

CITY OF LOS ANGELES  
CALIFORNIA

**Canoga Park Neighborhood  
Council  
Governing Board**

Shawn Fornari, President  
Caryn Michaels, Vice-President  
Corinne Ho, Treasurer  
Jessica Sandoval, Secretary

Alejandra Sandoval, Boardmember  
Debra Gordon, Boardmember  
Kyra Edrington, Boardmember  
Mary Paterson, Boardmember  
Nauman Khan, Boardmember  
Sabina Madrigal, Boardmember  
Tushar Patel, Boardmember



200 N. Spring Street  
Los Angeles, CA 90012

Email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)  
Website: [www.empowerla.org](http://www.empowerla.org)

**CANOGA PARK  
NEIGHBORHOOD COUNCIL**

General Board Meeting Agenda  
**In-Person Meeting**  
**Wednesday, March 25<sup>th</sup>, 2026**  
**6:30 PM**  
**7248 Owensmouth Avenue,**  
**Canoga Park, 91303**

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Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contactenos por correo electrónico [Info@canogaparknc.org](mailto:Info@canogaparknc.org) para avisar al Concejo Vecinal.

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**I. CALL TO ORDER**

- a. Pledge of Allegiance
- b. Welcome
- c. Board Roll Call

**II. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS**

Comments from the public on non-agenda items within the Board's jurisdiction (Up to two minutes per speaker)

**III. GOVERNMENT REPORTS AND ANNOUNCEMENTS**

(Reports and brief presentations only. Any questions, please follow up with the presenter on the side so the meeting may proceed as scheduled. Thank you.)

- a. LA City Mayor Karen Bass- West Valley Representative
- b. LA City Council District 3- Steve Jaramillo, Field Deputy
- c. LAPD Topanga Senior Lead Officer Jose Moreno (Canoga Park North of Sherman Way) and Senior Lead Officer Cory Garza (Canoga Park South of Sherman Way including the Westfield Topanga mall/ The Village)
- d. EmpowerLA- Jose Galdamez, Neighborhood Empowerment Advocate
- e. Budget Advocates Region 3- Glenn Bailey
- f. LAUSD Board President Scott Schmerelson, 3<sup>rd</sup> District, Field Deputy Karla Silva
- g. LA County Supervisor Lindsay Horvath, 3<sup>rd</sup> District, Field Deputy Karen Michelle Dominguez
- h. Congressman Brad Sherman, 32<sup>nd</sup> District, Representative Sean Regan
- i. Senator Carolina Menjivar 20<sup>th</sup> District - District Representative Teodora E. Reyes
- j. Assemblymember Jesse Gabriel 46<sup>th</sup> District- Field Representative Clarissa Gomez

**IV. Discussion and Possible action to approve the Minutes:**

- a. February 25<sup>th</sup>, 2026
- b. January 28<sup>th</sup> Special Meeting

**V. Discussion and Possible action to approve the February 2026 Monthly Expenditure Report**

**The report was not available from the Funding Portal at times of print.**

**VI. OLD BUSINESS**

- a. Discussion and possible action to appoint qualified stakeholders to the current vacant seats on the Governing Board:
  - a) Residential Renter (2027)
  - b) At-Large Representative Seat (2027)
  - c) Home/Condo owners Representative (2027)
  - d) Faith Based Representative (2027)

**VII. OFFICERS REPORTS**

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

**VIII. COMMITTEES REPORTS**

- a. Public Safety- Mary Paterson
- b. Special ad hoc Bylaws- Corinne Ho
- c. Budget & Finance- Corinne Ho
- d. Community Impact Statement Filers- Jessica Sandoval, Mary Paterson

## IX. NEW BUSINESS

1. **Discussion and Possible Action** to approve the 'Event Form' for the Joint-Neighborhood Councils District 3 Candidates Forum for Monday, April 27<sup>th</sup> from 6:00 pm to 8:00 pm at the Magnolia Science Academy in Reseda.
2. **Discussion and Possible Action** to approve the Canoga Park Neighborhood Council signing a letter supporting that Los Angeles Councilmembers introduce a motion requesting a targeted amendment to Ordinance No. 177327 governing land use at Van Nuys airport
3. **Discussion and Possible Action** to approve the proposed Bylaws amendments that have to be submitted to the Department of Neighborhood Empowerment no later than April 1<sup>st</sup>, 2026.

X. Items for next Board Meeting

XI. Next General Board Meeting: **In-Person Meeting**, Wednesday, April 25<sup>th</sup>, 2026 at 6:30 PM at the Canoga Park Community Center, 7248 Owensmouth Ave. Canoga Park, CA 91303.

## ADJOURNMENT

**The following Supporting Documents are attached to the agenda 'Board Meetings March 25<sup>th</sup> 2026 found on [www.canogaparknc.org](http://www.canogaparknc.org)**

- a. Minutes for Board Meeting- February 25<sup>th</sup>, 2026
- b. Minutes for Special Board Meeting- January 28<sup>th</sup>, 2026
- c. Event Form for Joint CD 3 Candidates Forum
- d. Letter related to Van Nuys Airport
- e. Proposed Bylaws Amendments

**As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)**

#### **Public Posting of Agendas -**

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- Canoga Park Community Center, 7248 Owensmouth Ave. Canoga Park CA 91303
- [www.CanogaParkNC.org](http://www.CanogaParkNC.org)
- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)

#### **Notice to Paid Representatives -**

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

#### **Public Access of Records -**

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at Canoga Park Community Center, 7248 Owensmouth Ave, Canoga Park, CA 91303, at our website: [www.Canogaparknc.org](http://www.Canogaparknc.org). In addition, if you would like a copy of any record related to an item on the agenda, please contact: [Info@canogaparknc.org](mailto:Info@canogaparknc.org)

#### **Reconsideration and Grievance Process**

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General Board Meeting Agenda  
**In-Person Meeting**  
Wednesday, February 25<sup>th</sup>, 2026

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I. CALL TO ORDER - 6:42pm

- a. Pledge of Allegiance- [Shawn Fornari](#)
- b. Welcome - [Shawn Fornri](#)
- c. Board Roll Call- [Jessica Sandoval](#)

II. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

Comments from the public on non-agenda items within the Board's jurisdiction (Up to two minutes per speaker)

- [Member spoke concerning homeless population increasing](#)
- [West Valley Play House looking for a place to rent](#)
- [Tim Gaspar running for City Councilmember concerning financial issues & potential art community program](#)
- [Barry running for City Councilmember](#)

III. GOVERNMENT REPORTS AND ANNOUNCEMENTS

(Reports and brief presentations only. Any questions, please follow up with the presenter on the side so the meeting may proceed as scheduled. Thank you.)

- a. LA City Mayor Karen Bass- West Valley Representative
- b. LA City Council District 3- Steve Jaramillo, Field Deputy - [policy approval #1- AC unit establishment #2- unarmed response program](#)
- c. LAPD Topanga Senior Lead Officer Jose Moreno (Canoga Park North of

- Sherman Way) and Senior Lead Officer Cory Garza (Canoga Park South of Sherman Way including the Westfield Topanga mall/ The Village)
- d. EmpowerLA- Jose Galdamez, Neighborhood Empowerment Advocate  
-ByLaw Amendments, Agenda Posting
- e. Budget Advocates Region 3- Glenn Bailey
- f. LAUSD Board President Scott Schmerelson, 3<sup>rd</sup> District, Field Deputy Karla Silva
- g. LA County Supervisor Lindsay Horvath, 3<sup>rd</sup> District, Field Deputy Karen Michelle Dominguez
- h. Congressman Brad Sherman, 32<sup>nd</sup> District, Representative Sean Regan
- i. Senator Carolina Menjivar 20<sup>th</sup> District - District Representative Teodora E. Reyes - Community Trust Act & Elderly Abuse Act & SB-1198
- j. Assemblymember Jesse Gabriel 46<sup>th</sup> District- Field Representative Clarissa Gomez - April 19th Valley Day of Service

#### IV. Presentations:

- a. Re-imagining John Quimby Park and a portion of De Soto Ave. (from Sherman Way to the LA River Greenway) through green infrastructure and nature-based solutions. The goal of the initiative is to expand tree canopy for shade, improve watershed health, and enhance air quality.

