

---

Paula Cracium, President   Patrick Pope, Vice President  
Eric Nam, Secretary   Sean O'Rourke, Treasurer 1, Armando Nunez II, Treasurer 2  
Becky Leveque, Susan Hammarlund, Alex Kim, Ashiley Lee, Cindy Lee and Cheri Derohanian

---

### **Special Board Meeting Minutes**

Wednesday, March 25 2015

Porter Ranch Library Meeting Room, 11371 Tampa Ave, Porter Ranch, CA 91325

#### **1. Welcome**

- a. President Paula Cracium called the Meeting to order at 6:00 p.m.

Reminder to sign in and that it is completely optional and not required for attendance. Ms. Cracium noted the above

#### **2. Roll Call**

Board Members who were present introduced themselves: Paula Cracium (President), Sean O'Rourke (Treasurer 1), Becky Leveque, Susan Hammarlund, and Ashiley Lee was. Pat Pope (Vice-President), Eric Nam (Secretary), Armando Nunez II, (Treasurer 2), Alex Kim and Cindy Lee were absent. Cheri Derohanian arrived at 5:38 p.m. The PRNC quorum (the minimum number of Board Members needed to be present to take binding votes on Agendized Items) is seven.

Please see <http://empowerla.org/wp-content/uploads/2012/06/PorterRanchNC-Bylaws.pdf>, so the Board could take such votes. All 11 of the 11 Board Seats were filled either by appointment or election. There were no stakeholders in attendance.

#### **4. Discussion on Bylaws Amendment – Becky Leveque**

The following changes were made and/or revised to the Bylaws. The changes have been italicized.

#### **Article III – Boundaries**

*The 118 Freeway to the south, the City Line to the west, the City Line to the north and Aliso Canyon to the east.*

#### **Article V –Governing Board**

Section 1: Composition: There shall be eleven (11) PRNC members of the Board of Directors (Board). Ten (10) Board seats shall be "At-Large," one (1) seat shall be "Open At Large". Board seats shall be open to any and all stakeholders who are at least *eighteen* (18) years of age. All

Paula Cracium, President   Patrick Pope, Vice President  
Eric Nam, Secretary   Sean O'Rourke, Treasurer 1, Armando Nunez II, Treasurer 2  
Becky Leveque, Susan Hammarlund, Alex Kim, Ashiley Lee, Cindy Lee and Cheri Derohanian

---

stakeholders are eligible for candidacy to the Board. No single stakeholder group shall comprise a majority on the Board, unless extenuating circumstances exist, and are approved by the Department.

Section 3: Official Actions: Official action is any action which results in Board approval or disapproval of any resolution, positions, or decisions with respect to items of interest, which will then become the official or representative voice on said item for the PRNC. For meetings where only six (6) Board members are present, official action may be taken if four (4) of the six (6) Board members pass a motion. *Simple majority vote by the Board Members present and voting, not including abstentions.*

Section 4: Terms and Term Limits: Board *members* shall serve a four (4)-year term. Members shall be elected during *alternate* even number years. The intent of the Board is to establish a staggered election system where approximately half of the Board is elected at each City conducted election.

Section 7: Absences: A Board member shall be allowed no more than three (3) consecutive or a total of four (4) absences from General Board *meetings* for the previous twelve (12) month period. Absences from Emergency, Special, ad hoc and committee meetings are not included. Upon the fourth (4th) absence from a General Meeting the seat shall be declared vacated by the Board President. The seat shall then be filled by the procedure noted in Article V section 6. Notification of a Board member absence should be reported to the secretary prior to the general meeting so a quorum can be established.

## **Article VI – Officers**

A. *The* Treasurer II serves as the second signatory for all financial records and documents. The Treasurer II shall be in charge in place of Treasurer I if Treasurer I is unable to serve.

## **Article VIII – Meetings**

No changes were made to this section but it should be noted that the PRNC posts its agenda at 11280 Corbin Avenue, Porter Ranch 91326.

## **Article X – Elections**

Section 1: Administration of Election: The PRNC's election will be conducted pursuant to any and all City ordinances, policies and procedures set forth by *The Department* pertaining to Neighborhood Council elections.

Paula Cracium, President   Patrick Pope, Vice President  
Eric Nam, Secretary   Sean O'Rourke, Treasurer 1, Armando Nunez II, Treasurer 2  
Becky Leveque, Susan Hammarlund, Alex Kim, Ashiley Lee, Cindy Lee and Cheri Derohanian

---

Section 4: Method of Verifying Stakeholder Status: Voters will prove/verify stakeholder status for the PRNC elections. Voters must submit required documentation in accordance with the Departments Neighborhood Council Election Procedures. An acceptable *document(s)* must be presented at the time of the election proving stakeholder status prior to receiving a ballot.

## **Article XII – Parliamentary Authority**

*PRNC business shall be conducted in accordance with the Brown Act, any applicable local, state and federal law, neighborhood council Bylaws (if not in conflict with the above mentioned laws), then Robert's rules of Order (if not in conflict with the above mentioned laws and Bylaws).*

## **Article XIV – Compliance**

Section 1: Code of Civility: The PRNC, its representatives, and all Stakeholders will refrain from violating Board Rules and shall be subject to any or all applicable sections of the City of Los Angeles Governmental Ethics Ordinance (L.A.M.C. Section 49.5.1), and will abide by all applicable federal, state, and local laws. *Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.*

Section 2: Training: Attendance of a Department or City Ethics Commission financial disclosure/ethics training and treasurer training will be required of all Board members within ninety (90) days of assuming office. A board member cannot vote until they have been certified by the Department. *All board members must take ethics and funding training prior to making motions and voting on funding related matters.*

Section 3: Self-Assessment: There shall be an annual meeting of the Board to assess the accomplishments of the previous year and to plan for and set goals of accomplishments for the forth coming year. *Time and place will be planned by the President of the Board.*

## **5. Public Comment – N/A**

**6. Future meetings** – The next board meeting of the PRNC will be held on April 1, 2015 at 6:00 p.m. at Porter Ranch Community School Multipurpose Room, 12450 Mason Ave., Porter Ranch

**7. Motion to adjourn** – Meeting adjourned at 7:05 p.m.