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**ENCINO NEIGHBORHOOD COUNCIL  
BY LAWS COMMITTEE MEETING**

**Wednesday, September 25, 2019 @ 4:00pm**

**ENCINO CHAMBER OF COMMERCE  
4933 Balboa Blvd, Encino, CA, 91316**

**Voting Members – ENC Members:**

**Lee Blumenfeld\* (Co-Chair), Karie Purcell\* (Co-Chair), Victoria Miller\*, Glenn Bailey\*, Jess Whitehill\***

**Voting Members – Stakeholders:**

**Alternate Committee Members:**

\* Indicates ENC Board Member or Alternate, no more than 5 Encino Neighborhood Council Board-Members or Alternates may be seated at a time to vote during a committee meeting

Motion, Discussion, and Vote may be taken on all items

**1. Call to Order. Roll call; determination of quorum.**

**2. Approve minutes.**

**3. New Business (60 Min):**

**3aF.** Discussion and possible action of amendment(s) to Article VIII, Section 3 (Notifications/Postings) to identify the specific locations where Agendas for Committee and General Board meetings are posted.

**3bG.** Discussion and possible action of Amending Article X, Section 6 for selection of alternates where there is only one (1) candidate and no second place vote getters would be selected.

**3cH.** Discussion and possible action of codifying procedure (in Standing Rules) for a board member to pull a motion a motion from general meeting agenda during said meeting. Should we require a formal motion to pull an agenda item?

**3dI.** Codifying procedure for numbering Committee Motion in accordance with L.A. City Council procedures (see August 22, 2018 Agenda)

**3eJ.** Discussion of any suggestions set forth at meeting by committee members.

**3fK.** IRS determination letter – must be current on all forms (990, 990N, Attorney General, FTB, etc)

**3gL.** Discussion regarding Seating Alternates, Area Rep Positions, appointed board seats, and youth seats

**3hM.** Current committees = Government and Education Committee – review the need

**3iN.** Review NPG Requirements

**4. Public Comments on Non-Agenda Items:**

Limited to TWO MINUTES (2) per speaker; total time for all public comment is limited to 10 minutes. Public is asked to fill out a speaker card and hand it to the Committee Chair.

**5. Adjournment by 6:00pm**

**Next By-Laws Committee meeting:**

The Encino Neighborhood Council (ENC), is a Certified Neighborhood Council of the City of Los Angeles which ADVISES City, other Governmental Officials' and the Community on issues or concerns that are affecting the community of ENCINO. The ENC is made up of volunteers who are ELECTED by the community who live, work or otherwise are involved in the community of ENCINO. The ENC also makes appropriations of City Funds for Community Projects and needs as requested and approved by various committees and the general board.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an 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 are within the Board’s jurisdiction will be heard during the General Public Comment period. Comment cards must be turned in prior to the commencement of the meeting.

Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker per item, unless adjusted by the presiding officer of the Board or Committee.

PUBLIC POSTING OF AGENDAS - ENC agendas are posted for public review as follows: Glass case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino, Encino-Tarzana Branch Library, and Encino Woman’s Club Room  
[www.encinonc.org](http://www.encinonc.org) You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

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 3 business days (72 hours) prior to the meeting you wish to attend by contacting Alex Garay, Board President, at (818) 971-6996 or email via [president@encinonc.org](mailto:president@encinonc.org)

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: [encinonc.org](http://encinonc.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 Alex Garay, Board President, at (818) 971-6996 or email via [president@encinonc.org](mailto:president@encinonc.org).

#### RECONSIDERATION AND GRIEVANCE PROCESS

For information on the ENC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the ENC Bylaws. The Bylaws are available at our Board meetings and our website <http://www.encinonc.org/bylaws.ph>

#### SERVICIOS DE TRADUCCION

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Alex Garay, Presidente de la Mesa Directiva, al [\(818\) 971-6996](tel:8189716996) o por correo electrónico [president@encinonc.org](mailto:president@encinonc.org) para avisar al Concejo Vecinal.