



**ARLETA NEIGHBORHOOD COUNCIL  
General Meeting of the Board**

**Tuesday, May 18, 2010  
6:30 p.m. – 8:30 p.m.**

**Sharp Elementary School  
13800 Pierce St.  
Arleta, CA 91331**

The public is requested to fill out a **“Speaker 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 2 minutes per speaker, unless waived by the presiding officer of the Board. Agendas are posted for public review at: Canterbury Elementary School - 13670 Montague St. Arleta, Branford Recreation Center - 13310 Branford St. Arleta, Department of Motor Vehicles @ Van Nuys Blvd./Canterbury, Gigante Market - 9710 Woodman Ave. Arleta, Vallarta Market - 9011 Woodman Ave. Arleta, U.S. Post Office, Arleta station – 9454 Arleta Ave., Arleta, Libreria Christiana Emmanuel – 9038 Woodman Ave., Arleta, Mi Taco Mexican & Seafood – 13439 Osborne St., Arleta, Walgreens – 9750 Woodman Ave., Arleta, Tacos El Oso – 14018 Van Nuys Blvd., Arleta

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/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (213) 485-1360 or by e-mailing NCSupport@lacity.org.

1. Call to Order and Roll Call - This meeting shall be facilitated by the Department of Neighborhood Empowerment in accordance with its exhaustive efforts authority under Article VI of the Plan for a Citywide System of Neighborhood Councils and by Action of the Arleta Neighborhood Council on May 26, 2009 (2 minutes)
2. General Public Comment on Items Not Listed on Today’s Agenda (2 min per speaker) (10 minutes)
3. Discussion and Possible Action – Fill Board Vacancies. See list of current vacancies below though there may be additional vacant seats that will also be filled or others that have already been filled. All stakeholders interested in applying to be a candidate can obtain information and an application by contacting Amelia.Herrera-Robles at the Department of Neighborhood Empowerment at (213) 485-1360 or by emailing Amelia.Herrera-Robles@lacity.org. (20 minutes)

<b>Seat</b>	<b>Vacant Seats</b>	<b>Candidate Qualification</b>
Home/Condo Owners	1	Any person who lives within the ANC boundaries and owns and occupies their place of residence.
Renters	1	Any person who rents and resides in a home, condominium, townhouse or apartment within the boundaries of the ANC.
Community based organizations	1	1. Have carried out activities that involve the community stakeholders that reside within the boundaries of the ANC during the last 12 months immediately preceding the election of the Board. 2. The organization maintains its principal office or headquarters within the are served by the ANC or a majority of the persons affiliated with the organization live within the boundaries of the ANC.
Faith based organizations	1	Any person who belongs to a faith-based organization and attends church services. A faith-based organization shall not be defined as a community based organization.
Parks	1	Any person who works at the park or participates in park activities on a regular basis and has the authorization of the Park Director.
Youth	2	Any person who is between the ages of 14 and 17 and resides within the boundaries of the ANC. A youth representative that turns 18 during his/her term shall be allowed to finish that term.

4. Discussion and Possible Action – Selection of the Executive Officers: President, Vice-President, Secretary and Treasurer. (15 minutes)

5. Discussion and Possible Action - Review of the requirements to bring the Arleta NC out of Exhaustive Efforts, including, but not limited to taking Board Orientation training, amending bylaw and addressing existing grievances. (20 minutes)
6. Discussion and Possible Action – Amending the Arleta NC bylaws based on the proposed bylaw amendments from the Department of Neighborhood Empowerment. (20 minutes)
7. Discussion and Possible Action – Addressing the seven existing grievances of the Arleta NC. (20 minutes)
8. Discussion and Possible Action - Formation and/or reinstatement of Arleta NC committees to address Arleta NC issues including, but not limited to election, funding, outreach, website and bylaws. (20 minutes)
9. Adjournment

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Please be advised that the bylaws of the Arleta 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. 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 obtained from the Department of Neighborhood Empowerment by contacting (213) 485-1360 or [NCsupport@lacity.org](mailto:NCsupport@lacity.org).



**ARLETA NEIGHBORHOOD COUNCIL**  
**Special Meeting of the Board**  
**Tuesday, May 18, 2010**  
**6:00 p.m. – 6:30 p.m.**

**Sharp Elementary School**  
**13800 Pierce St.**  
**Arleta, CA 91331**

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2. General Public Comment on Items Not Listed on Today’s Agenda (2 min per speaker) (10 minutes)
3. Discussion and Possible Action – Fill Board Vacancies to Re-establish Quorum pursuant to Board of Neighborhood Commissioners Loss of Quorum Policy #2010-1. See list of current vacancies below though there may be additional vacant seats that will also be filled. All stakeholders interested in applying to be a candidate can obtain information and an application by contacting Amelia.Herrera-Robles at the Department of Neighborhood Empowerment at (213) 485-1360 or by emailing [Amelia.Herrera-Robles@lacity.org](mailto:Amelia.Herrera-Robles@lacity.org). (20 minutes)