Hector Felix, MA graduate project at CSUN and intern with community-based organization Pacoima Beautiful. - Stormwater Project

- b. Dolores Chavez, Performing Arts Center Director, Performing Arts Division, City of Los Angeles Department of Cultural Affairs  
- Tabasco Theatre upcoming events  
-

#### V. Discussion and Possible action to approve the Minutes:

- a. January 28<sup>th</sup>, 2026

Mary Paterson moves. Kyra Edrington Seconds. Motion carries.

#### VI. Discussion and Possible action to approve the January 2026 Monthly Expenditure Report

Jess Sandoval Moves. Nauman Khan seconds. Motion Carries.

#### VII. OLD BUSINESS

- a. Discussion and possible action to appoint qualified stakeholders to the current vacant seats on the Governing Board:

a) At-Large Representative Seat (2027)

- b) Home/Condo owners Representative (2027) - Alejandra Sandoval Corrine Ho Moves. Shawn Fornari Seconds. All in Favor. Motion Passes.

c) Retail/ Services Business Representative (2029)

#### VIII. OFFICERS REPORTS

- a. President - Nothing
- b. Vice President -N/A
- c. Treasurer -N/A
- d. Secretary - N/A

#### IX. COMIITEES REPORTS

- a. Public Safety- Mary Paterson - N/A
- b. Special ad hoc Bylaws- Corinne Ho - Submitting Amendments
- c. Budget & Finance- Corinne Ho - N/A
- d. Community Impact Statement Filers- Jessica Sandoval, Mary Paterson - N/A

#### X. NEW BUSINESS

- 1. Discussion and Possible Action to appoint Board Member Jessica Sandoval to CPNC Secretary Corrine Ho Moves, Shawn Fornari Seconds. Motion Carries.

2. Discussion and Possible Action to appoint Board Member Tushar Patel as CPNC Budget Representative with the Budget Advocates. - **Shawn Fornari Moves. Mary Paterson Seconds Motion Carries.**
3. Discussion and Possible Action to form an ad hoc Committee to plan an informative session about the current and upcoming changes to Medi-Cal and inform the Canoga Park Stakeholders. Chair: Corinne Ho and appoint two other board members. **Corrine Ho Moves. Tushar Patel Seconds. Sabina Madrigal and Nauamn Khan appointed. Motion Carries.**
4. Discussion and Possible Action to approve the planning of an Informative session about the current and upcoming changes to Medi-Cal and how to prepare for the Canoga Park Stakeholders in partnership with Northeast Valley Health Corporation. The purpose of this program is to educate the public on changes to Medi-Cal so that they maintain their coverage and access to healthcare services. Date, location, format are to be determined.
5. Discussion and Possible Action to approve a Joint-event/townhall for Council District 3 candidates with the neighborhood councils within Council District 3. The Reseda NC co-sponsoring with participating Neighborhood Councils. Tentative Date: Monday, April 27<sup>th</sup> from 6:00 pm to 8:00 pm at Magnolia Science Academy in Reseda. Date and location are subject to change.  
**Jess Moves. Sabina Madrigal seconds. Motion carries.**

6. Discussion and Possible Action to submit a community Impact Statement on CF 25-0600-S7 which, if approved, restores the annual funding allocation of each NC to \$32,000 from the otherwise reduced amount of \$25,000 for Fiscal Year 2025-2026

**Mary Paterson Moves. Nauman Khan Seconds. Motion carries.**

7. Discussion and Possible Action to recommend the Board of Neighborhood Commissioners (BONC) recommendations to the City Charter Reform and submit a Community Impact Statement to Council File CF-23-1027.

**Jess Sandoval Moves. Kyra Seconds. Motion Passes.**

8. Discussion and Possible Action to approve up to \$2,478.43 for a Neighborhood Purposes Grant (NPG) application for the 21<sup>st</sup> Area Boosters, Inc/ Los Angeles Police Department, Topanga Division. Funds will be used to purchase a free standing cover for the Mobile Command Unit (MCU) for the Topanga Division. The total cost of the cover is \$9,913.72 and is to be equally shared by the four (4) Neighborhood Councils served by the Topanga Division. Category: NPG  
**Mary Paterson Moves. Tushar Patel Seconds. Motion Passes.**

	Yay	Nay	Absent	Recused	Ineligible	Abstain
Shawn Fornari	X					
Corrine Ho	X					
Jessica Sandoval		X				
Tushar Patel	X					
Kyra Edrington	X					

Mary Paterson	X					
Debra Gordan	X					
Caryn Michaels	X					
Nauman Khan	X					
Sabina Madri...	X					

9. Discussion and Possible Action to approve up to \$2,000.00 for a Neighborhood Purposes Grant (NPG) application for the Canoga Park Senior Citizens' Club. Funds will be used to fund musical performances at holiday events, primarily at the upcoming Spring Fling Dance, Mother's Day, Father's Day and Spring travel events such as but not limited to LA Zoo, Bowers Museum and/or Universal City Walk. Category: NPG

-Jessica Sandoval Moves, Nauman Khan Seconds. Motion Passes.

	Yay	Nay	Absent	Recused	Ineligible	Abstain
Shawn Fornari	X					
Corrine Ho	X					
Jessica Sandoval	X					
Tushar Patel	X					
Kyra Edrington	X					
Mary Paterson	X					
Debra Gordan	X					
Caryn Michaels	X					
Nauman Khan	X					
Sabina Madri...	X					

10. Discussion and Possible Action to approve up to \$2,875.00 for a Neighborhood Purposes Grant (NPG) application for the Canoga Park Women's Club. Funds will

be used to remove two (2) Mexican Palm trees that are growing very close to the building and interfering with the foundation. Category: NPG

Recommendation from the B&F Committee: \$1,500.00

- Not Acceptable

11. Discussion and Possible Action to approve up to \$200.00 for refreshments for the Council District 3 candidates forum. Category: Office Operations.

Jessica Sandoval Moves. Kyra Edrington Seconds. Motion Passes.

	Yay	Nay	Absent	Recused	Ineligible	Abstain
Shawn Fornari	X					
Corrine Ho	X					
Jessica Sandoval	X					
Tushar Patel	X					
Kyra Edrington	X					
Mary Paterson	X					
Debra Gordan	X					
Caryn Michaels						X
Nauman Khan						X
Sabina Madri...	X					
Alejandra Sandoval					X	

12. Discussion and Possible Action to amend the CPNC Fiscal Year 2025-2026 Annual Budget by transferring \$6,000.00 from Category Offices/Outreach to Category NPG and allow the Treasurer to make necessary adjustments on the NC Funding Portal if necessary.

- Mary Paterson Moves. Tushar Patel Seconds. Motion Carries.

	Yay	Nay	Absent	Recused	Ineligible	Abstain
Shawn Fornari	X					
Corrine Ho	X					
Jessica Sandoval	X					
Tushar Patel	X					
Kyra Edrington	X					
Mary Paterson	X					

Debra Gordan	X					
Caryn Michaels	X					
Nauman Khan						X
Sabina Madri...	X					
Alejandra Sandoval					X	

Meeting Adjourned at 8:45pm

XI. Items for next Board Meeting

XII. Next General Board Meeting: **In-Person Meeting**, Wednesday, March 25<sup>th</sup>, 2026 at 6:30 PM at the Canoga Park Community Center, 7248 Owensmouth Ave. Canoga Park, CA 91303.

ADJOURNMENT

The following Supporting Documents are attached to the agenda 'Board Meetings February 25<sup>th</sup> 2026 found on [www.canogaparknc.org](http://www.canogaparknc.org)

- a. Minutes for Board Meeting- January 28<sup>th</sup>, 2026
- b. Minutes for Special Board Meeting- January 28<sup>th</sup>, 2026
- c. Monthly Expenditure Report- January 2026
- d. Motion related to Council File 25-0600-S7
- e. Motion related to Council File 23-1027
- f. Neighborhood Purposes Grants Applications:
  - 21<sup>st</sup> Area Booster
  - Canoga Park Citizen's Club
  - -Canoga Park Women's Club

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CALIFORNIA

6:30 PM

7248 Owensmouth Avenue,  
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Caryn Michaels, Vice-President  
Corinne Ho, Treasurer  
Vacant, Secretary

Anna Measles, Boardmember  
Caryn Michaels, Boardmember  
Debra Gordon, Boardmember  
Jessica Sandoval, Boardmember  
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Mary Paterson, Boardmember  
Nauman Khan, Boardmember  
Sabina Madrigal, Boardmember  
Tushar Patel, Boardmember

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Email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)  
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Minutes General Board Meeting  
**In-Person Meeting**  
Wednesday, January 28<sup>th</sup>, 2026

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I. CALL TO ORDER

- a. Pledge of Allegiance
- b. Welcome
- c. Board Roll Call

Meeting called to order by Vice President Shawn Fornari at 6:37 pm. Quorum attained.

