i) on the Department's Public Notice Location Log on file with the City and (ii) listed at the website of the Council located at www.babnc.org. Such notices shall also be distributed by email to the addresses of all Representative Members of the Board, Stakeholder Groups, and any individual Stakeholder of the Council providing such email address to the Secretary. The Secretary shall give notice of the time and location of all meetings of the Board at least 72 hours in advance. The Board will also comply with the Board of Neighborhood Commissioners Posting Policy.

2. Special Meetings

The Secretary shall provide notice of any Special Meeting not later than 24 hours in advance of a Special Meeting in the same manner as set forth under Paragraph 1 above.

Section 4: Reconsideration

The Board may reconsider and amend its action on items listed on the agenda if the reconsideration takes place immediately following the original action or at the next Regular Meeting. The Board, on either of these two occasions shall:

- (i) Make a Motion for Reconsideration; and if approved
- (ii) Hear the matter and take an action.

If the Motion for Reconsideration of an action is to be scheduled at the next meeting following the original action, then the following two items shall be placed on the agenda for that meeting:

- (i) A Motion for Reconsideration on the described matter; and
- (ii) A Proposed Action should the Motion for Reconsideration be Approved

A Motion for Reconsideration may only be made by a Board Member who has previously voted on the prevailing side of the original action. If a Motion for Reconsideration is not made on the date the action was taken, then a Board Member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next Regular Meeting.

ARTICLE IX

FINANCES

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.
- E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

ARTICLE X

ELECTIONS

Section 1: Administration of Election

Appointed Residential Stakeholder Groups. Appointment of Members representing each Appointed Residential Stakeholder Group of the Council is left to the particular election or selection process of each Appointed Residential Stakeholder Group.

Appointed Non-Residential Stakeholder Groups. Members representing those Appointed Non-Residential Stakeholder Groups identified under Article V, Section 1(c) shall be appointed by the Board at a Regular Meeting whereby the Board will comply with City noticing requirements providing ample time for:

- i. the Board to solicit candidates for such positions;
- ii. interested Stakeholder to respond by submitting a statement of candidacy for such position;
- iii. vetting by the Board of such candidates;
- iv. public campaigning by vetted candidates to the respective Stakeholder constituency; and
- v. public noticing of the Meeting at which such Appointment will take place providing the public opportunity to provide comment to the Board prior to appointing candidates to such positions.

Elected Residential District Representatives, Elected Non-Residential Stakeholder Group Representatives, and At-Large Members. Election of the foregoing Members of the Board, as further described under Article V, Sections 1, subparagraphs (b), (d) and (e), shall be at a public election conducted and administered by the City.

Section 2: Governing Board Structure and Voting

The Board is comprised of thirty (30) seats. Each Member or Stakeholder Group is assigned at least one (1) seat, with each seat having one (1) vote. The eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

~~1. Appointed Stakeholder Group Representation. The number of additional seats representing Appointed Stakeholder Groups on the Council is dependent upon the number of Appointed~~

~~Stakeholder Groups, identified as having a stake in the BABCNC territory, willing to actively participate on the Council by regular attendance at Board and committee Meetings.~~

~~(a) Residential Stakeholder Group Apportionment.~~

~~The number of additional seats apportioned a residential Stakeholder Group will be dependent upon the relative size of the number of residential units within the territory represented by such residential Stakeholder Group.~~

~~Each residential Stakeholder Group comprising of no less than 500 dwelling units will be apportioned one (1) additional seat for a total of two (2) seats.~~

~~Those residential Stakeholder Groups comprising of no less than 1,000 dwelling units will be apportioned a second additional seat for a total of three (3) seats.~~

~~Those residential Stakeholder Groups comprising of no less than 2,000 dwelling units will be apportioned a third additional seats for a total of (4) seats.~~

~~(b) Non Residential Stakeholder Group Apportionment. Each non-residential Stakeholder Group will be apportioned one (1) seat.~~

~~2. Publicly Elected Representation. Each publicly elected Residential District and each publicly elected non-residential Stakeholder Group will be apportioned one (1) seat.~~

~~3. At-Large Representation. The number of seats reserved for At-Large Members shall be at least two (2) seats. The number of seats apportioned to At-Large Members is dependent upon the number of Stakeholder Groups responding affirmatively to the biennial survey described under Section 1(e) of Article V.~~

Section 3: Minimum Voting Age

The election of Members-at-Large shall be open to all Stakeholders who are at least eighteen (18) years of age.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status by providing acceptable documentation. Stakeholder status may also be established by means of declaring a stake (or interest) in the Council and providing documentation supporting that declaration.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) seat on the Council Board during a single election cycle.

