

Procedures Stipulation Worksheet

In the past year, a number of new policies and procedures have been implemented to improve the Neighborhood Council system. This worksheet provides information on the issues that affect your Neighborhood Council’s bylaws and elections and requests clarification from your board on the matters. **Please take Board action to confirm the information and to provide the additional information needed to update your bylaws and election procedures. The Board may choose to make changes to the checked items, which will supersede any conflicting bylaws language. We will then update the bylaws accordingly. The defaults shall take effect if the information on the worksheet is not provided to the Department of Neighborhood Empowerment (Department) by June 1, 2015.** Please email this completed form to: NCsupport@empowerla.org Contact the Neighborhood Council Support Helpline at (213) 978-1551 if you have any questions.

SHERMAN OAKS NEIGHBORHOOD COUNCIL

1. **Article V - Governing Board, Section 3: Official Actions** – Please clarify how your board takes official action and treats abstentions. This would not affect different voting requirements for other sections of the bylaws that required a different vote, e.g. 2/3 vote for bylaw amendments, board removal, etc.

- Simple majority vote by the board members present and voting, including abstentions, which act as a “yes” vote (**default**)
- Simple majority vote by the board members present and voting, not including abstentions
- Simple majority vote by the board members present, including abstentions, which act as a “yes” vote
- Simple majority vote by the board members present, not including abstentions

The Department recommends “present and voting, including abstentions, which act as a “yes” vote” for the board count because board members who are ineligible to vote on items because of age or training/Code of Conduct requirements would not be counted towards the total number of votes needed to take action, and abstentions would be treated in the same way City Council treats abstentions. Please see Neighborhood Council Voting Facts handout for more information on voting.

2. **Article VIII - Meetings, Section 3: Notifications/Postings** – The Board of Neighborhood Commissioners (Commission) passed a posting policy reducing posting locations from 5 to 1 location with 24 hour visibility if a Neighborhood Council has a website. If a Neighborhood Council doesn’t have a website, they must maintain 5 physical posting locations. Neighborhood Councils with websites may still choose to maintain their 5 or more physical posting locations.

Defaults – Neighborhood Councils with a website will default to 1 physical posting location. Neighborhood Councils without a website will default to 5 physical posting locations.

We have a website and will have 1 physical posting location at: 13907 Ventura Boulevard, Suite 104
Sherman Oaks, 91423

We have/ do not have a website and will maintain our 5 physical posting locations at:

1. 24 hour location – _____
2. _____
3. _____
4. _____
5. _____

If your Neighborhood Council posts to more than 5 locations, please use a separate sheet of paper to list the other locations.

3. **Article XI – Grievance Process** – The City Council passed CF 13-1689 establishing seven regional Neighborhood Council Grievance Panels – South, Central, Harbor, West, East, North Valley and South Valley. Each Neighborhood Council may appoint one board member or stakeholder to serve on a pool of panelists. These panelists will review grievances and election challenges. Please submit your appointment:

Default is the President or Chair of the Neighborhood Council.

Name: _____ Board member Stakeholder

Email: _____ Phone: _____

Please note that any language in your grievance process in conflict with the new grievance ordinance will be removed.

4. **Article XIV – Compliance, Section 1: Code of Civility** - The Commission passed a Neighborhood Council Board Member Code of Conduct Policy, and the following language will be added to this section in addition to any other Neighborhood Council requirements. “Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.” Passed with a unanimous vote of the Committee.

5. **Article XIV – Compliance, Section 2: Training** - The Department requires board members to take ethics and funding training **prior to voting** on funding related items. There is no grace period for board members to take these trainings. The following language will be added to this section in addition to any other Neighborhood Council requirements: “All board members must take ethics and funding training prior to making motions and voting on funding related matters.”

Passed with a unanimous vote of the Committee. **ARTICLE X - ELECTIONS**

Online and Telephone Voting

Neighborhood Councils will have the opportunity to add online and telephone voting to their 2016 elections at no additional cost to increase the convenience of voting for their stakeholders via computer, tablet, smart phone or regular touch tone phone. We have funding for 50 Neighborhood Councils to participate in this opportunity for the 2016 elections. A physical polling location will still be available on the day of the election. There will be a follow up election stipulation worksheet sent to Neighborhood Councils after July 1, 2015 to lock down polling locations, translation and election timelines.

6. Your Neighborhood Council verifies its voters via DOCUMENTATION and will NOT have the online and telephone voting options added to your 2016 elections unless the board votes to include online voting. Please select one:

- We do not want online voting (**default**)
- We want online voting with self-affirmation voter verification
- We want online voting with documentation voter verification

Note: With self-affirmation voter online and telephone voting, your voters will be asked to affirm their stakeholder type and voting address prior to voting online. With voter documentation online and telephone voting, your voters must still be verified with documentation by City trained personnel (homeless voters will have a special verification process) prior to receiving a security code to vote online.

7. **Telephone voting** requires a lot of work in creating and recording scripts. You may choose to eliminate the telephone voting option if you believe your community will not use it. The **default** will be to HAVE it if you have chosen online voting.

- We do not want telephone voting
- Not Applicable

8. **Vote-by-Mail** (for self-affirmation voters only) will be eliminated with online voting though we are exploring the possibility of having a voter request only vote-by-mail paper ballot for those Neighborhood Councils with online voting.

If your Neighborhood Council is choosing online voting, would you be interested in voter request only vote-by-mail paper ballots? Yes No (**default**) Not Applicable

9. Board Vote Structure

Please review Attachment B of your bylaws to see if your board voting structure is correct. Changes to the number of seats, except for an addition of a Community Interest At-Large seat, requires the board to fill out and submit a Bylaw Amendment Application **by May 1, 2015** for Commission review. Please select one:

- Maintain the current board voting structure (**default**)
 - Change the board voting structure to have the Community Interest stakeholder run and vote for one At-Large seat
 - Other: _____
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10. Candidate Filing Requirements

During the 2016 Neighborhood Council Elections Town Halls, board members suggested that candidates have an understanding of the Neighborhood Council system and the elections process prior to filing. We are polling Neighborhood Councils for their feedback so please answer the following question:

Should Neighborhood Council candidates be required take a 5-10 minute video training (produced by the City) about the Neighborhood Council system and their responsibilities as a candidate during the election process prior to completing their registration? Yes No (**existing**)

11. Elected Board Members Seating Period

After the 2014 elections and during the 2016 Neighborhood Council Elections Town Halls, board members suggested that instead of the current staggering seating of newly elected board members, everyone is seated on July 1st. This was to minimize transition issues. Other board members stated that July 1st was too long, and they would end up with lame duck boards for several months. We are polling Neighborhood Councils for their feedback so please select one:

- Keep the current staggered seating of the board (**existing**)
- All board members should take office on July 1st.
- Board members should be seated together based on their region and election month, e.g. March elections will all seat together on May 1st, April elections will all seat together on June 1st, May elections will all seat together on July 1st.

DECLARATION

I, the person authorized by the above-named Neighborhood Council to execute this Administrative and 2016 Election Procedures Stipulation Worksheet, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the information in this document and attachments was approved as an official action of the Board per the Neighborhood Council's bylaws. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the approval of this document.

Date of Board Action: ____/____/____

Board Vote: ____ Yes ____ No ____ Abstentions

Signature: _____ Position: _____

Print Name: _____ Phone: _____

Email: _____