	July 03	July 23	Aug 27	Sep 24 <sup>th</sup>	Oct 22	Dec 10	Jan 28						
Tushar Patel	/	/	x	x	x	x	x						

x/V = Present/Virtual, A = Absent, E= Excuses, /= Not on the Board at this time, L= Late, LE= Left Early

II. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

Comments from the public on non-agenda items within the Board’s jurisdiction (Up to two minutes per speaker)

None

III. GOVERNMENT REPORTS AND ANNOUNCEMENTS

(Reports and brief presentations only. Any questions, please follow up with the presenter on the side so the meeting may proceed as scheduled. Thank you.)

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- d. EmpowerLA- Jose Galdamez, Neighborhood Empowerment Advocate
- e. Budget Advocates Region 3- Glenn Bailey, Mihran Kalaydjian
- f. LAUSD Board President Scott Schmerelson, 3<sup>rd</sup> District, Field Deputy Karla Silva
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- i. Senator Carolina Menjivar 20<sup>th</sup> District - District Representative Teodora E. Reyes
- j. Assemblymember Jesse Gabriel 46<sup>th</sup> District- Field Representative Clarissa Gomez

IV. Presentation on Mayor Bass’s program ‘Safe Passage’

Marissa Bowman, Marissa Bowman, Director of Special Projects, Office of Mayor Karen Bass  
 Alexandria Gang Reduction Youth Development Regional Program Manager.  
 Sharvo Turner Deputy Director Gang Reduction Youth Development  
 Patrick Hernandez, Community Organizer for Alliance for Community Empowerment.  
 The program is a pilot program in Canoga Park in partnership with the Canoga Park High School.

V. Presentation: Jill Mather, President and Founder of ‘Volunteers Cleaning Communities’. Ms. Mather speaks about her team’s past and present efforts to clean in Canoga Park including their latest clean up. Ms. Mather would like to invite Canoga Park Stakeholders to join the group and clean Canoga Park.

VI. Discussion and Possible action to approve the Minutes:

- a. December 10<sup>th</sup>, 2025

Kyra Edrington moves. Mary Paterson Seconds. Motion carried.

VII. Discussion and Possible action to approve the November 2025 Expenditure Report

Jessica Sandoval moves. Nauman Khan Seconds. Motion carried.

VIII. Discussion and Possible action to approve the December 2025 Expenditure Report  
Jessica Sandoval moves. Mary Paterson Seconds. Motion carried.

IX. OLD BUSINESS

- a. Discussion and possible action to appoint qualified stakeholders to the current vacant seats on the Governing Board:
  - a) At-Large Representative Seat (2027)
  - b) Home/Condo owners Representative (2027)
  - c) Retail/ Services Business Representative (2029)

X. OFFICERS REPORTS

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

Informs that Building and Safety has sent a 'Demolition notice' for 7220 Owensmouth.

XI. COMIITEES REPORTS

- a. Public Safety- Mary Paterson
- b. Special ad hoc Bylaws- Corinne Ho
- c. Budget & Finance- Corinne Ho
- d. Community Impact Statement Filers- Mary Paterson, Jessica Sandoval

XII. NEW BUSINESS

1. Discussion and Possible Action to appoint Shawn Fornari as CPNC President as Anna Measles resigned from the position effective December 18<sup>th</sup> 2025.  
Corinne Ho moves. Mary Paterson seconds. Motion carried.
2. Discussion and Possible Action to appoint Caryn Michaels as CPNC Vice President effective January 28<sup>th</sup> 2026.  
Corinne Ho moves. Mary Paterson seconds. Motion carried.
3. Discussion and Possible Action to appoint Shawn Fornari as 'Second Signer/Second Card Holder' to replace Anna Measles who resigned from those positions effective January 16<sup>th</sup> at 9:26 am in an email communication.  
Corinne Ho moves. Kyra Edrington Seconds. Motion carried.
4. Discussion and Possible Action to appoint 'Caryn Michaels' as 'CPNC alternate signer'  
Corinne Ho moves. Nauman Khan Seconds. Motion carried.
5. Discussion and Possible Action to remove 'Anna Measles' as Committee Member from the 'Budget and Finance' committee due to three (3) consecutive absences on October 16<sup>th</sup>, October 23<sup>rd</sup>, December 5<sup>th</sup> in accordance with the Canoga Park NC bylaws, Article V, Section 7.  
Corinne Ho moves. Kyra Edrington Seconds. Motion carried.
6. Discussion and Possible Action to create an ad-hoc Committee for the planning of the August 2026 National Night Out in partnership with the Office of Councilmember Bob Blumenfield, Department of Recs and Parks, Lanark Park and the Los Angeles Police Department, Topanga Division. Ad hoc committee comprises the Chair and a board member.  
Corinne Ho moves. Mary Paterson Seconds. Members are: Corinne Ho, Sabina Madrigal and Shawn Fornari.

7. Discussion and Possible Action to submit a Community Impact Statement (CIS) to LA City Council and to other pertinent agencies to approve the Canoga Park Neighborhood Council to hold General Board Meetings, Special Meetings and Committee meetings via ZOOM or by using other approved teleconferencing means under the new rule and improved rules for Neighborhood Councils set forth in the 2025 California SB 707. The Council File is: CF- 23-1114. A simple majority vote of the total board seats regardless of vacancies is needed to approve adoption of SB 707.

Jessica Sandoval Moves- Kyra Edrington Seconds. Motion carried.

8. Discussion and Possible Action to approve the reimbursement of Board Member Debra Gordon in the amount of \$85.20 for the purchase of a CPNC Vinyl banner (4ft x 8ft) 3for the Outreach event on Sherman Way on December 20<sup>th</sup> 2025. The banner reads 'Happy Holidays" from the Canoga Park Neighborhood Council' and the purchase was approved by the CPNC board at the December 10<sup>th</sup> general board meeting. Category: Outreach

Corinne Ho moves. Kyra Edrington Seconds. Motion carried.

9. Discussion and Possible Action to approve up to \$1590.00 for a Neighborhood Purposes grant (NPG) application for the Foundation for the Preservation of the Santa Susana Mountains. Funds will be used to cover the expenses of staging LAUS-approved interpretive 3 Walks for two (2) Title One Canoga Park Elementary Schools (Canoga Park Elementary and Hart Elementary) in the Santa Susana Pass State Historic Park during 2025-2026 school year. Class size of Hart Elementary requires dividing the walk in 2 walks. Category: NPG.

Jessica Sandoval moves. Kyra Edrington Seconds. Motion carried with Cary Michaels Abstention.

10. Discussion and Possible Action to approve up to \$3,200.00 for a Neighborhood Purposes Grant (NPG) application for the Woodland Hills Tarzana Community Benefit Foundation. Funds will be used to support 'clean up events in various areas within Canoga Park NC's boundaries including but not limited to the LA River starting from the Canoga Park High School and other areas to be determined. Clean up efforts include street tree trimming, weed removal, graffiti removal and tree wells cleaning. Category: NPG.

Corinne Ho moves. Kyra Edrington Seconds. Motion carried.

11. Discussion and Possible Action to approve up to \$5,000.00 for a Neighborhood Purposes Grant (NPG) application for the Canoga Park Community Center Foundation. Funds will be used to augment contributions and fees toward funding of the \$29,000.00 needed to operate the Canoga Park Memorial Day Parade on Monday, May 25, 2026. Category: NPG.

Corinne Ho moves. Jessica Sandoval Seconds. Motion carried.

12. Discussion and Possible Action to approve up to \$500.00 for CPNC Business cards for a total of 15 board members. Cost of (1) box of 250 business cards is \$21.99 each (not including taxes). Vendor is Office Depot or a local vendor with better pricing. Category: Office/Operation Expenditures.

Shawn Fornari moves. Mary Paterson Seconds. Motion carried. 13. Discussion and Possible Action

to approve the amended (3<sup>rd</sup>) CPNC Annual

Budget Administrative Packet reflecting the re-allocations listed below and allow the Treasurer to make any necessary adjustments on the NC portal at time of submission of this document according to what the Board is approving.

