

CITY OF LOS ANGELES

CALIFORNIA

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BONGHWAN (BH) KIM, MPA
GENERAL MANAGER

www.EmpowerLA.org

October 19, 2010

REVISED LETTER

Dear North Hills West Neighborhood Council Board Members:

As you already know, the resignations of Ron Forbes, Ernie Hilger, and Tesa Besica from the board on September 15, 2010 created a loss of quorum for the North Hills West Neighborhood Council Board. Subsequently, Jean Herweg has resigned from the board effective, October 18, 2010.

The quorum for the Board to discuss and take action as a Neighborhood Council is seven (7). Because the NHWNC does not have enough Board members to meet quorum, we are granting the board members of the NHWNC the authority to re-establish quorum under the Loss of Quorum Policy passed by the Board of Neighborhood Commissioners on April 19, 2010. Please see the attached policy.

The Board can conduct a special meeting per the Brown Act to re-establish quorum under the following conditions:

1. The only agenda item at the special meeting to be discussed and acted upon is the appointment of enough Board members to establish quorum. In the case of the NHWNC, currently only one (1) Board member will need to be appointed at the special meeting.
2. For two weeks prior to the date of the special meeting, the Board shall provide notice of this special meeting to community stakeholders by posting in at least physical five (5) locations within the NHWNC boundaries and on the NHWNC website, if one exists. The Board shall also conduct outreach to community groups, such as schools, homeowner's associations, neighborhood watches, etc., to solicit candidates.
3. Until such time as a sufficient number of vacancies have been filled that re-establishes a quorum, those persons appointed to the vacant seats shall not participate or vote in the filling of vacancies.
4. After a quorum is re-established, then the NHWNC may fill or continue filling any vacancies in accordance with the regular appointment procedure contained in the NHWNC's bylaws. This shall be done in a subsequent Board meeting, and the Board shall conduct outreach to its stakeholders about the available positions on the Board for at least twenty (20) days prior to the subsequent Board meeting, including posting to at least five (5) locations and the Neighborhood Council website, if one exists.
5. The duration of the appointed Board member's term of office shall be for the unexpired term of the vacant seat.

The following chart shows the filled and vacant seats in the NHWNC Board of Governors:

BOARD POSITION	TOTAL # OF SEATS	BOARD MEMBER	# OF VACANT SEATS	CANDIDATE QUALIFICATIONS
Residential Stakeholder	6	Maria E. Carillo David Hyman	4	Open to all stakeholders residing in the community, either as a homeowner or a renter and affirms the factual basis for it. Stakeholders 18 years of age and older.
General Board Members	7	Adam Halaby Ellie M. Hill-Reese Dawn C. Ailetcher	4	Open to all community stakeholders, including any individual who declares a stake in the neighborhood and affirms the factual basis for it. Stakeholders 18 years of age and older.

Please see the procedure for properly filling vacancies as proposed by the department:

Each qualified candidate(s) shall have two (2) minutes to make a statement and two (2) minutes to answer a maximum of two questions posed. The same questions will be posed to all candidates. The candidates shall speak in alphabetical order of their last names. After all the candidates have made their statements and answered the two (2) questions posed, the existing board members will introduce a motion to select the number of candidates required to re-establish quorum. Each vacant position will be filled one by one. Votes shall be counted openly by the Department staff of the remaining board member's show of hands.

Because the NHWNC does not have a secretary to take candidate applications, please have all candidates contact the Department below if they are interested in being on the NHWNC Board.

If you have any questions, please contact Amelia D. Herrera-Robles at (213) 485-1360 or by emailing her at amelia.herrera-robles@lacity.org.

Sincerely,



BongHwan (BH) Kim
General Manager

by: Leyla Campos
Senior Project Coordinator

Attachments