

Sherman Oaks Neighborhood Council



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MINUTES

Rules & Elections Committee

August 7, 2003

Kaye Bernstein, Chair

Present: Kaye Bernstein, Bob Cohen, Kathy Jackoway, Ken Silk

Guest: Jill Banks Barad

Absent: Alan Friedenthal

Minutes submitted by Kaye Bernstein

1. The meeting was called to order by chairperson Kaye Bernstein at 5:40 p.m.

2. Vice Chair duties and responsibilities / Committee oversight

A discussion was held to provide the beginnings of a working definition for the Vice Chairpersons oversight duties as mentioned in the bylaws, Article VII, Section 3, Subsection B. The Recommendation from the Executive Committee (original recommendation attached to these minutes) was used to formulate the following motion, as moved by Ken Silk and seconded by Bob Cohen:

Motion #1: The Vice-Chair shall be responsible for the oversight of all committees with the following intentions:

- a. That standing committees hold sufficient meetings to conduct and complete their work assignments
- b. That committee meetings are noticed under the Brown Act and conducted accordingly
- c. That conflict of interest disclosures are noted at committee meetings when appropriate
- d. That minutes are recorded at every meeting and submitted to the Vice-Chair and Council

Secretary within 7 business days of the meeting

e. To offer guidance to committee chairs where necessary or appropriate

f. To mediate jurisdictional issues between committees

g. That every effort is made by the committee chairs to form committees with an acceptable balance of stakeholder groups

Should the Vice-Chair determine that any of the above points are not being met then the Vice-Chair shall bring the matter to the attention of the Executive Committee.

The motion was passed unanimously.

3. Ex-Officio status on committees for the Chair and Vice Chair

This matter was discussed at the Executive Committee and referred to this committee for further consideration with no accompanying recommendation. The committee discussed this matter using the guidelines provided by DONE (Simplified Procedures for Running Meetings) and Roberts Rules of Order and Bob Cohen made the following motion which was seconded by Kathy Jackoway

Motion #2: The Chair and Vice-Chair shall be granted Ex-Officio status on all committees and shall have the rights to attend, debate and discuss all matters. However, they shall not be considered in determining a quorum and shall not have the right to make motions or to vote. This is not intended to modify the bylaws provision regarding their full rights on the Executive Committee.

The motion was passed unanimously

4. System of how committees receive issues/set agendas

This matter was discussed at the Executive Committee and referred to this committee for further consideration with no accompanying recommendation. The committee discussed the manner by which an issue will be considered by a committee. It is the consensus of this committee that there should be no limit as to where an issue for consideration comes from and the following motion was made by Bob Cohen

Motion #3: No action or recommendation required at this time.

There was no second and the motion was not considered

It was then noted that in an effort to avoid a duplication of efforts by more than one committee and/or to be certain the appropriate committee is considering an issue the following motion was made by Kathy Jackoway and seconded by Bob Cohen:

Motion #4: Seven business days prior to the posting of a meeting agenda the committee chair shall submit their agenda to the Vice-Chair.

The motion was passed unanimously. (This is intended to facilitate the oversight of the Vice-Chair as provided in Motion #1, section f and it is the request of this committee that the Communications Committee include a notification to all board members when they are posted for the public).

5. Review committee member assignment

It is the consensus of this committee that this matter is now covered by Motion #1, section g as a protection of stakeholders rights

6. Committee procedure regarding minutes

This matter was discussed at the Executive Committee and referred to this committee for further consideration with no accompanying recommendation. However, the Council Secretary was invited to provide a list of her concerns and preferences (see attachment). Following consideration of the requests a discussion was held and the following motion was made by Bob Cohen and seconded by Kathy Jackoway

Motion #5: All General Board Meetings, Standing Committee Meetings and Ad Hoc Committee meetings shall provide a record of minutes using the following guidelines:

- a. Written minutes are to be provided in standard summary form. A guideline/example will be provided to all committee chairs by this committee
- b. Votes for all motions made shall be taken by roll call and will be an attachment to the written minutes
- c. All meetings are to be tape recorded as a back up to the written minutes, however, a complete transcription of such tape recording is not required
- d. All minutes, excluding the General Board Meeting, are to be submitted to the Vice-Chair and Council Secretary within seven business days of a committee meeting
- e. All meeting agendas, written minutes and taped recordings are to be maintained by the Council Secretary and copies are to be made available to any stakeholder requesting to review them

The motion was passed unanimously

7. Calendar for meetings

All future Rules & Elections Committee meetings will be held the first Wednesday of every month at 6:30 p.m. at the Sherman Oaks Hospital.

However, the September 3, 2003 meeting is cancelled and rescheduled to meet September 10, 2003 at 5:30 p.m. at the Sherman Oaks Library.

8. Future agenda items

The Committee was requested to submit all requests via email or fax

The following items were presented by the chair

- a. Review of bylaws
- b. Election procedures and calendar
- c. Define role, duties and expectations of alternates
- d. Procedure for filling non elected seats/alternate seats

9. At 8:00 p.m. Bob Cohen moved the meeting be adjourned, seconded by Ken Silk and passed unanimously.

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