Seat	Vacant Seats	Candidate Qualification
Home/Condo Owners	1	Any person who lives within the ANC boundaries and owns and occupies their place of residence.
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Community based organizations	1	1. Have carried out activities that involve the community stakeholders that reside within the boundaries of the ANC during the last 12 months immediately preceding the election of the Board. 2. The organization maintains its principal office or headquarters within the are served by the ANC or a majority of the persons affiliated with the organization live within the boundaries of the ANC.
Faith based organizations	1	Any person who belongs to a faith-based organization and attends church services. A faith-based organization shall not be defined as a community based organization.
Parks	1	Any person who works at the park or participates in park activities on a regular basis and has the authorization of the Park Director.
Youth	2	Any person who is between the ages of 14 and 17 and resides within the boundaries of the ANC. A youth representative that turns 18 during his/her term shall be allowed to finish that term.

**4. Adjournment**

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CITY OF LOS ANGELES  
CALIFORNIA

BOARD OF NEIGHBORHOOD  
COMMISSIONERS

MICHELE SIQUEIROS  
PRESIDENT

ALBERT ABRAMS  
VICE PRESIDENT

ESTHER CEPEDA-HATCH  
DANIEL GATICA  
JOHN KIM  
LINDA LUCKS  
KAREN MACK

JANET LINDO  
ASSISTANT TO THE COMMISSION  
TELEPHONE: (213) 485-1360



ANTONIO R. VILLARAIGOSA  
MAYOR

DEPARTMENT OF  
NEIGHBORHOOD EMPOWERMENT

334-B EAST SECOND STREET  
LOS ANGELES, CA 90012

TELEPHONE: (213) 485-1360  
TOLL-FREE: 3-1-1  
FAX: (213) 485-4608  
E-MAIL: [done@lacity.org](mailto:done@lacity.org)

BONGHWAN (BH) KIM, MPA  
GENERAL MANAGER

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

April 28, 2010

Dear Arleta Neighborhood Council Board Members:

Congratulations on your election to the Governing Board of the Arleta Neighborhood Council (ANC)! We welcome you to the Neighborhood Council system and look forward to working with you.

Before you can be seated to start working for the betterment of your community, a few matters will need to be resolved. The Office of the City Clerk has notified us that only ten (10) of the seventeen (17) Board seats have been filled after the election. The quorum for the Board to discuss and take action as a Neighborhood Council is eleven (11). Because the ANC does not have enough Board members to meet quorum, we are granting the newly elected Board (New Board) members of the ANC the authority to re-establish quorum under the Loss of Quorum Policy passed by the Board of Neighborhood Commissioners on April 19, 2010. Please see the attached policy.

After the City Clerk's Election Division Policy 22 time lines for the seating of the New Board, the New Board can conduct a special meeting per the Brown Act to re-establish quorum under the following conditions:

1. The only agenda item at the special meeting to be discussed and acted upon is the appointment of enough Board members to establish quorum. In the case of the ANC, currently only one (1) Board member will need to be appointed at the special meeting.
2. For two weeks prior to the date of the special meeting, the New Board shall provide notice of this special meeting to community stakeholders by posting in at least physical five (5) locations within the ANC boundaries and on the ANC website, if one exists. The New Board shall also conduct outreach to community groups, such as schools, homeowner's associations, neighborhood watches, etc., to solicit candidates.
3. Until such time as a sufficient number of vacancies have been filled that re-establishes a quorum, those persons appointed to the vacant seats shall not participate or vote in the filling of a vacancies.
4. After a quorum is re-established, then the ANC may fill or continue filling any vacancies in accordance with the regular appointment procedure contained in the ANC's bylaws. This shall be done in a subsequent Board meeting, and the Board shall conduct outreach to its stakeholders about the available positions on the Board for at least twenty (20) days prior to the subsequent Board meeting, including posting to at least five (5) locations and the to Neighborhood Council website, if one exists.

