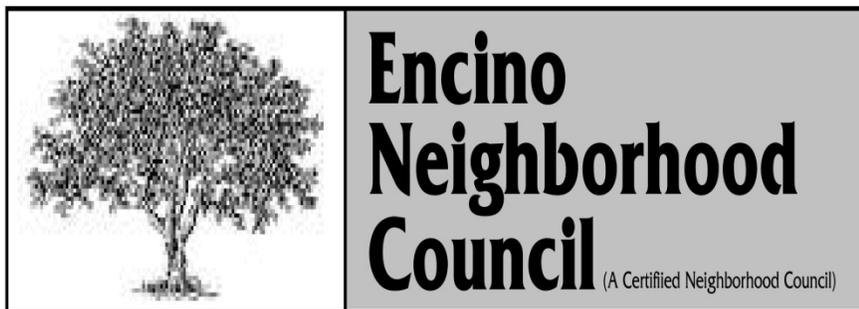


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**APPROVED MINUTES OF  
ENCINO NEIGHBORHOOD COUNCIL  
BYLAWS COMMITTEE MEETING  
Monday, November 4, 2013 – 6:30 PM**

**Encino Community Center, Craft Room , 4935 Balboa Avenue, Encino, CA**

1. Roll call at 6:33 p.m. Members present: Kathy Moghimi-Patterson (Chair), Keven Steinberg, Sherman Gamson, Gerald Silver, Eliot Cohen, Pat Kater, Varant Majarian. Audience: Glenn Bailey (remained in audience up to item no. 3 of the agenda). Kathy designated Sherman Gamson as a member instead of Diane Rosen, who used to be an ENC board member. Diane Rosen is still one of the members of the Bylaws Committee but holds a stakeholder position. Varant Majarian was designated as the secretary for this meeting.

2. Kathy Patterson reported to the members that she had reviewed the Attachment B as amended. She had also reviewed the language in the body of the Bylaws re seats and eligibility to vote for positions such as Representative At Large, and there were contradictions between the two documents. Kathy also expressed concern that if Attachment B as amended could be considered or even effective in the upcoming election as the deadline for amending the Bylaws had long passed. The amendments were originally made after the deadline for amending Bylaws. The Bylaws Committee however relied on ENC President's representation that the amendments could be submitted to DONE through Ad Hoc Election Committee's worksheet even after the deadline. Kathy further reported that she had reached out to DONE, specifically, Mr. Thomas Soong, re these concerns. In response, Mr. Soong informed Kathy that none of the amendments to the Bylaws will be considered by DONE as they were past due. Furthermore, Mr. Soong informed Kathy that the seat and eligibility to vote for the position of Representative At Large as amended were very narrowly defined and the amendment re this position may not even get approved by DONE.

Mr. Bailey informed the members that he had a talk with Grayce Liu, who has a higher position at DONE (compared to Mr. Soong). Mr. Bailey was informed that if the Attachment B as amended gets submitted to DONE, the eligibility for voting portion or the designated column can be considered by DONE and possibly get approved. However, Ms. Liu made no promises.

After detailed discussion, the members agreed that the Bylaws dated 2/28/2013 should remain effective until the new board is installed. Pursuant to this discussion, Kathy moved that "the Bylaws Committee is not taking any action in re to the Item No. 2 of the agenda, or the Attachment B as amended." The motion was seconded by Sherman Gamson and passed. (7-0-0)

3. The members discussed the Mission Statement proposed by Mr. Silver and the Mission Statement in the body of the Bylaws. The members decided that the proposed Mission Statement included statements that were mostly procedural. It was further recommended that the language proposed by Mr. Silver should partly be

adopted in the Standing Rules. Mr. Silver moved that the Standing Rules be amended and the following be added as the last item in the Standing Rules: "The proposals and recommendations of the ENC shall be in the form of a Community Impact Statement (CIS). The CIS will include findings of fact, recommendations and a summary of the public input (i.e. speaker's comments). Should there not be a consensus on an issue, then a Majority Statement and a Minority Statement will be included in the CIS. It shall be improper to submit the results of a majority vote of the ENC, without the required Statement of findings of fact, proposals and recommendations of the ENC." Kathy Patterson seconded the motion. Motion passed. (6-1-0)

4. The members reviewed the Notice to Comply proposed by Mr. Silver and discussed the language therein. Kathy Patterson moved that the letters to agencies should be in the following template:

**"REQUEST TO COOPERATE**

The Encino Neighborhood Council (ENC) is charged with maintaining and improving the quality of life in Encino, including land use and traffic concerns and to seek improvement of City services in Encino. In carrying out this charge, the ENC monitors community issues, and advises City agencies where improvements in service need to be made.

**PROMPT ACTION IS REQUESTED.**

**The Encino Neighborhood Council has investigated the issue below and believes that [name of the agency] has allegedly failed to properly address the matter in a timely manner.**

*[Detailed description of violation here]*

The ENC thanks you for addressing the matter above. We look forward to receiving evidence that the issue has been properly resolved.

Please address any communications to: ENC President [name of the president], PO Box 260439, Encino, 91426

*In July 1999, Los Angeles voters approved a new Charter of the City of Los Angeles. The new Charter contained several provisions designed to improve neighborhood engagement in City policy making. Specifically, Article IX, Section 900 created a citywide system of advisory councils for local neighborhoods. Because Los Angeles is a geographically large city with a diverse population, it was important that the new system of Neighborhood Councils evolve organically from the grass roots. Planning and the development of ordinances related to the system took two years, and the [Plan for a Citywide System of Neighborhood Council](#) was adopted in 2001."*

The motion was seconded by Eliot Cohen. Motion passed. (7-0-0)

5. This item was not discussed as it was overbroad, vague and ambiguous and lacked specificity.

6. Board Comments: The members agreed that the amended Standing Rules should be posted on the ENC website.

7. Public Comment: none.