Jessica Sandoval moves- Tushar Patel Seconds. Motion carried.

- a. Re -allocation of the amount of \$8,000.00 from category 'Office, Outreach, Elections' to category 'Neighborhood Purposes Grant'
- b. Re-allocation of the amount of \$2000.00 from Category 'Community Improvement Project' to category 'Neighborhood purposes Grant.

c. Adding the following item in Category 'Operation': \$300.00/ year for Software 'Adobe Acrobat Pro' for CPNC Treasurer to submit required documents efficiently to City Clerk.

### XIII. Items for next Board Meeting

XIV. Next General Board Meeting: **In-Person Meeting**, Wednesday, January 25<sup>th</sup>, 2026 at 6:30 PM at the Canoga Park Community Center, 7248 Owensmouth Ave. Canoga Park, CA 91303.

ADJOURNMENT- 9:03 PM

The following Supporting Documents are attached to the agenda ' Board Meetings January 28<sup>th</sup> 2026 found on [www.canogaparknc.org](http://www.canogaparknc.org)

- a. -Minutes for December 10th, 2025
- b. -MER for November 2025
- c. -MER for December 2025
- d. -Receipt for Banner
  - e. -NPG Application: Foundation for the Preservation of the Santa Susana Mountains
  - f. -NPG Application: Woodland Hills Tarzana Community Foundation Benefits
- g. -NPG Application: Canoga Park Community Center
- h. -Annual Budget & Administrative Packet

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Council  
Governing Board

Shawn Fornari, President  
Caryn Michaels, Vice-President  
Corinne Ho, Treasurer  
Vacant, Secretary

Anna Measles, Boardmember  
Caryn Michaels, Boardmember  
Debra Gordon, Boardmember  
Jessica Sandoval, Boardmember  
Kyra Edrington, Boardmember  
Mary Paterson, Boardmember  
Nauman Khan, Boardmember  
Sabina Madrigal, Boardmember  
Tushar Patel, Boardmember

CITY OF LOS  
ANGELES

CANOGA PARK  
NEIGHBORHOOD COUNCIL

200 N. Spring Street  
Los Angeles, CA 90012

Email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)  
Website: [www.empowerla.org](http://www.empowerla.org)

Minutes-Special Board Meeting  
**In-Person Meeting**  
Wednesday, January 28<sup>th</sup>, 2026

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I. CALL TO ORDER- 8:03 pm by Vice President Shawn Fornari

- a. Welcome
- b. Board Roll Call

II. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

Comments from the public on non-agenda items within the Board's jurisdiction (Up to two minutes per speaker)

None

III. Discussion and possible action to appoint: Chair of the Ad hoc Planning and Land Use Management

(PLUM) committee effective on this day (January 28<sup>th</sup> 2026 to the end of FY 2025-2026) **Jessica Sandoval moves- Kyra Edrington Seconds to appoint Jessica Sandoval as Chair of PLUM Committee. Motion carried.**

IV. Discussion and Possible action to appoint no more than 3 Board members to the PLUM Committee.

**Corinne Ho moves- Kyra Edrington Seconds to appoint the following Board members as PLUM committee members: Corinne Ho, Debra Gordon and Nauman Khan.**

V. Discussion and possible action to appoint a Chair for the Ad hoc Outreach committee effective on this day (January 28<sup>th</sup>, 2026 to the end of FY 2025-2026)

Corinne Ho moves- Shawn Fornari Seconds to appoint Sabina Madrigal as Chair of Ad hoc Outreach Committee. Motion carried.

VI. Discussion and possible action to appoint no more than three (3) board members to the Outreach Committee.

Corinne Ho moves- Kyra Edrington Seconds to appoint the following Board Members to the Outreach Committee: Debra Gordon, Jessica Sandoval.

ADJOURNMENT- 8:27 pm

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**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	See attached for details	\$ 2,478.43	\$ 9,913.72
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors sources or funding? (Including NPG applications to other NCs)  No  Yes If Yes, please describe: \_\_\_\_\_

Source of Funding	Amount	Total Projected Cost
Woodland Hills Warner Center NC	\$ 2,478.43	\$ 9,913.72
West Hills NC	\$ 2,478.43	\$ 9,913.72
Winnaka NC	\$ 2,478.43	\$ 9,913.72

9) What is the TOTAL amount of the grant funding requested with this application: \$ 9,913.72

10a) Start date: 04 / 01 / 26 10b) Date Funds Required: 04 / 01 / 26 10c) Expected Completion Date: 06 / 30  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council.)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No  Yes If Yes, please describe below: \_\_\_\_\_

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?  
 Yes  No \*(Please note that if a Board Member of the NC has a conflict of interest and completes this application or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of the grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is true and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflict of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

Dustin Troyan                      President                                            2/13/26  
 PRINT Name                                      Title                                      Signature                                      Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

Stephen N Getzoff                      Secretary                                            2/13/26  
 PRINT Name                                      Title                                      Signature                                      Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form

1 Review Cart

2 Select Options & Review Terms

3 Checkout & Payment

## Review your order



**Pinnacle Series**  
- 14' W x 48' L x 14' H  
Carport Style Roof Only  
Cable Kit, No Cable Kit  
Anchor On Concrete  
Roof Color: Gray  
Trim Color: White  
1 Unit

Subtotal

\$9,033.00

Tax


\$880.72

Grand Total

\$9,913.72

## Checkout

Billing Address

 SECURE 256-BIT  
SSL ENCRYPTION

We're Online!

Why wait? Shop today!



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 30 2008**

21ST AREA BOOSTERS INC  
C/O STEPHEN GETZOFF  
17404 VENTURA BLVD 2ND FLR  
ENCINO, CA 91316

Employer Identification Number:  
36-4622976  
DLN:  
17053057017028  
Contact Person:  
RAMACHANDRAN MANOHAR ID# 31344  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
December 24, 2007  
Contribution Deductibility:  
Yes  
Advance Ruling Ending Date:  
December 31, 2011  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

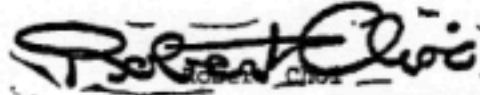
Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

21ST AREA BOOSTERS INC

Sincerely,



Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC  
Statute Extension

Pinnacle Series- 14'W x 48'L x 14'H

Carport Style

Roof Only

Gable Kit

No Gable Kit

Anchor On

Concrete

Roof Color

Gray

Trim Color

White

Price on Feb 10, 2026:

\$9,033.00 for cover

\$900 Tax

\$9,933.00 Total





























CITY OF LOS ANGELES  
CALIFORNIA

**Canoga Park Neighborhood  
Council  
Governing Board**

Shawn Fornari, President  
Caryn Michaels, Vice-President  
Corinne Ho, Treasurer  
Vacant, Secretary

Anna Measles, Boardmember  
Caryn Michaels, Boardmember  
Debra Gordon, Boardmember  
Jessica Sandoval, Boardmember  
Kyra Edrington, Boardmember  
Mary Paterson, Boardmember  
Nauman Khan, Boardmember  
Sabina Madrigal, Boardmember  
Tushar Patel, Boardmember



**CANOGA PARK  
NEIGHBORHOOD COUNCIL**



200 N. Spring Street  
Los Angeles, CA 90012

Email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)  
Website: [www.empowerla.org](http://www.empowerla.org)

Minutes-Special Board Meeting  
**In-Person Meeting**  
**Wednesday, January 28<sup>th</sup>, 2026**  
**8:00 PM**  
**7248 Owensmouth Avenue,**  
**Canoga Park, 91303**

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- I. **CALL TO ORDER- 8:03 pm by Vice President Shawn Fornari**  
a. Welcome  
b. Board Roll Call
- II. **GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS**  
Comments from the public on non-agenda items within the Board's jurisdiction (Up to two minutes per speaker)  
None
- III. **Discussion and possible action** to appoint: Chair of the Ad hoc Planning and Land Use Management (PLUM) committee effective on this day (January 28<sup>th</sup> 2026 to the end of FY 2025-2026)  
Jessica Sandoval moves- Kyra Edrington Seconds to appoint Jessica Sandoval as Chair of PLUM Committee. Motion carried.
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**ADJOURNMENT- 8:27 pm**

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# NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM



Office of the City Clerk – Neighborhood Council Funding Program  
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1  
**E-mail:** [Clerk.NCFunding@LACity.org](mailto:Clerk.NCFunding@LACity.org) • <https://clerk.lacity.org>

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

**Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.**

Neighborhood Council: Reseda Neighborhood Council

The Neighborhood Council is the  Main Sponsor or  Co-Sponsor for the event.

