

**LEGALLY REQUIRED OFFICIAL POSTING – PLEASE DO NOT REMOVE UNTIL AFTER ABOVE DATE AND TIME**  
**SCNC BOARD**

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Rita C. Villa  
Richard Welsh  
Denise Welvang



**By-Laws & Procedures  
COMMITTEE MEETING  
AGENDA**

**TUESDAY, MAY 24, 2016  
at 7:00 PM**

4024 Radford Avenue, Editorial 2, Room 6  
Studio City, CA 91604  
(818) 655-5400

**PRESIDENT**  
Denise Welvang

**VICE PRESIDENT**  
Patrick Lewis

**TREASURER**  
Rob Schiller

**SECRETARY**  
Vacant

**CORRESPONDING SECRETARY**  
Vacant

[www.StudioCityNC.org](http://www.StudioCityNC.org)



The SCNC meetings are held on an active studio lot. Due to security issues, all stakeholders are required to park in the studios parking structure. There are a limited number of accessible parking spaces in front of the meeting room and while there is no direct path of travel to the meeting room via a sidewalk, the studio and NC want to assure that stakeholders with disabilities are able to access the meeting without difficulty. Stakeholders with disabilities who have a valid DMV placard, use a wheelchair, walker or cane, and/or those who have difficulties walking distances should contact (818) 374-9898 or [ncsupport@lacity.org](mailto:ncsupport@lacity.org) to request shuttle assistance at least 24 hours prior to the meeting in order for the studio to arrange services for the meeting. "Sign Language Interpreters, Communication, Access, Real-Time Transcription(CART), Assistive Listening Devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. Due to difficulties in securing Sign Language Interpreters, five or more business days notice is strongly recommended. For additional information, please contact: contact (818) 374-9898 or [ncsupport@lacity.org](mailto:ncsupport@lacity.org) or email [office@studiocitync.org](mailto:office@studiocitync.org). The public is requested to fill out a "Comment Card" to address the Board on any item of the agenda prior to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to two minutes per speaker, unless directed otherwise by the presiding officer of the Board. The agenda is posted for public review at: Studio City Neighborhood Council website ([www.studiocitync.org](http://www.studiocitync.org)); as well as CBS Studio Center, Radford and Colfax gates. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at our website by clicking on the following link: [www.studiocitync.org](http://www.studiocitync.org) or, at the scheduled meeting.

Committee members: Alex Izbicki (Board Member, Chair), Richard Adams (Stakeholder, Vice-Chair), Jeffery Carter (Stakeholder), Denise Welvang (President, ex-officio)

1. Call to Order & Roll Call (1 min).
2. Approval of February 24, 2016 By-Laws & Procedures Committee meeting minutes (3 min).
3. Update by the Committee Chair (5 min).
4. Public Comments on non-agenda items within the Committee's jurisdiction (10 min).
5. Response(s) to public comments by Committee Members (10 min).
6. Discussion of techniques for recruitment of additional committee members. (10 min).
7. Discussion regarding scheduling special meeting of the Committee to solicit stakeholder input on changes and improvements to SCNC By-Laws & Operating procedures (15 min).
8. Discussion regarding the possible creation of an Advisory Committee to conduct review of existing By- laws & Operating Procedures for conflicts, unclear language, and to create "Job Descriptions" for all Board Officers as well as regular Board member seats. (15 min)
9. Comments from members on subject matter within the Committee's jurisdiction (5 min).
10. Closing comments by the Committee Chair (3 min).
11. Adjournment (1 min).

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” to address the Board on any item on the Agenda PRIOR to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments on other matters, not appearing on the Agenda that are within the Board’s subject matter jurisdiction, will be heard during the Public Comments On Non-Agenda Items period.

**THE AMERICAN WITH DISABILITIES ACT** - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least three (3) business days (72 hours) prior to the meeting you wish to attend by contacting the Studio City Neighborhood Council (818) 374-9898 or by e-mail to [ncsupport@lacity.org](mailto:ncsupport@lacity.org).

**PUBLIC ACCESS OF RECORDS**

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**RECONSIDERATION PROCESS** - Reconsideration of a vote by the Board may be called as a motion by the Board members that voted on the prevailing side of the decision.

**GRIEVANCE PROCESS** - A stakeholder or group of stakeholders may present a grievance concerning the legality of actions by the Board during public comment. Substantive grievances will be examined by a panel set by the Board and the decisions may be appealed to the Department of Neighborhood Empowerment.

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**SCNC BYLAWS** - Please be advised that the Bylaws of the Studio City Neighborhood Council provide a process for reconsideration of actions as well as a grievance procedure. For your convenience, the Bylaws are available during every meeting.