

## Standing Rules

"The following Standing Rules were last updated at the October 21, 2021 General Board Meeting.

Prior approved Standing Rules follow chronologically below that."

## **North Hills West Neighborhood Council (NHWNC)**

### **STANDING RULES**

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#### A. PURPOSE

1. Standing Rules assist the NHWNC in the operation and efficient and orderly conduct of its meetings. Standing Rules supplement, support and are superseded by the Bylaws and government legislation, Acts, laws, rules, regulations, policies and guidelines. Standing Rules may be approved, revised, added to or deleted at any Board Meeting by a properly Agendized Board Motion. Standing Rules may be suspended at any meeting by majority vote approval.

#### B. MEETING PREPARATION

1. Board member direct response is requested in a timely manner, prior to any next meeting, to Requests for Comments or Corrections regarding agenda drafts, draft minutes, MER's, etc; notify President.

2. Agenda requests should be submitted to President or Secretary, saying "Agenda Request" in the subject line, at a minimum of 10 business days ahead of the requested meeting date. Each appropriate agenda item should have a "shepherd" name associated with it, which can be a Stakeholder, knowledgeable about the item to introduce and explain it.

3. Clear Agenda Requests: Agenda requests and recommendations must be made to the Agenda-setter(s) in clear, actionable wording. If the request or recommendation is for possible action and/or includes a proposed Motion, the action and/or Motion must be worded in a ready-to-read and vote format such as:

[Either]

Discussion and possible action: The North Hills West Neighborhood Council \_\_\_\_

[or]

Discussion and possible action: The North Hills West Neighborhood Council supports the/will co-/sponsor with \_\_[Organization/Elected Official's Name]\_\_ \_\_[Event Name]\_\_ on \_\_[date]\_\_, 202\_\_ from \_\_:\_0 \_\_.m. – \_\_:\_0 \_\_.m. at \_\_[Location Name]\_\_ at \_\_[address]\_\_, and

[and]

. . . will allocate funding not to exceed/up to/in the amount of \$\_\_ from budget category \_\_[# and Name]\_\_, line item \_\_[# and Name]\_\_ to purchase \_\_[quantity]\_\_ \_\_[item(s) name(s)]\_\_ to be used for \_\_[specific use(s)]\_\_ from \_\_[Company Name]\_\_.

Discussion and possible action: The North Hills West Neighborhood Council supports/opposes the project/application/a Conditional Use Permit/zone change request/Variance request for \_\_[address]\_\_

St./Ave./Blvd./Rd./Pl. with the following condition(s)/for the following reason(s) \_\_\_\_.

In addition, Agenda requests / proposals should include sufficient information to enable wording for an Agenda item. Supplemental information / documentation sufficient for agendaized discussion should also be provided in time to accompany the Agenda posting.

4. Aside from routine Agenda introductions like prior Minutes, MERs, etc, which are typically announced during meetings by the President or Presiding Chair, each Agenda item should have a “shepherd” name associated with it, that is knowledgeable about the item to introduce it and initialize any potential motion wording for 2nd and discussion.

5. Absence Notice: Board and Committee Members who know they will be absent from a meeting must, as soon as possible, notify or arrange for another Board or Committee Member to notify the Presiding Officer of that meeting of the absence. If not already written, notification must be provided in writing as soon as possible.

### C. BOARD MEMBER ELIGIBILITY AND LIMITS OF AUTHORITY

1. Board Member Trainings and Compliance: All Board and Committee Members are responsible for complying with all applicable government legislation, Acts, laws, rules, regulations, policies and guidelines, including, but not limited to, those of Departments, Commissions, Offices and Bureaus of the City and County of Los Angeles, the State of California and the U.S. Government. Board Members must complete

Ethics Training, Funding Training and Code of Conduct as required. As well as any new Trainings as may be approved and introduced.

Board and Committee Members not current in their training(s) may not be permitted to vote on Motions, but will not negatively affect quorum.

2. Limits of NHWNC Authority: The NHWNC and its Board and Committee Members cannot approve, authorize, deny or otherwise take action(s) that are outside of their authority or jurisdiction, such as

on land use projects; street or other facility construction, maintenance or repair; traffic mitigation or regulation measures; or government legislation, Acts, laws, rules, regulations, policies or guidelines. The NHWNC can only advise, recommend, support or oppose them.

The NHWNC can only approve, authorize, deny, advise, recommend, support, oppose or otherwise take action(s) that are within their authority or jurisdiction, such as make allowed expenditures of NHWNC funds; support and/or co-/sponsor certain events; and partner with another organization(s), subject to applicable government legislation, Acts, laws, rules, regulations, policies and guidelines.

