

Jamie Keeton - Chair/ At Large Rep.
Eric Nakamura - Vice Chair/ Business Rep.
Jay Handal - Treasurer/ Organizational Rep.
Korie Schmidt - Secretary/ Business Rep.

Farzad Hassani - North West Rep.
Mollie Rudnick - North East Rep.
Arman Ghorbani - South East Rep.
Jean Shigematsu - South West Rep.
Galen Pindell - At Large Rep.
Dylan Wright - At Large Rep.
Ron Migdal - At Large Rep.
Ehsan Zahedani - At Large Rep.
Jay Ross - At Large Rep.
vacant - Organizational Rep.
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By-Laws Committee

To: Jamie Keeton, Chair, Board of Directors
Fr: K.Schmidt, Chair
Date: Sept. 9, 2019
Re: By-Laws Committee Resolution: Standing rules

This resolution is only a recommendation from the By-Laws Committee, and it will be considered by the Board of Directors for a final decision on Sept.25.

Resolution: The By-Laws Committee voted, 2-0-0, to recommend that the Board of Directors approve the following Standing Rules for committees:

1. GENERAL

- A. Committees make recommendations to the WLANC Board of Directors.
- ~~B. The goals are to preserve and enhance the positive characteristics of existing uses and neighborhoods, and to manage growth in a smart and sustainable manner within the infrastructure capacity of the WLASNC district.~~
- ~~C. Committees will make decisions that benefit the overall community for the long term future, per our mandate to represent all of West L.A. / Sawtelle neighborhood. Committees can consider the needs of smaller blocks and sections of the NC district, but we must also consider the needs of the greater city, nation and world.~~
- D. Stakeholders are welcome to and encouraged to testify at meetings and submit verbal/written comments (if they cannot attend). Decisions will not necessarily be made on majority view of stakeholders who attend meetings, because all stakeholders may not be able to attend meetings and verbal/written comments deserve the equal standing during consideration. Generally, Committees receive sufficient information from all sides of the issues, and will make decisions as so informed.
- E. Committees may not form sub-committees. Instead, they may propose a new Ad Hoc Committee to the Board with a duration of time.
- F. Committee members and stakeholders shall disclose ex parte communications with parties or stakeholders with business on the agenda, and possible conflicts of interest.

2. MEMBERSHIP

- A. If a committee member misses 3 consecutive meetings, or 4 of 5 meetings, the NC shall begin proceedings to request removal, per compliance with process defined in the By-Laws and consultation with the City Attorney.
- ~~B. Committee members shall work compatibly, harmoniously and respectfully with each other, BOD officers and members, and stakeholders.~~

3. MEETINGS, AGENDAS and MINUTES

- A. Committees will adhere to the Brown Act. Meetings shall be open to the public and ADA accessible. Agendas shall be posted as required, 72 hours in advance in public locations and online on the NC website, and shall include public comment. Translation services shall be provided upon request of stakeholders.
- B. Agendas will be prepared with proposed agenda items submitted to the Chair at least five (5) days in advance the next Committee meeting. Agendas may be emailed to members. ~~Items may be later added to the agenda at the discretion of the Chair and time permitting.~~
- C. The Chair will preside over meetings. A quorum for committees is based on the following (approved by Board of Directors in 2019):

<u>Members</u>	<u>Quorum</u>
8-9	5
6-7	4
4-5	3
2-3	2
- D. Minutes of each meeting will be kept. Minutes may be emailed to other members in advance of meetings and must be approved by a majority vote. A note-taker may be requested to the Board. Audio and visual recording may be considered.
- E. Agendas, minutes and reports will be available at WLANC meetings in paper form, and on the WLANC website in electronic form. Copies may be mailed to stakeholders.

4. PRESENTATIONS

- A. Stakeholders / parties are requested to begin collaboration with the NC in the conceptual stage of their project or item, in order for community input as early as possible. They are requested to not wait to contact the NC after submittals to the Planning Dept. Parties are requested to contact the NC Chair to have their project placed on agenda.
- B. Stakeholders / presenters / advocates team members and their spouses/domestic partners shall disclose campaign donations to CD11, City Councilors, and the Mayor.
- C. Stakeholders / presenters / advocates are requested to provide notice and documents in advance of the Board and Committee meetings for specific agenda items, and provide electronic and paper copies for all members and 5 additional sets for stakeholders.

- D. Stakeholders / parties will be allowed 8-10 minutes to present their project. The public will be allowed to comment after the presentation. The NC's Policies and Procedures regarding "Civility" will apply. Public comments will be made directly to members only. Upon completion of public comment, members may ask questions. Approximately equal time will be allowed for the presentation of the supporting and opposing viewpoints regarding projects. This time does not include question and answers by Committee members with the party.
- F. Public comment: Stakeholders will be allowed a minimum of 1-2 minutes to testify, pending time and number of persons wishing to testify, ~~and they are requested to disclose their and their spouses'/ domestic partners' possible conflicts of interest, including employment in similar industries, financial relationships with developer, campaign donations and fundraiser organizing, etc.~~

5. ACTION ON PROJECTS/ITEMS

- A. Committees shall deliberate ~~for 10 minutes~~ and may adopt findings and/or make recommendations to the WLANC BOD by a majority vote. Recommendations may include:
 - 1. Approved as submitted.
 - 2. Approved with conditions.
 - 3. Rejected/opposition.
 - 4. Rejected/opposition with suggestions and alternatives.
 - 5. Hearing continued or action deferred.
 - 6. No position.
- B. A report with findings and recommendations will be prepared for each item and may include dissenting opinions. Upon the Chair's approval of the draft report, it will be emailed to the other members and can be provided to the BOD. All reports must include the following disclaimer: "DRAFT: This resolution is only a recommendation from the Committee, and it will be considered by the Board of Directors for a final decision on DATE."
A table with the original text and new text shall be provided for revisions and amendments, or a red-lined/ strikeout version.
- C. Committees will request to the BOD that the project be placed on the next BOD agenda.
- D. No member will disseminate any communication that implies that such communication represents the position of the WLANC unless authorized by the BOD.
- E. Members may represent the WLANC before other governmental or private entities, if authorized by the BOD.

6. REPRESENTATIONS AND DISCLOSURES

- A. If a committee member testifies at a public or private forum, he or she should disclose that he or she is a member of the NC for identification purposes. He or she may testify with an unauthorized position or one contrary to a Committee or WLANC position, as

long as he or she clearly discloses that this is a personal position of the committee member and not an opinion of the NC.

- B. Committee members shall disclose any financial relationships or gifts received (or promised) from stakeholders / parties with business on the agenda, and they are should not accept gifts in the future from any applicants who have submitted projects.

Ex parte communications: None.

Disclosures and conflicts of interest: None disclosed by any committee members.

To government agencies: Only the Chair and designated Boardmembers may testify to public agencies on behalf of the West L.A. Sawtelle NC. The Board requests that the Council Office and private/non-profit entities do not testify or speculate on behalf of the NC.