Main sponsor: Reseda Neighborhood Council

Contact Person: Michelle Gallagher

Phone: 310-966-7838 Email: mgallagh@gmail.com

Co-Sponsor (if applicable): 1. Canoga Park Neighborhood Council, 2. Winnetka Neighborhood Council

Contact Person: 1. Corinne Ho 2. Mihran Kalaydjian

Phone: 1. 310-985-7206 2. 818-913-0153 Email: 1. corinneho@canogaparknc.org 2. mkalaydjian@winnetkanc.org

### **Event Information**

Event Title and Description: CD3 Candidate Forum

A moderated candidate forum for the 2026 Los Angeles City Council District 3 election, open to all stakeholders

Date: 4/27/2026 Time Frame: 6:30PM-8:30PM Est. number of attendees: 250 Event Budget: \$ <=\$1500

Venue Name: Magnolia Science Academy

Venue Address: 18238 Sherman Way, Reseda, 91335

Contact Person: Damaris Ayala

Phone: (818) 609-0507 Email: dayala@magnoliapublicschools.org

**Please note:** If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

**Please scan the following documents and email to [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org) for approval PRIOR to event:**

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

**If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.**

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **PRIOR TO THE EVENT** if they are applicable to your event:

**If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following PERMITS:**

- LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

**CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the “City of Los Angeles” as Additional Insured.**

- Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- Games (e.g. dunk tank, other carnival style games, video game bus)
- Food (purchased, provided, distributed and/or served)
- Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

**If RENTING a vehicle or truck to transport event materials:**

- Renting and driving of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

**ADDITIONAL PERMITS may be required if the event has:**

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

**CONTACT INFORMATION for possible permits:**

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD – (213) 978-3640
- Sanitation - (213) 485-3612
- Street Services – (213) 847-6000
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

**Documents to be submitted to NC Funding Program and filed for you records:**

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2<sup>nd</sup> Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2<sup>nd</sup> Signer, or Alternate Signer
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- Vendor Invoices and Service/Facility Use Agreements
- Copies of Insurance Certificates
- Copies of Permits
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- W-9 (for 1099 Individual Services (if applicable))

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

For Staff Use Only:  Approved  Denied Code: \_\_\_\_\_

Reviewers Signatures: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

Reviewers Names: 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_

**CANOGA PARK  
NEIGHBORHOOD COUNCIL  
BYLAWS**

**Proposed Bylaws Amendments- April 2026**

**Revision Date: March 27, 2024**

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# ARTICLE I NAME

The name of this Neighborhood Council shall be the CANOGA PARK NEIGHBORHOOD COUNCIL (“Council”).

# ARTICLE II PURPOSE

The purpose of the Council is to promote more citizen participation in government and make government more responsive to local needs. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.

A. The **MISSION** of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a city-wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City-wide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
4. To facilitate communication between the City and Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The **POLICY** of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in the Council’s operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and Committee Members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Council and Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;
4. To encourage all Stakeholders to participate in activities of the Council;
5. To prohibit discrimination against any individual or group in our operations on the

basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status, or political affiliation; and

- 6. To have fair, open, and transparent procedures for the conduct of all Council business.

## **ARTICLE III BOUNDARIES**

The Council covers a geographic area described below.

### **Section 1: Boundary Description**

The Council represents Stakeholders within the following geographic boundaries (see Attachment A):

- A. **NORTH** - Nordhoff Street
- B. **EAST** - Desoto Avenue
- C. **SOUTH** - Vanowen Street
- D. **WEST** - Shoup Avenue
- E. **NORTHWEST** - Topanga Canyon and Roscoe Boulevard between Topanga Canyon and Shoup Avenue

The boundaries of the Council are set forth in Attachment A - Map of CANOGA PARK NEIGHBORHOOD COUNCIL.

### **Section 2: Internal Boundaries**

NOT APPLICABLE

## **ARTICLE IV STAKEHOLDER**

Neighborhood Council membership is open to all Stakeholders. A "Stakeholder" shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the Neighborhood Council; or

(2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the Neighborhood Council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder,” “Community Interest Stakeholder,” and their related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Charter Section 906(a)(2) and [Los Angeles Administrative Code Section 22.801.1](#)]

## ARTICLE V GOVERNING BOARD

The Board of Directors (“the Board”) shall be the governing body of the Council. The Board is empowered to make decisions on behalf of the CPNC.

**Section 1. Composition.** The Board shall consist of fifteen (15) voting members ~~and several non-voting advisors~~. Only CPNC stakeholders, as defined in Article IV above shall be selected or elected to hold a position on the Board. No single Stakeholder group shall comprise a majority of the Board, unless warranted by extenuating circumstances and approved by the Department of Neighborhood Empowerment (“Department”).

The Board shall represent all the stakeholders in Canoga Park. The governing body must, to the extent possible, reflect the diversity of the neighborhood council’s stakeholders. All stakeholders must be eligible to vote and run for at least one board seat. The election procedures created by Department or City Clerk pursuant to Section 20.36 shall require proof of stakeholder status for community interest stakeholders that must be consistent with and substantially equivalent to the evidential proof required of stakeholders who live, work, or own property. The Board shall be comprised of the following Members: ~~The Board shall not include more than Four (4) Board Member who do not live, work, or own property within the Canoga Park Neighborhood Council boundaries.-~~

Voting Members	Number	Type of Position
<del>Youth Group Representative</del>	<del>1</del>	<del>Appointed</del>
<del>Senior Group Representative</del>	<del>1</del>	<del>Appointed</del>
<del>Residential Renters</del>	<del>2</del>	<del>Elected</del>
<del>Home/Condo Owners</del>	<del>2</del>	<del>Elected</del>
Residents (Property Owners, Renters & Home Owners)	10	Elected
<del>Retail/service businesses</del>	<del>2</del>	<del>Elected</del>
<del>Community Based Organizations</del>	<del>1</del>	<del>Elected</del>
<del>Community Service Organizations</del>	<del>1</del>	<del>Elected</del>
	4	
<del>Schools</del>	<del>1</del>	<del>Elected</del>
<del>Faith Based Organizations</del>	<del>1</del>	<del>Elected</del>
Workforce, Employment	4	
At Large	1	Elected
<b>TOTAL:</b>	<b>15</b>	-

<del>Non-Voting Advisors</del>		
<del>Advisors shall include, but not be limited to the following:</del>		
<del>1. Public Works</del>		
<del>2. Rec. Parks</del>		
<del>3. LAFD</del>		
<del>4. LAPD</del>		
<del>5. LADOT</del>		
<del>6. CRA</del>		
<del>7. CDD</del>		
<del>8. LAHD</del>		
<del>9. Planning</del>		
<del>10. Building &amp; Safety</del>		
<del>11. Elected Officials</del>		

If a CPNC Board Member or officer is elected to any City Political Office, they shall immediately resign from their Council position.

If a CPNC Board Member or officer moves away from or is no longer a Stakeholder in the Council area, their position should become vacant.

**Board Members are required to submit proof of stakeholder status at the beginning of each election cycle to the Executive Committee and to the Neighborhood Empowerment Advocate. 2: Quorum**

The quorum shall be **EIGHT (8)** members of the Board. Board and Committees shall have a fixed quorum number. Floating quorum is not allowed. Actions

Unless specified otherwise in these Bylaws, official action is taken at a meeting at which a quorum is met by a simple majority vote by the Board Members present. Abstentions are treated as a **non-vote** Yes vote. There shall be no proxy voting.