3. Board Approval of Committee Actions: All actions taken by Committees are only advisory and/or recommendations to, and must be approved and only can be taken by the Board, including, but not limited to, allocating funds; writing Community Impact Statements and letters; hosting or co-/sponsoring an event; and co-/sponsoring or partnering with another organization. Committees must not take such actions or commit the Board to act.

#### D. COMMITTEES

1. Stakeholders may be appointed to serve as NHWNC Committee Co-Chairs, empowering stakeholders to represent their interests. Committee actions must be Board-approved. All actions taken by Committees are only advisory and/or recommendations to and must be approved by the Board, including but not limited to allocating funds; writing Community Impact Statements and letters; hosting, sponsoring or co-sponsoring any event; and sponsoring, co-sponsoring or partnering with another organization. Those actions only can be authorized by the Board; Committees must not do those actions or commit the Board to act.

2. Committees must submit to the Board either draft or approved Committee Meeting Minutes when submitting a recommendation or Motion for Board consideration.

#### E. CONDUCT IN MEETINGS

1. **Parliamentarian:** If the Board or a Committee has appointed a Parliamentarian, s/he will assist the Board in maintaining procedural order and adhering to its parliamentary authority, which is Rosenberg's Rules of Order, and may perform other duties as prescribed by the Board or Committee.
2. **Sergeant at Arms:** If the Board or a Committee has appointed a Sergeant at Arms, s/he will work to maintain meeting conduct and may perform other duties as prescribed by the Board or Committee.
3. **Meeting Conduct, Civility and Decorum:** All Board and Committee Members and Stakeholders wanting to comment need to first be recognized by the Presiding Officer. Agenda item discussion shall be relevant and germane to the item. At all other times during Board and Committee Meetings Board and Committee Members and Stakeholders are to refrain from commenting and having discussion with other members and Stakeholders. The Presiding Officer, Parliamentarian and/or Sergeant at Arms shall enforce this.
4. **Code of Conduct compliance:** Board and Committee Members, Stakeholders and others must comply with the Code of Conduct and respect and be courteous to others, and are subject to action by a Board Member(s) and/or Committee Member(s), Parliamentarian, Sergeant at Arms and/or law enforcement if they do not comply. This includes, but is not limited to, . . . willfully interrupting a meeting by intentionally engaging in behavior that substantially impairs or renders unfeasible the orderly conduct of the meeting."

Comments and/or behaviors that are disrespectful, discourteous, slanderous, abusive, profane, disorderly, disruptive, illegal, threatening, and/or unnecessarily repetitive or loud. Compliance may include being requested and/or required to leave a meeting, and/or, for Board and Committee Members, possible censure and/or removal from the Board and/or Committee.

5. **Possible or Actual Conflict of Interest; Recusal from Voting:** Board and Committee Members must, after an Agenda item is opened or a Motion is made, fully disclose any possible or actual conflict of interest,

recuse themselves (self-declare as ineligible to vote on a Motion due to a possible or known conflict of interest; recusing is different from abstaining, which is declining to vote “yes” or “no.”), give the reason for the recusal (such as possible or known financial gain to themselves and/or to an organization to which they belong), and leave the meeting room or go offline until after any related vote(s) are taken.

6. Motion Making: After the Presiding Officer opens an Agenda item for action, first the making, seconding and recording of a Motion in clear, actionable wording (see the above “Agenda Requests” Rule) will be requested and done, without explanation, comment or discussion except to clarify the Motion wording. Then discussion/comment will be opened to the Board or Committee and Stakeholders. Then, unless the Board or Committee has agreed not to vote on the Motion, a vote must be taken. After voting starts, no questions, comments or discussion will be allowed. Then whether the Motion passed or failed, and the vote totals, must be clearly announced.

7. Time Limit on Public Comment: Public Comments may be limited to an amount of time set by the Presiding Officer, who can extend that time.

## 8. NHWNC CODE OF CIVILITY

Collectively and individually, the members of the Board of Directors of the North Hills West Neighborhood Council agree to abide by a Code of Civility to ensure that our Neighborhood Council’s business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for our Neighborhood Council.

The freedom to express one’s views about public matters is a cornerstone of the democratic process. The North Hills West Neighborhood Council welcomes the diverse views and opinions of our Board Members and Stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.

By adoption of this Motion, we collectively and individually agree to abide by our Code of Civility to the best of our abilities.