5. The duration of the appointed Board member's term of office shall be for the unexpired term of the vacant seat.

The following chart shows the filled and vacant seats:

Seat	Total Number	Elected Board Member	Vacant Seats	Candidate Qualification
Home/Condo Owners	3	Saul Perez Robert Rouge	1	Any person who lives within the ANC boundaries and owns and occupies their place of residence.
Renters	2	Luiza Chajon	1	Any person who rents and resides in a home, condominium, townhouse or apartment within the boundaries of the ANC.
Businesses	1	Guy Dionne	0	Any person who owns and operates a business within the boundaries of the ANC or his/her designee.
Community based organizations	2	Albert Piantanida	1	1. Have carried out activities that involve the community stakeholders that reside within the boundaries of the ANC during the last 12 months immediately preceding the election of the Board. 2. The organization maintains its principal office or headquarters within the are served by the ANC or a majority of the persons affiliated with the organization live within the boundaries of the ANC.
Faith based organizations	1	N/A	1	Any person who belongs to a faith-based organization and attends church services. A faith-based organization shall not be defined as a community based organization.
School	1	Cyndee Riding	0	Any person who works at a school within the boundaries of the ANC or as designated by a school administrator.
Parks	1	N/A	1	Any person who works at the park or participates in park activities on a regular basis and has the authorization of the Park Director.
At-Large	2	Kelly Magallanes Lamar Shelby	0	Any person who belongs to any stakeholder group provided it does not create a majority that can affect a vote by majority or by a 2/3 vote.
Seniors	1	Jim Kallas	0	Any person who resides within the boundaries of the ANC and is over the age of 65.
Youth Group	1	Benny Bernal	0	Any person who works with a Youth Group that is located within the boundaries of the ANC and serves the youth that live within the boundaries of the ANC.
Youth	2	N/A	2	Any person who is between the ages of 14 and 17 and resides within the boundaries of the ANC. A youth representative that turns 18 during his/her term shall be allowed to finish that term.

Please see the procedure in the attached ANC bylaws for properly filling vacancies. Because the ANC does not have a secretary to take candidate applications, please have all candidates contact the Department below if they are interested in being on the ANC Board.

In addition, the prior ANC Board was in exhaustive efforts, and the Department was assisting in NC operations, including facilitating the ANC meetings. We would like to turn over the NC operations over to the New Board as soon as possible so that the New Board can address the pending issues to bring the ANC out of exhaustive efforts. To begin this transition, the Department will call a special meeting to re-establish quorum on May 18, 2010 from 6:00 p.m. to 6:30 p.m. Immediately thereafter, the Department will also call the regular ANC meeting from 6:30 p.m. to 8:30 p.m. where vacancies will be filled, and the NC operations turned over to the new Board. Both meetings will be at Sharp Elementary, 13800 Pierce St., Arleta CA 91331. Further communication regarding the status of the ANC exhaustive efforts will be sent to the Board before the meetings.

We have attached the agendas for the two (2) meetings for posting. Please begin conducting the necessary outreach for both the Special Meeting (see item #2 above) and the Regular Meeting (see item #4 above) today, which is the necessary twenty (20) days outreach for the filling the vacancies regular meeting and which will be an extra six (6) days outreach for the re-establishing the quorum special meeting. The Department will be happy to assist in preparing flyers to solicit candidates to support your outreach. All of the new Board members should participate in the outreach and should be prepared to present a written summary to the Department of the outreach that was conducted for the meetings.

If you have any questions, please contact Amelia Herrera-Robles at (213) 485-1360 or by emailing her at [Amelia.Herrera-Robles@lacity.org](mailto:Amelia.Herrera-Robles@lacity.org).

Sincerely,



BongHwan (BH) Kim  
General Manager

Attachments

## RESOLUTION

Be it resolved that the Board of Neighborhood Commissioners revises the following policy:

**Department of Neighborhood Empowerment Remedy for Loss of Quorum  
by Neighborhood Councils Due to Vacancies and Authority to Fill  
Vacancies.**

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**WHEREAS**, the inability to fill board vacancies among Neighborhood Councils creates a situation where attrition threatens a board's ability to continue operating, functioning as a certified entity, or acting in any official capacity on behalf of the certified Neighborhood Council, which is an officially recognized body of the City of Los Angeles,

**WHEREAS**, the loss of a quorum renders boards that have not adopted a procedure to remedy the loss of a quorum unable to take any corrective action to renew their functions or operations as a Neighborhood Council, including the ability to fill vacancies, take official action or conduct elections,

**WHEREAS**, the problem is ongoing, and one of the primary goals of Neighborhood Councils is the promotion of the public's participation in government, which includes an operable board for certified Neighborhood Councils,

**WHEREAS**, emphasis should be placed on filling vacancies as expeditiously as possible,

**WHEREAS** Section 22.801 of the Los Angeles Administrative Code and Ordinance 174006 establishes regulations to implement the Plan for a Citywide System of Neighborhood Councils and charges the Department of Neighborhood Empowerment (Department) with assisting all groups and stakeholders,

**WHEREAS** Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners "shall be responsible for policy setting and policy oversight ... and the promulgation of rules and regulations but not be responsible for day-to-day management," and,

**NOW, THEREFORE, IT BE RESOLVED** that the Board of Neighborhood Commissioners establishes a policy to provide the Department with the authority to grant a remedy to the existing board members of a certified Neighborhood Council that has lost its quorum or not met its quorum after an election or selection of a new board and allow the filling of vacancies.