**Section 4: Terms and Term Limits.** ~~Elected Board members shall serve four (4) year staggered terms. a four (4) year term. The seven (7) Board members who receive the highest votes will serve (4) year terms. The remaining six (6) will serve two (2) year terms.~~

~~**Group A: Term ending 2025**~~

- ~~At-Large Representative ( x 1)~~
- ~~Community Based Organization Representative (x 1)~~
- ~~Home/Condo Owners Representative ( x 1)~~
- ~~Residential Renters Representative (x 1)~~
- ~~Retail/Service Business Representative (x 1)~~
- ~~Schools Representative (x 1)~~

~~**Group B: Term ending 2027**~~

- ~~At-Large Representative ( x 2)~~
- ~~Community Based Organizations Representative (x 1)~~
- ~~Community Service Organizations Representatives (x 1)~~
- ~~Faith Based Organizations Representatives (x 1)~~
- ~~Home/Condo Owners Representative ( x 1)~~
- ~~Residential Renters Representative (x 1)~~
- ~~Retail/Service Business Representative (x 1)~~

**Upon election, Elected Board Members shall serve four (4) year terms and all fifteen (15) seats shall be up for election. There will be no limits to the number of terms a person may serve on the Board.**

**Section 5: Duties and Powers**

The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any City body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

The duties of Board Members include advancing the Purpose and Mission of the CPNC by:

1. Participating in regularly scheduled Meetings and Special Meetings
2. Serving actively on at least one (1) committee of the CPNC
3. Participating in CPNC events

4. Encouraging the participation of Stakeholders in CPNC activities and events
5. Assisting Stakeholders in obtaining City services.
6. Serving as Chairs of CPNC committees.
7. Board Members shall be assigned liaison roles, including but not limited to Youth, Seniors, Public Safety, Public Schools. Further details can be found in the CPNC Standing Rules.

Conflicts of Interest – Board members shall not vote on measures with which they have a conflict of interest. A conflict of interest shall be as defined by the applicable City of Los Angeles ethics laws and policies. Restriction on Political Campaigns – The CPNC shall not participate in, or interfere in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This restriction shall not be interpreted to forbid informational events such as candidates ' forums, or announcement of such forums. If an Executive Officer or Representative is elected to any Federal, State, Los Angeles County, or Los Angeles City political office, he or she must immediately resign from the Board.

### **Section 6: Vacancies**

If a Board seat becomes vacant, the Board may choose to verify Stakeholder status of an individual filling the vacant seat or may choose to request the Department do so following its internal procedure(s).

Vacancies on the Board shall be filled using the following procedure:

#### **Board Fills Vacancies**

- A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.
- B. Applications will be reviewed by the executive committee, prior to presentation to the board, and deemed qualified or not.
- C. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- D. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.
- E. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
- F. In no event shall a vacant seat be filled where an election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

### **Section 7: Absences**

- A. Any Board Member who misses has **THREE (3)** regularly scheduled consecutive Neighborhood Council Regular Board Meetings or, optionally, consecutive absences or four (4) Absences in (12) month } month total Regular Governing Board Meetings during any twelve (12) month (within a calendar year, beginning from the date of their

appointment) is considered to have resigned. ~~seal period will be automatically removed from the Board.~~

~~B. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. Any meeting of the Neighborhood Council Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.~~

- a. A Board member may request a Leave of Absence for a period not exceeding three months, during which time their seat will be held in anticipation of their return. Requests for a Leave of Absence must be submitted in writing, well in advance of the proposed start date, to ensure proper consideration and planning. Upon receipt, the request will be presented as a motion at the next Regular Board meeting for formal approval.

~~C. Any Board Member who misses **THREE (3)** regularly scheduled consecutive Regular Committee Meetings or, optionally, **FIVE (5)** total Regular Committee Meetings within a calendar year, beginning from the date of their appointment, shall be subject to removal from the Board. ~~during any twelve (12) month fiscal period will be automatically removed from the committee.~~~~

Absences from regularly scheduled Committee Meetings are treated the same as absences from the General Board meetings (see Section A).

#### Section 8: Censure

The purpose of the censure process is to place a Board Member on notice of misconduct and to provide the Board Member with an opportunity to correct the misconduct. The Neighborhood Council may censure any Board Member at a regular or special meeting open to the public following a good-faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations.

Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board Member:

1. A motion to censure a Board Member may be initiated by any three (3) Board Members. Those Board Members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board, or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member. The Board Member, group of Board Members or committee responsible for setting the final Board agenda shall include the motion on the

agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

2. The Board Member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
3. The Board Member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.
4. The Board shall decide by a majority vote of those present and voting whether or not the Board Member should be censured. The Board Member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
5. In no event shall a motion to censure a Board Member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

## **Section 9: Removal**

Any Board Member may be removed by the Neighborhood Council for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board Member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Commission Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board Member:

1. A motion to remove a Board Member may be initiated by any three (3) Board Members. Those Board Members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the Board Member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board Member, group of Board Members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next

regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.

3. The Board Member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board Member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board Members. The Board Member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board Member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board Member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper, or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.
8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
  - a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
  - b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
  - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.
  - d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were

correctly applied.

- e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board Member or return the matter to the Neighborhood Council for further consideration.
- f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the

Commission's decision the Board Member will be considered reinstated.

During the period of appeal, the Board Member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

- g. If the matter is returned to the Neighborhood Council for further consideration the Board Member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.
9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board Members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

## Section 10: Resignation

Board Member resignation must be submitted in writing to ~~an executive officer and should include the secretary~~ the Executive Board. The position shall then be deemed vacant.

Any member of the Board who ceases to be a Stakeholder is required to submit their resignation letter to ~~an executive officer~~ the Executive Board in regard to the loss of their stakeholder status. They may request a board vote to allow them to maintain and serve out the remainder of their term in the seat to which they were elected. ~~and should include the secretary~~. If the Stakeholder status of a Board Member is challenged, then the Department will contact the board member, verify the Stakeholder status using its procedure.

## Section 11: Community Outreach

The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

- A. The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the Council meeting.
- B. The Council shall maintain a web site presence to disseminate information to Council Stakeholders and others interested in the Council.
- C. Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

D. The CPNC shall outreach to solicit participation from Stakeholders. Outreach may include, for example, the creation of flyers, postcards, pamphlets and other related materials.

E. Social media posts shall comply with the Brown Act and the Digital Policy of the Board of Neighborhood Commissioners.

## ARTICLE VI OFFICERS

### Section 1: Officers of the Board

The officers of the Board (“Officers”) shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

### Section 2: Duties and Powers

The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. The President shall act as the chief executive of the Council and shall preside at all Council meetings. Shall maintain order, decorum, and fairness. Rules on procedural matters. Ensures the Board is working toward its mission and goals. Helps resolve conflicts or procedural issues. Shall chair the Executive Committee meeting.

B. The Vice President shall serve in place of the President if the President is unable to serve. Shall oversee committee activities, assist in the preparation of agendas, and perform such other duties as may be assigned by the Board or the President.

C. The Secretary shall

D. 1. keep minutes of all Board meetings in accordance with

*BONC Policy.* An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board Member, including the right to vote on matters before the Council.

2. Maintain an accurate and updated roster of Board Members, coordinate with both Webmaster so new board members could obtain their NC email addresses and EmpowerLA to access the ‘Cornerstone’ portal and complete the required trainings in order to be voting board members.

3. Provides ‘Draft Minutes’ to the President for inclusion in the meeting materials, to enable review and approval at the subsequent Board meeting.

4. Post the approved ‘Minutes’ on the CPNC website.

~~E. The Treasurer shall perform duties in accordance with City policies and procedures.~~

The Treasurer shall perform the following duties:

1. Maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the appropriate Los Angeles City agency's policies and procedures
2. Shall Chair the Budget Committee.
3. Shall maintain an inventory of all assets and properties of the CPNC.

Further details can be found in the CPNC Standing Rules

### **Section 3: Selection of Officers**

Officer positions shall be filled every **TWO (2)** years at the first official Board meeting following their election or selection in Board election years. They serve at the pleasure of the Board.

A petition to remove a member from their position as an Officer must be made by a Board member in writing 14 days prior to a meeting and delivered to the Chair, Secretary, and the Department representative. If such a petition is timely delivered, the item shall be placed on the agenda of the next regular or special Board meeting.

Officer positions may be revoked by two thirds (2/3) vote of Board members present and voting at a regular or special Board meeting. If the Officer is removed, the Officer position shall be filled at the next Board meeting.

### **Section 4: Officers Terms**

The Officers shall serve **TWO (2)** year terms and serve at the pleasure of the Board. They may stand for reelection or reappointment every **TWO (2)** years.

## **ARTICLE VII COMMITTEES AND THEIR DUTIES**

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

All standing committees shall meet at a minimum of nine (9) times per Fiscal year and shall invite the participation of stakeholders.

