

North Hills West Neighborhood Council

Rules & Elections Committee draft minutes

Thursday July 21, 2016

New Horizons - Sam's Cafe 15725 Parthenia St, North Hills, CA 91343

1. Welcome, Roll Call and announcement of Voting Eligibility
Present: Punam Gohel, Dan Gibson, Dave Brown
Quorum established at 6:35pm, all members in compliance
2. Review & discussion of prior meeting minutes:
<http://www.nhwnc.net/wp-content/uploads/2016/02/February-4-2016-Rules-Elections-Joint-Board-meeting-draft-minutes-.pdf>
Minutes approved unanimously as presented.
3. Public Comments and Public Agency Speakers: none
4. Discussion regarding Standing Rules, content, format, implementation
The proposed Standing Rules are included at the end of this draft, and will be presented to the Main Board at the next General Board meeting. The current NHWNC Bylaws are on the Neighborhood Council website at:
<http://www.nhwnc.net/agendas-minutes/minutes-and-agendas/bylaws/>
5. Board Member Comments
6. Meeting adjourned at 6:58pm

These Standing Rules will assist the NHWNC in the operation and efficient conduct of its meetings. They supplement, support and are superseded by the Bylaws and government Acts, laws, rules, regulations, policies and guidelines. Standing Rules may be approved, revised, added to or deleted at any Board Meeting by a Board Motion that has been properly agendized. Additionally, these Standing Rules may be suspended at any meeting by majority vote approval.

1. Board Member Trainings and Codes Compliance

All Board Members are responsible for complying with all relevant government Acts, laws, rules, regulations, policies and guidelines, including but not limited to those of Departments, Commissions, Offices and Bureaus of the City of Los Angeles, the State of California and the U.S. Government. These include the required Ethics Training, Funding Training and Code of Conduct. Board members not current in their training may not be permitted to vote on issues before the board.

7. 2. Communication of Limits of Neighborhood Council Authority
The Neighborhood Council and its Board Members cannot require, mandate or force anyone to do anything, including Board Members, Stakeholders, government employees or others; they may not authorize or approve issues that are outside of their jurisdiction. The Neighborhood Council only can advise or recommend action, including, but not limited to, land use projects; street or other facility maintenance; traffic regulation measures; legislation; and government policies, procedures, rules, regulations and guidelines.

3. Communication Responsibility

Board and Committee Members share responsibility for sending and receiving communications and materials, and in a timely manner.

4. Agenda Preparation

Requests to Agendize anything must be made to the Agenda-setter(s) in a timely manner so that the Agenda-setter(s) have time, if needed, to adjust and/or post the Agenda as needed; usually at least 96 hours in advance of a regularly scheduled board meeting.

5. Notice of Absence

Board and Committee Members who know they will be absent from a Meeting will, as soon as possible, notify or arrange for another Board or Committee Member to notify the Presiding Officer of that Meeting. If not already in writing, the notification must be sent in writing as soon as possible thereafter.

6. 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 regarding that Agenda Item and/or Motion. If a Member has a possible or actual conflict of interest, they must recuse (self-declare as ineligible to vote on a Motion due to a possible or known conflict of interest) themselves and leave the Meeting room until after any related vote(s) are taken, and without making any comments except the reason for the recusal. (Recusing is different from abstaining, which is declining to vote “yes” or “no.”)

7. 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 will be requested and done, without explanation, comment or discussion except to clarify the Motion wording. Then discussion/comment will be opened to both the Board and to Stakeholders. Then, unless the Board has voted or agreed not to vote on the Motion, the vote will be taken and clearly announced.

8. 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.

9. 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 Rosenberg’s Rules of Order, and may perform other duties as prescribed by the Board.

10. Sergeant at Arms

If the Board or a Committee has appointed a Sergeant at Arms, s/he will work to maintain order and may perform other duties as prescribed by the Board.

11. Meeting Conduct, Civility and Decorum

All Board and Committee Members, Stakeholders and others must comply with the Code of Conduct and give respect and common courtesy to others and are subject to action by a Board Member(s), Sergeant at Arms and/or law enforcement if they do not comply. This includes, but is not limited to, comments and/or behaviors that are disrespectful, discourteous, slanderous, abusive, profane, disorderly, disruptive and/or illegal or threatening, and/or unnecessarily repetitive or loud. Compliance may include being requested and/or required to leave a Meeting. Board members will be recognized by the presiding officer to speak on issues before the board. At all other times the board members are to refrain from commenting and discussion with other members during the meeting.

12. 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 any other organization. Those things only can be recommended to and/or authorized by the Board; Committees must not do those things or commit the Board to act.

13. Committees Must Submit Meeting Minutes with Recommendations

Committees must submit either draft and/or approved Committee Meeting Minutes or the Internet link address to those Minutes on the Neighborhood Council website when submitting a Motion for consideration by the Board, or at a minimum, the Committee draft minute wording of a Motion. Committee motions approved by the committees and when properly submitted to the Board and agenda do not require a second.

14. Board Member Use of Neighborhood Council Title or Position

No Officer or Member of the Neighborhood Council or any of its Committees shall represent him/herself as communicating on behalf of the Council or Committee, or commit the Council or Committee to action, unless s/he has been authorized to do so by the Board, or by the Executive Committee when approval by the full Board 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 Council to action. Such authorization may be limited or revoked at any time by the Board.

15. Return of Neighborhood Council Assets or Property

On the last day or as soon as possible thereafter of a Board or Committee Member term, all Neighborhood Council assets or property in that person's possession must be returned to the Neighborhood Council.

16. Maintenance of recorded media: In the event a recording is made or facilitated of a meeting, the recording will be maintained a minimum of 90 days following the approval of the minutes the recording represents. Thereafter, a recorded media may be re-utilized or otherwise re-purposed.