Section 6: Other Election Related Language

Not applicable.

ARTICLE XI

GRIEVANCE PROCESS

The grievance process of the Council shall be compliant with the City's newly adopted Grievance Policy. All grievances shall be submitted in writing to the Secretary before the next scheduled Agenda Setting Committee meeting for consideration and placement on the official agenda for the next scheduled Board Meeting. The process of grievance resolution shall be encompassed in the Standing Rules to be adopted by the Board, and consistent with the City's new policy.

ARTICLE XII

PARLIAMENTARY AUTHORITY

1. Rules

Except for rules adopted in the Bylaws, *Robert's Rules of Order, Revised Version*, shall apply in the conduct of all Meetings of the Board.

2. Parliamentarian

A Parliamentarian shall be appointed by the President and shall, as requested by the President or any Board officer, ensure that *Robert's Rules of Order Revised Version* are followed during the course of all meetings.

ARTICLE XIII

AMENDMENTS

1. Board Adoption

These Bylaws shall be amended by a two-thirds (2/3) majority vote of the Board Members present a Meeting on a proposed amendment distributed to Board Members for their consideration no less than 72 hours before said Meeting.

2. Not Effective Until Approved by the Department

Upon adoption, such amendment to these Bylaws shall be submitted to the Department for approval and shall not be effective and be valid until receiving such written approval from the Department.

ARTICLE XIV

COMPLIANCE

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “the Plan”), the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility

Incorporated under this section is the Code of Civility adopted by the Council at its Regular Meeting held on September 26, 2012.

The Bel Air-Beverly Crest Neighborhood Council adopts the City’s Code of Civility collectively and individually, and in addition that code of civility adopted by the Board individually and collectively as set forth in greater detail in the Standing Rules of the Council. The members of the Governing Board of the Bel Air Beverly Crest Neighborhood Council agree to abide by this Code of Civility to ensure that the Council’s business is conducted in a respectful, courteous, and effective manner, and in a way that will generate respect and credibility for our Neighborhood Council.

Section 2: Training

The City requires that all Board members must take ethics and funding training prior to making motions and voting on funding related matters. There is no grace period to take ethics and funding training. Notwithstanding the foregoing, in the event of delinquency of a Board Member’s completion of his or her ethics training, which must be retaken every two (2) years, or completion of initial ethic training by a newly seated Board Member, the Board will permit such Member to vote on non-funding related matters, but only within a grace period of fifty-five (55) days, after which time such Board Member will lose all voting rights.

Section 3: Self-Assessment

Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – MAP OF NEIGHBORHOOD COUNCIL

[Provided on Next Page]

ATTACHMENT B – GOVERNING BOARD AND VOTING

| BOARD POSITION | ELECTED OR APPOINTED? | ELIGIBILITY TO RUN FOR THE SEAT | ELIGIBILITY TO VOTE FOR THE SEAT |
|--|-----------------------|--|---|
| President | Appointed | Board Membership | Board Membership |
| Vice President | Appointed | Board Membership | Board Membership |
| Treasurer | Appointed | Board Membership | Board Membership |
| Secretary | Appointed | Board Membership | Board Membership |
| Assistant Treasurer | Appointed | Board Membership | Board Membership |
| Residential Group Representative (16 seats) | Appointed | Determined by bylaws or procedural practices of Residential Group. | Determined by bylaws or procedural practices of Residential Group. |
| Residential District Representative (6 seats) | Elected | Stakeholder at least 18 years of age at time of election who lives or owns real property within residential district. | Stakeholder at least 18 years of age at time of election who lives or owns real property within residential district. |
| Non-Residential Group Representative – private & faith-based groups; custodians of open space. (2 seats) | Appointed | Stakeholder at least 18 years of age at time of Board Meeting appointing Non-Residential Group Representative with a substantial connection with private or faith-based group or institution, or custodian of open space whose seat is sought. | Board Membership |
| Non-Residential Group Representative – public groups & institutions; commercial enterprise interests. (4 seats) | Elected | Stakeholder at least 18 years of age at time of election with a substantial connection with public group or institution or commercial interest whose seat is sought. | Stakeholder at least 18 years of age at time of election. |
| At-Large Representative (2 seats) | Elected | Stakeholder at least 18 years of age at time of election. | Stakeholder at least 18 years of age at time of election. |

