

LEGALLY REQUIRED OFFICIAL POSTING – PLEASE DO NOT REMOVE UNTIL AFTER BELOW DATE AND TIME

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**SPECIAL
BYLAWS & PROCEDURES
COMMITTEE MEETING
AGENDA**



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VICE PRESIDENT
Lisa Sarkin

TREASURER
Scott Ouellette

SECRETARY
Rita C. Villa

CORRESPONDING SECRETARY
Jane Drucker, Ph.D.

www.StudioCityNC.org

**Monday, September 29, 2014
7:00 PM**

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

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); as well as CBS Studio Center, Radford and Cofax gates. 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, or 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 Vice President, Lisa Sarkin (818) 655-5400 or by e-mail to lsarkin@studiocitync.org. 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 or, at the scheduled meeting.

Committee Members: Jane Drucker (Board Member, Chair), Remy Kessler (Board Member, Vice-Chair), Nancy Meyer (Stakeholder, Secretary), Denise Welvang (Board Member), Richard Adams (Stakeholder), Jeffrey Carter (Stakeholder), Kyrian Corona (Stakeholder), John T. Walker (President, ex-officio)

1. Call to Order & Roll Call (1 min).
2. Approval of August 25, 2014 Bylaws & Procedures Committee meeting minutes (3 min).
3. Update by the Committee Chair (3 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. Presentation, discussion on motion returned to committee by the Board and possible new motion with respect to Bylaws Article XI Grievance Procedure -

Motion A: The Board of the Studio City Neighborhood Council supports changing the first two (2) Paragraphs of Article XI, Grievance Process to the following: Upon the first meeting of a newly elected Board the President shall publicly solicit a standing pool of at least twelve (12) stakeholders willing to serve on a Grievance Committee. Any stakeholder may volunteer to be a

member of the grievance pool list. The grievance pool list shall be presented by the President at the next meeting and published on the SCNC website. The Vice President shall be responsible for replacing pool members who may become unable to serve so the pool is always compromised of no fewer than twelve (12) stakeholders.

Any grievance by a stakeholder or Board member shall be submitted to the Vice President who will promptly log and file it in a grievance file and forward copies to each member of the Board. At the earliest possible time but not later than thirty (30) days after submission of the grievance, the Vice President shall publically and randomly select a Grievance Committee comprised of five (5) stakeholder volunteers from the full grievance pool. No stakeholder may serve on a grievance committee who has a personal interest in the grievance being heard (15 min.)

7. Presentation, discussion on motion returned to committee by the Board and possible motion with respect to Bylaws Article Section 6, Vacancies -

Motion B: The Board of the Studio City Neighborhood Council accepts the following change in Bylaws Article V, Section 6, Vacancies:

- A. **The President shall announce any vacancy to the public and solicit applicants for the vacant seat.**
- B. **Any Stakeholder(s) interested in filling a vacant seat on the Board shall submit a written application to the Secretary.**
- C. **The Secretary shall promptly forward to all members of the Board copies of the applications of all stakeholders qualified to hold the vacant seat.**
- D. **The President shall appoint an applicant to fill the vacancy not later than the second Board meeting following the vacancy, subject to review, discussion and majority approval of the Board at the meeting (15 min).**

8. Comments from members on subject matter within the Committee's jurisdiction (5 min).
9. Closing comments by the Committee Chair (3 min).
10. Adjournment (1 min).

The Studio City Neighborhood Council Agenda is posted for public review at the following locations below and is posted on the SCNC website www.StudioCityNC.org.

CBS Studio Center, Radford and Colfax gates

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 Vice President, Lisa Sarkin (818) 655-5400 or by e-mail to lsarkin@studiocitync.org.

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.

PUBLIC ACCESS OF RECORDS - 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 – <http://studiocitync.org> or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda please contact office@studiocitync.org.

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.