**Resolution:** Revision to Department of Neighborhood Empowerment Remedy for Loss of Quorum by Neighborhood Councils Due to Vacancies and Authority to Fill Vacancies.

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**POLICY NUMBER:**

2010-01

1. That the Department of Neighborhood Empowerment (the "Department") may authorize the existing board members of a certified Neighborhood Council that has lost its quorum (the "Existing Board") or did not attain quorum after an election or selection of the new Board (the "New Board") the ability to take official action on behalf of the Neighborhood Council to determine board vacancies and appoint eligible stakeholders to fill vacant board seats. The Existing Board or New Board shall have the ability to appoint a sufficient number of eligible stakeholders to the vacant board seats to re-establish the quorum for the Neighborhood Council as specified by this policy.

a.) Limitations:

1. The Existing Board or New Board shall be granted the authority to only fill vacant board seats. For purposes of this policy, a vacancy exists on a board when either: (a) after election results are certified, no candidate runs for the open board seat; (b) the board is unable to fill a seat under its selection process; or (c) after an election or selection process, a board member vacates the seat, e.g., board member removal, resignation, or chronic absences as defined under the Neighborhood Council's bylaws.
2. If more than  $\frac{3}{4}$  of the seats on the board are vacant, then the Existing or New Board members shall not be granted any authority to fill vacancies and the Existing or New Board may conduct a selection on behalf of the Neighborhood Council. The Existing Board or New Board shall work in conjunction with the Department to create a selection process, and the selection process approved by the Department shall be followed. The Department will assist the Existing or New Board in executing the approved selection process.

b.) Procedure for the Existing and New Boards to Fill Vacancies:

1. The Existing Board members shall submit a written request to the Department to take official action in the absence of a quorum to appoint stakeholders to the vacant board seats.
2. This request must be made by a majority of the Existing Board Members and:
  - Provide the public contact information for each Existing Board member,
  - Identify all vacant seats and explain how the vacancies were created.
  - Identify the specific seats to be filled and the outreach efforts made by the Existing Board to identify candidates to fill the vacant seats.



**Resolution:** Revision to Department of Neighborhood Empowerment Remedy for Loss of Quorum by Neighborhood Councils Due to Vacancies and Authority to Fill Vacancies.

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- Propose "standing rules" for the filling of the vacancies to be used at the Special Meeting - if the existing bylaws do not specify the procedures for filling vacancies.
3. The Department shall grant the Existing Board the authority to re-establish quorum in writing, which shall include an identification of the seats to be filled, any special circumstances to be addressed and the specific requirements for community stakeholder notification.
  4. When the Department has determined that a loss of quorum exists for newly elected/selected Boards, the Department shall grant the New Board the authority to re-establish quorum in writing, which shall include an identification of the seats to be filled, any special circumstances to be addressed and the specific requirements for community stakeholder notification.
  5. If granted the authority by the Department to fill the vacancies, then the Existing or New Board members shall conduct a "special meeting" at which the vacancies are filled in accordance with the Brown Act. Only actions related to the filling of vacancies shall take place at this special meeting. In addition, notice of this meeting must be provided to the community stakeholders for a 2-week period of time in a manner prescribed by the Department. At this special meeting, vacancies shall be filled only until a sufficient number of appointments have been made that a quorum is re-established.
  6. Until such time as a sufficient number of vacancies have been filled that re-establishes a quorum, those persons appointed to the vacant seats shall not participate or vote in the filling of a vacancies.
  7. After a quorum is re-established, then the Neighborhood Council may fill or continue filling any vacancies in accordance with the regular appointment procedure contained in the Neighborhood Council's bylaws. This shall be done in a subsequent board meeting, and the Board shall conduct outreach to its stakeholders about the available positions on the Board for at least twenty (20) days prior to the subsequent board meeting, including posting to at least five (5) locations and to the Neighborhood Council website, if one exists.

c.) Duration of the Appointed Member's Term of Office:

The duration of the appointed member's term of office shall be for the unexpired term of the vacant seat.

2. At any such time as the Department of Neighborhood Empowerment shall make active use of this policy, with regard to any Neighborhood Council, the use of the policy and the results thereof shall be reported to the Board of Neighborhood Commissioners.

**Resolution:** Revision to Department of Neighborhood Empowerment Remedy for Loss of Quorum by Neighborhood Councils Due to Vacancies and Authority to Fill Vacancies.

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This policy is effective immediately upon adoption.

Moved by: Albert N. Abrams  
Member, Board of Neighborhood Commissioners

Seconded by: Kara P. Mack  
Member, Board of Neighborhood Commissioners

Witnessed by: Janet [Signature]

VOTES:

Ayes: 6

Nays: 0

DATE: 4/19/10