~~ATTACHMENT B – GOVERNING BOARD AND VOTING~~

~~For a more detailed description of Governing Board Structure and Voting, see Article X, Section 2 of these Bylaws, which explain the present indeterminate governance of the Council with respect to apportionment of votes among Stakeholder Groups and At-Large positions. In the interest of full disclosure, below is a best estimate of the present apportionment of seats on the Council, which it hopes to restructure. As described under Section 2 of Article X, as the number of Stakeholder Groups who wish to participate on the Council is known, the number of seats apportioned to large Stakeholder Groups and At-Large Positions will be revised in order to fill all thirty (30) seats on the Board of the Council.~~

~~Appointed Residential Stakeholder Groups Number of Seats (Votes)~~

| | |
|------------------------------------|---|
| • Bel Air Crest Master Association | 1 |
| • Bel Air Ridge HOA | 1 |
| • Benedict Canyon HOA | 4 |
| • Casiano Estates HOA | 1 |
| • Laurel Canyon Association | 4 |
| • Holmby Hills HOA | 1 |
| • Residents of Beverly Glen | 2 |
| • Roseomare Valley Association | 2 |

~~Elected Residential District Areas~~

| | |
|---|---|
| • Bel Air District | 2 |
| • Bel Air Glen District | 1 |
| • Beverly Park Estates District | 1 |
| • Franklin Canyon/Coldwater/Mulholland/Crest District | 1 |
| • North of Sunset District | 1 |

~~Appointed Non-Residential Stakeholder Groups~~

| | |
|---|---|
| • Faith-Based Institutions | 1 |
| • Private K-6 Schools | 1 |
| • Private 7-12 Schools | 1 |
| • Open Space (Santa Monica Mountains Conservancy) | 1 |

~~Elected Non-Residential Groups~~

| | |
|-----------------------|---|
| • Public K-12 Schools | 1 |
| • Commercial Areas | 1 |

~~At-Large Members~~

Fire Station Gifts

| <u>Fire Station #</u> | <u>Gift Desired</u> | <u>Price(Includes Tax)</u> | <u>Description</u> |
|--|---------------------|--|--|
| 99 - on Mulholland East of Beverly Glen | Chop Saw | \$ 179.00 x 9% | Dewalt D 28710 |
| | Tool Kit | \$ 199.00 x 9% | 20 volt max 2 tool kit 1002 |
| | Vise | \$ 249.00 x 9% | model 633041 ws 8 |
| | | \$ 627.00 x 9% + 46.43 | |
| Employee ED 95-475-3272 | Drill and Driver | \$ 683.43 x 9% \$ 136.00 | Dewalt 18 v Sears |
| 108- 12520 Coldwater | washer-dryer | \$ 809.00 x 9% \$ 881.81 | Lowe's Haier 1.8 Ventless washer-dryer |
| 37 - On Veteran North of Wilshire | treadmill | \$ 599.88 x 9% \$ 653.76 | Nordic Track 600 c Sears |
| 41 - 1439 Gardner South of Sunset | wshe dryer | \$ 809.00 x 9% \$ 881.81 | Lowe's Haier 1.8 Ventless washer dryer |
| 97 - On Mulholland East of Laurel Canyon | | \$ 627.00 \$ 683.43 \$ 170.00 \$ 881.81 \$ 653.76 \$ 881.81 <u>\$3270.81</u> | |

ATTACHMENT "H"

All Products & Sellers (220)

Sears Only (22)

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Category

Drills (146)

Combo Kits (71)

Power Screwdrivers &
Screwguns (2)

Oscillating Multi-Tools (1)

Brand

Bosch (77)

DeWalt (72)

Hitachi (12)

Makita (10)

Ryobi (6)

Skil (6)

see more

Battery Type

Lithium ion (17)

NiCad (23)

Condition

Discount

Current Offers

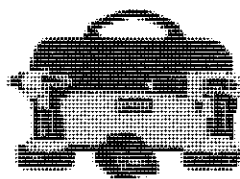
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Sears & Other Sellers