### **~~1:~~ Standing Committees**

Standing Committees must meet at least once every other month and are subject to the Brown Act. Standing Committee meetings must be public and must be posted at least seventy-two (72) hours in advance with an agenda. Minutes of the meeting must be recorded and archived,

~~Standing Committees of the Neighborhood Council can be found in the Standing Rules.~~

The Standing Committees of the Council are:

The Executive Committee, The Budget and Finance Committee, The Outreach Committee and Communications Committee, The Planning and Land Use Committee, The Community Activities and Projects Committee, The Bylaws and Procedures Committee.

Details on the Committee can be found in the CPNC Standing Rules.

### **Section 2: Ad Hoc Committees**

The Board may create an Ad Hoc Committee as needed to deal with temporary issues and report its findings, conclusions or recommendations to the Board. An Ad Hoc Committee must have a defined purpose and limited timeframe, carry out a specific task, be composed of only Board Members that constitutes less than a majority of the Quorum, and cease to exist upon the completion of its specific task.

If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act.

If an Ad Hoc Committee does not include Stakeholders, the committee does not operate under the notice and posting requirements of the Brown Act. If an Ad Hoc Committee includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act.

### **Section 3: Committee Creation and Authorization**

- A. **Committee Authority** - All committee recommendations shall be brought to the full Board for discussion and action.
- B. **Committee Structure** – ~~All committees shall have an established membership.~~

The President shall appoint the chairs of all committees, subject to a majority vote of the Board as to chair positions in Standing Committees only. Following appointment, committee chairs shall recommend the appointment of other committee officers (Board Members) including Stakeholders who are required to fill out an application and go before the Board for a Board action. The President may remove committee Chairs. Such a decision may be overridden by a two-thirds (2/3) vote of the membership present.

- A. All committees shall present copies of their approved minutes or reports for posting on the CPNC website.
- B. All standing committees shall publish agendas and post meeting notices in compliance with the Brown Act.
- C. All committee recommendations shall be brought back to the full Board for discussion and action.
- D. Only those committee members who are Board Members are eligible to serve as chairs of committees.

Standing Committees shall be composed of at least **HREE (3)** Board Members and no more than five (5) and may include any interested Stakeholders.

Ad Hoc Committees shall be composed of **FOUR (4)** or **three (3)** or fewer Board Members and may include any interested Stakeholders.

It is suggested that each Board member serve on at least **ONE (1)** !

- C. **Committee Appointment** – All Committee Chairs shall be appointed by the President and confirmed by the Board. Only those Committee members who are Board members are eligible to serve as Chairman of a committee. With the exception of the Executive Committee, Committee members shall be appointed by the President of the Board and confirmed by the Board. The Committee Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.
- D. **Committee Meetings** – With the exception of Ad Hoc committees created in compliance with Article VII, Section 2, Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.
- E. **Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.
- F. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

## ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

### Section 1: Meeting Time and Place

All meetings shall be held within the Council boundaries at a location, date and time set by the Board or their Committees.

~~A. **Regular Meetings** – Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length of time and format of the public comment period as appropriate.~~

Frequency – Meetings of the Board shall be held as often as determined by the Board, but at least nine (9) times per Fiscal year.

Location – Meetings of the Board shall be held at a location within the boundaries of the CPNC, as Department Approved Canoga Park Bylaws 04/25/2024

defined in Article III of this document. In the event that the Neighborhood Council desires conducting a meeting outside its boundaries in conformance with applicable laws, it shall consult with the Department of Neighborhood Empowerment and the Office of the City Attorney for appropriate advice.

The Neighborhood Council shall not hold meetings at any organization that has previously requested funding from the Council or that intends to submit a funding request in the future.

**B. Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting.

## **Section 2: Agenda Setting**

The President ~~shall set the agenda for each Council meeting. If called by the majority of the Board, the agenda shall be set at a Brown Act Compliant public meeting.~~ And/or The Executive Committee shall set the agenda for each Council meeting. Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Executive Board or during the public comment period of a regular Council meeting. The President shall promptly refer the proposal to a Standing Committee or, at the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council is required to consider the proposal at a Committee or Board meeting, but is not required to take further action on the proposal.

~~Any Stakeholder and/or Board members may make a proposal for action by the Council by submitting a written request to the Secretary/President. Stakeholders can also make such a request during the public comment period of a regular Council meeting. The Secretary/President shall promptly refer the proposal to a Standing Committee, or, at the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council may consider the proposal at a committee or Board meeting.~~

## **Section 3: Notifications/Postings**

The Neighborhood Council shall comply with the Ralph M. Brown Act and Department requirements for posting notices, including the Neighborhood Council Agenda Posting Policy approved by the Board of Neighborhood Commissioners. Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. See CPNC Standing Rules for further details.

The notice shall include the agenda of all proposed actions to be considered at the meeting and the City of Los Angeles Neighborhood Council posting policy shall be followed.

Notification of all meetings shall include, at a minimum:

- a) Posting on the Early Notification System (ENS)
- b) Posting at the Canoga Park Community Center
- d) Posting on the Council website and mass emailing
- e) Make additional reasonable efforts to notify the community of the meeting

## **Section 4: Reconsideration**

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

## **ARTICLE IX FINANCES**

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.
- E. The Council will not enter into any contracts or agreements except

through the appropriate City officials.

## ARTICLE X ELECTIONS

### Section 1: Administration of Election

The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

### Section 2: Governing Board Structure and Voting

The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

### Section 3: Minimum Voting Age

Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

Regarding the eligibility to vote for the Youth Board seat, Stakeholders must be at least 14 years of age on the day of the election or selection.

### Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status by providing acceptable documentation.

### Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

### Section 6: Other Election Related Language

~~At the Board meeting following the election meeting, the Board members present, provided there is a quorum, shall appoint, by a majority vote, the following members: **ONE (1)** Youth Group Representatives and **ONE (1)** Senior Group Representatives for a total of **TWO (2)**. This process for appointing Board members shall continue with each regular meeting thereafter until the appointments are filled.~~

An Ad Hoc Elections Committee shall be formed by the Board to oversee the elections.

## ARTICLE XI GRIEVANCE PROCESS

### Grievances Submitted by a Stakeholder

- A. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the [Los Angeles Administrative Code \(L.A.A.C.\) 22.818](#) Subsections (c)(1) [Grievance

Defined] and (c)(2) [Exclusions].

- B. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
- C. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:
  - a. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR
  - b. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
- D. Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with [L.A.A.C. 22.818](#) Subsection (d)(5).
- E. Only the Grievant may appeal a Board's decision pursuant to [L.A.A.C. 22.818](#) Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board's action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.
- F. Refer to Standing Rules for Process

#### **Grievances Submitted by a Board Member**

- A. Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in [L.A.A.C. 22.818](#) Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in [L.A.A.C. 22.818](#) Subsection (d)(6).

#### **Regional Grievance Panel**

- A. When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

The Council shall use Robert's Rules of Order when conducting Council meetings. Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

These bylaws supersede the parliamentary rules mentioned above.

## ARTICLE XIII AMENDMENTS

Any Board Member or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board.

Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective.

## ARTICLE XIV COMPLIANCE

The Council, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the policies approved by the Board of Neighborhood Commissioners, the Department's rules and regulations, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act, the Public Records Act, the Americans with Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

### Section 1: Code of Civility

The Council, its representatives, and all Stakeholders shall conduct all Council business in a civil, professional and respectful manner pursuant to Commission and City regulations.

### Section 2: Training

Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department.