1. I will conduct myself in a professional and civil manner at all times as a representative of the North Hills West Neighborhood Council.
2. I will treat each member of the Board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion.
3. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public.
4. Under no circumstances during Neighborhood Council meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.
5. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption, within established guidelines and parliamentary procedure.
6. I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.
7. Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.
8. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the Bylaws.
9. I will commit to learn the applicable laws that govern Neighborhood Councils, including Bylaws, standing rules, the Brown Act, ethics rules, City Ordinances, and the City Charter, and will not knowingly violate any of the above.
10. I will abide by the Neighborhood Council's meeting procedures or rules in order to create a safe and effective environment for conducting business.
11. I will promote and enforce a safe meeting environment at all times. At moments when members of the public or Board Members become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow Board Members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is

being expressed.

12. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
13. I pledge to truly listen to and hear other points of view.
14. I will practice the art of being able to disagree without being disagreeable.
15. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters.
16. I will commit to good faith efforts to resolve any grievances that come before the Board as specified in the Bylaws.
17. I owe it to my fellow Board Members, the public, and the decision-makers who we are trying to influence to make the best possible effort to understand the issues before me.

#### F. POST-MEETING RESPONSIBILITIES

1. The Board Member(s) responsible for submitting documents, such as letters and Community Impact Statements, financial, and documents related to Neighborhood Purposes Grant applications, will do so in a timely manner.
2. Recorded Media Maintenance: If a recording is made or facilitated of a meeting, the recording will be retained a minimum of 180 days following the approval of the Minutes the recording represents. Thereafter, a recorded media may be erased or otherwise re-purposed.

#### G. EXTERNAL COMMUNICATIONS

1. The President or Presiding Officer is the official spokesperson of the NHWNC. At the discretion of the President, another person may be designated as spokesperson on a specific issue.
2. To ensure proper and effective representation and that the NHWNC speaks with one voice, the President or Presiding Officer, at his or her discretion, will review and approve all official communications of the NHWNC Board or its Committees, including, but not limited to, letters



and Community Impact Statements.

3. The Board may authorize the President or Presiding Officer or their designee to draft and send an official communication of the NHWNC Board or its Committees, including, but not limited to, letters and Community Impact Statements. Provided that such communication accurately communicates the official position of the Board, it shall not be necessary for the President or Presiding Officer to present the specific text of the communication to the Board for final approval unless such vote includes this requirement.

4. A Committee may authorize the Committee Chair or Presiding Officer or their designee to draft and send an official communication of the Committee, including, but not limited to, letters and Community Impact Statements, to the NHWNC Board for final approval. Provided that such communication accurately communicates the official position of the Committee, it shall not be necessary for the Committee Chair or Presiding Officer to present the specific text of the communication to the Committee for final approval unless such vote includes this requirement.

5. Board and Committee Member Use of NHWNC Title or Position: No Board or Committee member shall represent him/herself as communicating on behalf of the NHWNC, its Board or a Committee, or commit the NHWNC or a Committee to action, unless s/he has been authorized to do so by the Board, or by the Executive or other Committee when approval by the full Board or Committee would not be timely. If authorized, Members may do research or make exploratory contacts in their official capacity as long as they do not commit the NHWNC to action. Such authorization may be limited or revoked at any time by the Board.

6. Website postings: The President or Presiding Officer may approve all NHWNC website postings, with the exception of routine postings such as Agendas, Minutes, Monthly Expenditure Reports and calendar events. Objections regarding non-routine postings or non-postings may be brought to the full Board by any Member for discussion and possible

action.

7. Any individual Board or Committee member is free to speak or write expressing his or her own private opinion in a public venue or media outlet, as long as it is clearly stated that he or she is not speaking on behalf of or as an official representative of the NHWNC, its Board or a Committee, and that the views expressed only represent that person's private opinion.

In an instance where a Board member is speaking in opposition to a duly voted position of the Board, the voted position of the Board shall be stated as such and the individual shall expressly state they are speaking as an individual, in opposition to that voted position of the Board.

Members of the NHWNC may attend regional or Citywide NC alliance meetings or meetings of other organizations and may speak on any subject but must clearly state that the views they are expressing are their own personal views and do not necessarily represent the view of the NHWNC. Once the NHWNC has taken an official position on a matter, a NHWNC Board Member in attendance at a regional or Citywide NC alliance meeting or a meeting of another organization may convey the position taken by the NHWNC provided that they do so accurately and completely. NHWNC Board Members may not vote as representatives of the Board on any matter at regional or Citywide NC alliance meetings or a meeting of another organization unless said Board Member is the board's official representative to that body or they have otherwise been authorized to vote on behalf of the Board through an official action of the board.