User Ratings

New Arrivals

Store Pickup & Delivery


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\$156.00
DeWalt 18 V Compact Drill/
Driver & Impact Driver
Combo Kit

(11)

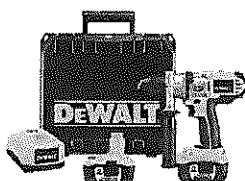
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DeWalt DC759KAR 18V
1/2" (13mm) Cordless
Compact Drill/Driver Kit

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\$327.62
DeWalt 18 V 1/2 in.
(13mm) XRP Li-ion
Cordless Hammer

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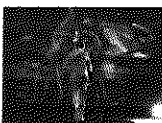
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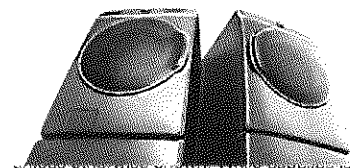
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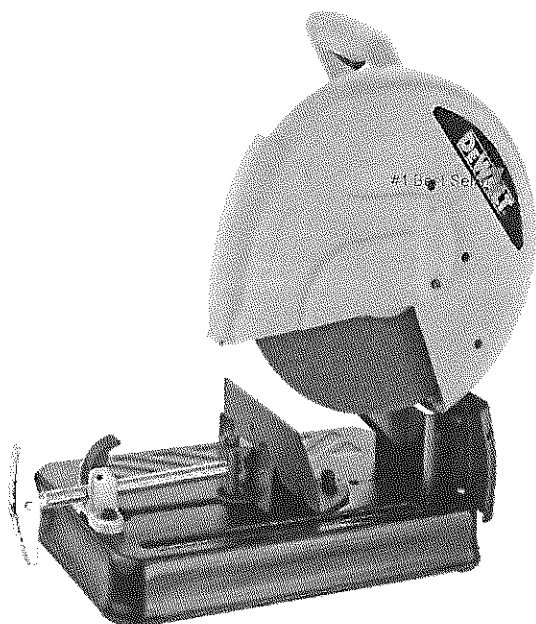


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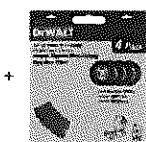
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ATTACHMENT "I (i.)"

November 20, 2013

To: Los Angeles City Council
Citywide Planning Commission
Director of Planning

**Scientific Community Opposition to Hidden Creeks Estates Project
CPC-2005-6656-AD-GPA-ZC-CU-DA-ZAD, Santa Susana Mountains SEA**

Honorable Councilmembers:

We, the undersigned members of California's scientific community, express complete opposition to the proposed Hidden Creeks Estates Project that would extend suburban development over three-quarters of a mile deeper into the core habitat of the Santa Susana Mountains. This letter continues to be updated from our original July 31, 2013 letter to reflect the recent additional signers.

No substantive subdivision, or suburban neighborhood development, on the subject 285-acre hillside property is possible without unavoidable, regionally significant, adverse biological impacts. The Browns and Mormon Canyon watersheds, in which this project is proposed, contain high quality riparian and upland habitats that are integral to the Santa Susana Mountains core wildlife habitat.

The subject property abuts the 2,326-acre Michael D. Antonovich Regional Park at Joughin Ranch, a premiere natural area of the Los Angeles River watershed. This proposed three-quarter mile deep encroachment into the core of the Santa Susana Mountains ecosystem would compound the unprecedented 4,000 acres of mass grading and stacked tiers of tract homes along the northern edge of San Fernando Valley caused by the still occurring development of Porter Ranch that started in the early 1980s. Seven million cubic yards of new grading, and over 180 new homes in any urban-adjacent-wilderness area unequivocally requires that the City of Los Angeles issue a Statement of Overriding Considerations if such significant biological impacts are not avoided.

The applicant's Environmental Impact Report claims that a few mitigation measures, such as providing new athletic facilities, can offset this loss of over 150 acres of core wildlife habitat. We urge the City to not certify the flawed Final Environmental Impact Report and to emphatically deny any project on this site that includes more than the 33 homes currently allowed under the Los Angeles County General Plan. There is no public policy justification to upzone land for a project that will result in regionally significant biological impacts to one of the City's most important and accessible natural areas.

Thank you for your time and consideration. Our affiliations are listed for identification purposes only and should not be interpreted to represent an official stance of our employers.

Sincerely,

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