



Officers:
 Alex Garay • President
 Victoria Miller • Vice-President
 Glenn Bailey • Secretary
 Pat Bates • Treasurer
 Henry Eshelman • Sergeant-at-Arms

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NOTICE AND AGENDA
ENCINO NEIGHBORHOOD COUNCIL
SPECIAL BYLAWS COMMITTEE ZOOM MEETING
MINUTES

Friday, September 16, 2022, 2022 @ 4PM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89085630056>

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IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION

Public Comment: Public calling in, please press *9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak. Public comment on agenda items will be heard when the item is up for discussion. Public comment on agenda items is limited to 1 minutes per agenda item. Comments from the public on agenda items will be heard only when the respective item is being considered. Time may be adjusted at the Chair’s discretion.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council’s control, the meeting must be recessed or adjourned.

Voting Members – ENC Members: *Victoria Miller (Chair), *Patricia Bates, *Glenn Bailey, *Jess Whitehill, *Alex Garay
Alternate Committee Member: *Lissa Morrow, *Henry Eshelman
*** 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:** Quorum met, meeting called to order @4pm. Absent: Patricia Bates (informed beforehand)
2. **Discussion and possible action on all items:**
 1. **Article V Section B 1 and B2: Selected Seats:** Homeowner Groups (EPOA & HOME) must appoint members for both the Representative and Alternate seats who live in and own residential property in Encino: Discussion led to this being a Bylaws amendment to be addressed in January 2023. G. Bailey also added that in the 1970's the EPOA did not require members to live in Encino, but just own residential property in Encino. Public comment included that we consider that a homeowner, even one who is a resident, is not always on the title of a property.
 2. **Article V Section B3: Selected Seats:** The Chamber of Commerce must appoint members for both the Representative and Alternate seats who work and/or own a business in Encino: Discussion led this to being a Bylaws amendment in January 2023.
 3. **Selected Seats Article V:** All three (3) selected organizations must provide current membership rolls, plus have an active website confirming the organization's current Board members, provide regular meeting agendas + minutes + invite the ENC Board to all public meetings scheduled. Providing this information will allow transparency, plus validate the individual organization's activity in Encino. This should be provided annually: Discussion also included that these groups need to hold public meetings. G. Bailey suggested that these items be required every 2 years during an election year, V. Miller argued it should be annual just as the Executive Committee officers are elected. This needs to be addressed as a Bylaws amendment to be addressed in January 2023. This can also be discussed before the entire ENC Board for suggestions and input. There was public comment that ENC Board Members should get membership in these groups annually.
 4. **Article VI Section 1 Officers of the Board:** Only Elected Representatives or Selected Organizational Representatives may serve as officers. The positions may not be filled by Alternate Representatives or anyone not serving as a Representative. The assistant secretary position may be filled by any Representative, Alternate Representative, or non-board member Stakeholder: This is a Standing Rules addition. Moved by V. Miller, 2nd by A. Garay 4-0-0 MSP
 5. **Article VIII: Meetings: III.** Meeting conduct: Public comment will not be heard on agenda items which will not result in any action. This includes but is not limited to reports of public officials, officers, and informational presentations. This rule shall be noted in the meeting instructions both at the beginning and end of the agendas: Hold for now, as clarification is required from City Atty. Public comment included using the term "at the discretion of the chair."
 6. **Standing Rules Article 5, Section 5: Duties and Powers Suggest changing the whole thing to:** i. The Board, by majority vote, may select delegate(s) to represent the ENC on Neighborhood Council Alliances, Liaisons, and other working groups. The representative (s) may be removed by majority vote. A roster of Alliances, Liaisons and other working groups shall be maintained on a page of the ENC website. ii. Authorized delegates must vote in meetings outside the ENC in a manner consistent with that of the ENC board **if** the ENC board has taken a position on the matter. If the matter has not been considered by the ENC, the delegate can vote and should report back to the Executive Committee for inclusion at their next Executive Committee meeting noting the issue, the position taken, and their possible recommendation that the ENC **hear the matter**. Should the matter subsequently be heard by the ENC board, the result of such action should be conveyed forthwith to the Alliance, Liaison, or working group. Delegate(s) may not assert that any position they take is the official position of the ENC unless such issue has been heard and voted on by the ENC and the delegate is conveying the exact result of that decision. In the absence of such an assertion, any votes or opinions expressed are deemed that of the representative(s). It is strongly recommended that delegates report to the board a brief memo of their attendance at Alliance, Liaison and working group meetings including any votes taken: Discussion that we use the term "delegate" instead of "ambassador" which is currently the term used. Change to "consider the matter," instead of "hear the matter." We should include the redline version at the same time. This will be placed on the October 2022 Executive Committee meeting agenda.
3. **Board member comments on Non-Agenda Items:** 1) Bylaws Amendments will open after the July 2023 election—usually open for 9 months, so until April 2024. Currently the ENC Board is quite large; 44 seats in total (including alternate positions). This makes the Board seats hard to fill and quite unwieldily. The Bylaws Committee will individually research other NCs and see what others have for their board structure. We will reconvene in January 2023 to create recommended board structure changes, if any, and inquire about how to begin that process with BONC. 2) Discussion that we add to Standing Rules the government recommendations in regard to having virtual, in-person, hybrid meetings,

Next Bylaws Committee meeting: January 2023—exact TBA