8. Any individual Board or Committee member or member of the public may request a copy of any official communication sent on behalf of the NHWNC Board or its Committees. The posting of an official communication on the website of the NHWNC or of the City of Los Angeles, such as within the City's Council File Management System, shall satisfy this requirement. Nothing in this rule shall be interpreted to relieve the NHWNC of any responsibilities under any applicable Public

Records disclosure laws such as the California State Public Records Act.

9. Protocols for responding to Stakeholder email inquiries

Upon receipt of an email to board@nhwnc.net, Secretary will make initial response with Bcc to board@nhwnc.net, advising the sender that their message was received and if the issue is not directly responded to at that point, then an individual will be Cc'd and tasked with a more appropriate response. That response should also be Bcc'd to board@nhwnc.net

10. Board phone / message response procedure & backup(s)

Upon receiving a phone call or voice mail, the custodian of the phone will either respond directly, or forward a response request to another more appropriate individual for a timely response.

11. Compile and maintain a master file of Usernames, Passwords etc

President will maintain a list of all NC items that require password access. This information or appropriate portions may be shared as needed. Specified backup will be designated, which may include more than one person or process.

H. UPON NO LONGER BEING A BOARD OR COMMITTEE MEMBER

1. Return of NHWNC Assets or Property. On the last day or as soon as possible after a Board or Committee Member's membership ends, all NHWNC assets or property in that person's possession must be returned to the NHWNC.

The following Standing Rules

Were presented and approved at the April 20, 2017 General Board Meeting

Standing Rules:

1. All discussion regarding an agenda item shall be relevant and

germain to the topic at hand

The presiding officer shall enforce this

2. Board member comments need to be first recognized by the presiding officer

The presiding officer shall enforce this

3. Website postings:

The Presiding Officer shall approve all NC website postings, with the exception of routine items

such as agendas, MER's, minutes, and calendar events.

Objections regarding postings or non postings of non routine items may be brought before the full Board by any member for discussion and possible action.

4. Recorded media:

Will be maintained so as to be available, for a minimum of 60 days following the approval of the minutes the recording represents.

After which the recording media may be erased and re-purposed.

5. Policy on External Communications, added at December 21, 2017  
General Board Meeting

#### POLICY ON EXTERNAL COMMUNICATIONS

6. It is the policy of NHWNC that the President or Presiding Officer is the official spokesperson of the Council. At the discretion of the President, another person may be designated as spokesperson on a specific issue.

7. To ensure proper and effective representation, and that the Council speaks with one voice:

It is the policy of the North Hills West Neighborhood Council that the President or Presiding Officer,

at his or her discretion, reviews and approves all official communication of the NHWNC Board

or its committees, including but not limited to, letters and Community Impact Statements (CIS).

8. The Board may authorize the President or Presiding Officer or their designee to draft and send an official communication of the NHWNC Board or its committees, including but not limited to, letters and Community Impact Statements. Provided that such communication accurately communicates the official position of the Board as approved through a majority vote of Board Members at a General Board meeting of the NHWNC, it shall not be necessary for the President or Presiding Officer to present the specific text of the communication to the Board for final approval unless such vote includes this requirement.

9. A Committee may authorize the Committee Chair or Presiding Officer or their designee to draft and send an official communication of the Committee, including but not limited to, letters and Community Impact Statements, to the NHWNC Board for final approval. Provided that such communication accurately communicates the official position of the Committee as approved through a majority vote of Committee Members at a Committee meeting, it shall not be necessary for the Committee Chair or Presiding Officer to present the specific text of the communication to the Committee for final approval unless such vote includes this requirement.

10. Any individual Board or committee member or member of the public may request a copy of any official communication sent on behalf of the NHWNC Board or its committees. The posting of an official communication on the website of the NHWNC or the website of the City of Los Angeles, such as within the Council File Management System, shall satisfy this requirement.

11. Nothing in this rule shall be interpreted to relieve the NHWNC of any responsibilities under any applicable Public Records disclosure laws.

12. Any individual Board or committee member is free to speak or write

expressing his or her own opinion  
in a public venue or media outlet as long as it is clearly stated that the  
person is not speaking on behalf of the Council  
or as an official representative of the NHWNC Board or its committees  
and that the views expressed  
represent that person's opinion only.