

CITY OF LOS ANGELES

HOLLYWOOD STUDIO DISTRICT NEIGHBORHOOD COUNCIL

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5500 Hollywood Blvd Ste 406
Los Angeles, CA 90028



ERIC GARCETTI
MAYOR

CALIFORNIA



COMMITTEE MEMBERS:

Orletha Andersen
Chair
Jing Wan*
Christian Beck*
Don Durkee*
Luke Vincent*
Jirair Tossounian*
Leslie Perg

**denotes HSDNC Board members*

SPECIAL BYLAWS & ELECTION COMMITTEE Tuesday August 19th, 2014 at 6:30pm

Historic Mayer Building
5500 Hollywood Blvd 4th Floor – West Wing, Los Angeles, CA 90028
4TH Floor Conference Room

COMMITTEE MEETING MINUTES

Items are listed for reference only and may be discussed out of order

1. **Meeting called to order**, welcome remarks by chair 6:30pm
Meeting called to order at 6:47pm
 - a. Introduction of stakeholders/visitors
No visitors present
2. **Roll Call**
Jirair Tossounian – Present
Don Durkee – Present
Luke Vincent – Present (left at 8:15pm)
Orletha Andersen – Present 6:35pm
3. **Approval of Minutes from 7/8/2014 Meeting** 6:40pm
Motion to approve minutes as is by Jirair Tossounian, 2nd by Don Durkee approved unanimously
4. **Public Comments** on Non-Agenda items 6:50pm
Don stated: the bylaws need to be more specific/strict on individuals allowed to vote in the elections, Jirair agrees. Jirair stated: he went with some people to vote in the HUNC election & were given a very hard time to register to vote
5. **Discussion & Possible Action** to make recommendations to the Board for amending 7:00pm
Our current bylaws section 6 vacancies
Ideas to consider: how to fill the vacancy and the steps, should the vacant seats be at large seats or only allowed to be filled by their required specifications.
Don: as board members we serve the whole district and should be not limited to the districts we are voted into.
Jirair: background on the current structure, before each position had 2 people and there were 5 at large seats. It was changed because certain areas weren't properly represented.
Don: how important is it that people come from their area?

Luke: idea was to help get representation to all of the areas of the NC

Discussion regarding vetting new board members-

Orletha: have them go through Bylaws committee before being able to be approved by the board?
This is something that has been said more than once.

Don: thinks that is a good idea and the committee environment is more relaxed. Sometimes we need to get people onto the board very quickly and this could delay the board's ability to fill vacancies, but it is a better idea to give each candidate proper consideration

Jirair: if there is no committee there will be no vetting

Orletha: maybe make an exception that for the 1st few meetings after an election appointees do not need to first go through Bylaws

Luke: vacancies are at large, it is better to fill vacancies more efficiently

Changes which were voted on. Rewrite section as follows:

Section 6: Vacancies

A: Remains the same

B: Any stakeholder interested in filling a vacant seat shall also present themselves at a Bylaws & Elections committee meeting to receive a formal recommendation to the Board. During the meeting the committee shall ensure that the applicant meets the criteria for the vacant seat; a vacancy may be filled by any at-large candidate if a stakeholder who meets the criteria does not submit an application.

C: Bylaws & Elections committee chair shall compile all recommendations & submit them to the chair of the board prior to the next board meeting.

D: The Chair and his/her designee shall forward the names of all applicants to the Board

E: The Board shall by a majority vote of Board members present fill the position, however a minimum of 10 votes in favor of the stakeholder candidate is required for approval.

F: When such a process fills a vacant seat, the newly appointed Board Member shall serve only the remaining portion of the term specified for the seat and the seat shall be filled only until the term expires.

G: In no event shall a vacant seat be filled where a general election is scheduled to occur within ninety (90) days of the date that a written application is presented to the Board.

H: When a vacancy is announced, a minimum of twenty (25) days of outreach shall occur prior to filling the vacancy. If a vacancy is to be filled according to the provision B above, with an at large stakeholder, then the Board shall conduct an additional thirty (30) days of outreach from the date the vacancy was announced.

Motion to approve was made by Luke, 2nd – Orletha, vote unanimous

6. Discussion & Possible Action to make recommendations to the Board for amending 7:45pm

Our current bylaws section 7 absences

Orletha: How do we handle refilling the vacancy with the same board member recently vacated? Should we allow them to be voted back on at the next meeting, put them through the new application process, or??

Jirair: we should acknowledge cost of certified letter makes this a financial matter as well.

Jirair: we should define absence, possibly someone who is not at the meeting for a minimum of 50% of the meeting.

Changes which were voted on. Rewrite section as follows:

An absence shall be defined as a Board Member's failure to be present for at least 50% of any Board Meeting. A Board Meeting shall be defined as any meeting of the Board which is scheduled and noticed as per the brown Act.

A Board Member may be removed from the Board for two (2) consecutive un-notified absences or a total of five (5) absences in a calendar year.

In the event a Board Member meets the requirements for removal, the Chair or their designee, shall send a letter, by certified mail, to the Board Member notifying them that their seat has been vacated. No Board action is required to authorize/approve this step, and funds for the mailing shall come from the approved budget for operations.

Motion to approve was made by Don, 2nd – Jirair, vote unanimous

7. Announcements/New Business

8:15pm

Don: we should pay our bills before we give away money in the future

Jirair: thinks we should move through bylaws edits in the order of the Bylaws.

Don: thinks we need to discuss people who come to committees late/leave early

Jirair: pointed out earlier in the meeting we should look at committee structure and appointment/removal and recommends Article XII for next meeting.

Don: we should ask all Board Members to be at the Bylaws meeting at least 1x per year

Orletha: next meeting – September 16th 6:30pm

8. Adjourn Meeting

8:30pm