Board members not completing mandatory trainings provided by the City within 60 days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

### Section 3: Self-Assessment

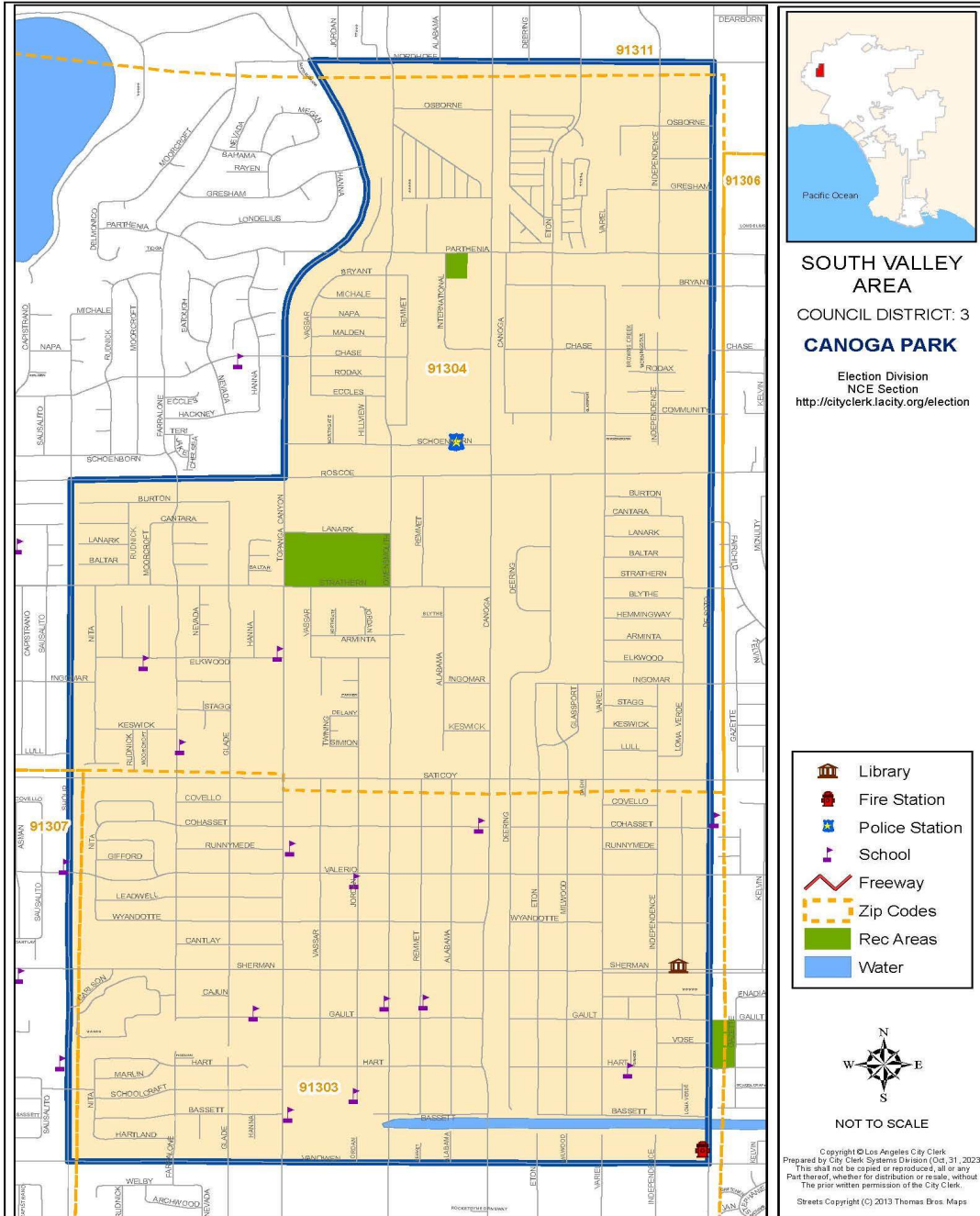
~~The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.~~

Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

Each Certified Neighborhood Council shall, with the assistance of the Department of Neighborhood Empowerment (The Department) as requested, survey its Community Stakeholders at least once biennially, to assess whether their Certified Neighborhood Council has met applicable goals set forth in the Charter and Article I, "Goals and Objectives of the Neighborhood Council System". The form of the review shall be prescribed by 'The Department' and the results of the review shall be made public and posted on 'The Department's' Web site.

# ATTACHMENT A

## Map of Canoga Park Neighborhood Council



**KAREN BASS**  
MAYOR

### CANOGA PARK NEIGHBORHOOD COUNCIL

OFFICE OF THE CITY CLERK  
CITY OF LOS ANGELES



Office of the City Clerk  
Election Division



Office of the City Clerk  
Systems Division

## ATTACHMENT B – Governing Structure and Voting

### Canoga Park Neighborhood Council – 15 Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<del>Youth Group Representative Term: 2 Years</del>	<del>1</del>	<del>Appointed Elected</del>	<del>Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.</del>	<del>Board of CPNC Appoint</del>
<del>Senior Group Representative Term: 2 Years</del>	<del>1</del>	<del>Appointed Elected</del>	<del>Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.</del>	<del>Board of CPNC Appoint</del>
<del>Residential Renters Representatives Term: 4 Years or 2 Years Residents (Property Owners, Homeowners, Renters) Term: 4 Years.</del>	<del>2</del> 10	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.
<del>Home/Condo Owners Representatives Term: 4 Years or 2 Years Workforce, Membership Term: 4 Years.</del>	<del>2</del> 4	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.
<del>Retail/Service Businesses Representatives Term: 4 Years or 2 Years</del>	<del>2</del>	<del>Elected</del>	<del>Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.</del>	<del>Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.</del>
<del>Community Based Organizations Representatives Term: 4 Years or 2 Years</del>	<del>1</del>	<del>Elected</del>	<del>Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.</del>	<del>Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.</del>

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<del>Community Service Organizations Representative</del> <del>Term: 4 Years or 2 Years</del>	<del>1</del>	<del>Elected</del>	<del>Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.</del>	<del>Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.</del>
Faith Based Organizations Representative Term: 4 Years or 2 Years	1	Elected	Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.	Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.
<del>Schools Representative</del> <del>Terms: 4 Years or 2 Years</del>	<del>1</del>	<del>Elected</del>	<del>Stakeholders, who live, work, or own property in the neighborhood and who are 18 years or older.</del>	<del>Stakeholders, who live, work, or own property in the neighborhood and who are 16 years or older.</del>
At-Large Representatives Term: 4 Years <del>or 2 Years</del>	<del>3</del> 1	Elected	Stakeholders, who live, work, or own property in the neighborhood or who declare a stake in the neighborhood as a community interest stakeholder; and are 18 years or older.	Stakeholders who live, work, or own property in the neighborhood or who declare a stake in the neighborhood as a community interest stakeholder; and who are 16 years or older.

Dear Councilmember \_\_\_\_\_,

On behalf of the \_\_\_\_\_, we are writing to express our support for a motion requesting a targeted amendment to *Ordinance No. 177327* governing land use at Van Nuys Airport.

The current regulatory framework for the airport, established through the 2006 Van Nuys Airport Plan and codified by *Ordinance 177327*, provides clear land-use designations intended to guide development within the airport footprint. These distinctions—particularly between Aviation and Airport Commercial uses—were adopted by the City Council after careful consideration of aeronautical and municipal needs, to ensure appropriate aeronautical activity, compatibility with surrounding communities, recognition of environmental constraints, and consistency with the City's adopted planning framework.

Recent proposals and solicitations issued by Los Angeles World Airports (LAWA) raise concerns that these established land use boundaries could be effectively altered through parcel consolidation or land reclassification prior to completion of the forthcoming Van Nuys Airport Specific Plan. In particular, development concepts that combine parcels with different use designations, or that require conversion between Aviation and Airport Commercial land categories, risk undermining the integrity of the existing ordinance before the comprehensive planning process directed by Council File 23-1339 is completed.

The ordinance amendment being proposed offers a practical and narrowly tailored safeguard. It does not halt development at the airport. Rather, it simply ensures that any projects moving forward remain consistent with the land use designations already adopted by the City until the new Specific Plan process has been completed and considered by the Council.

Preserving the integrity of the 2006 Plan during this interim period, and ensuring zoning remains consistent with the land-use designations established in the ordinance, is essential to maintaining transparency, public confidence, and orderly planning. If land-use categories are effectively altered through individual project solicitations or administrative actions prior to the Specific Plan update, the broader planning process risks being preempted by piecemeal decisions that may result in irreversible adverse consequences for our district and the San Fernando Valley region.

For these reasons, and because development at VNY Airport directly affects our district—bringing increased noise, pollution, blight and operational impacts—\_\_\_\_\_ respectfully urges you to take the lead in filing this proposed action. The motion directs the Department of City Planning, in consultation with the City Attorney, to prepare an

amendment clarifying that any land-use or zoning changes within the Van Nuys Airport Plan area may occur only through the ongoing Specific Plan process.

In developing the new Specific Plan, we strongly urge the City Council to preserve the existing land-use designations established in *Ordinance No. 177327* to ensure continuity, protect the community, and maintain the integrity of the airport's planning framework, particularly given the dense population of the San Fernando Valley.

Thank you for your consideration of this matter and for your continued attention to responsible planning at Van Nuys Airport.

Sincerely,