

## 1. Bylaws

NC Elections:

Recommendation of going to “staggered” elections

To be implemented via the following:

At the next NC election in 2018:

The highest 7 vote counts would be for 4 year terms

The next 6 highest vote counts would be for 2 year terms as is current procedure

At the following NC election in 2020:

The 6 2 year term seats would be up for election for a term of 4 years

Then, every 2 years at subsequent NC elections

Either 7 or 6 seats would be up for election, for 4 years terms

Alternative consideration for basing 4 year terms:

Retroactively using most recent election vote totals

## 2. Bylaws

### **Policy on Absences**

Option 1 – Four Absences in 12 month period

There are no excused absences. Any Board Member who misses four (4) regularly scheduled

Neighborhood Council Board Meetings during any twelve (12) month period will be automatically removed from the Board. Each Council Board Member absence shall be recorded

in the Council’s Meeting Minutes or other manner of Council record keeping.

The Secretary shall be responsible for keeping track of Board Member absences and shall notify the Presiding Officer when any Board Member misses three (3)

Board Meetings

during any twelve (12) month period, and when any Board Member misses four (4) Board Meetings

during any twelve (12) month period.

Upon a Board Member missing three (3) Board Meetings during any twelve (12) month period,

the Presiding Officer or a person designated by the Presiding Officer shall notify the Board Member

that an additional absence within a specified time period will result in their removal from the Board.

The notice shall be made in any manner reasonably expected to result in the Board Member receiving notice,

but at a minimum the notice shall be mailed to the Board Member's last known address on file with the Council

or the Department of Neighborhood Empowerment.

Notice shall be given as soon as is reasonably possible after the Board member's third absence.

Upon a Board Member missing four (4) Board Meetings during any twelve (12) month period,

the Presiding Officer shall notify the Board member that their seat has been declared vacant

and that the Member is removed from the Board.

Notice shall be made per the process described above.

Any regularly scheduled 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.

If removed from the Board per this Section, the former Board Member may seek reinstatement

by following the Reinstatement Process.

The Vice President shall act as the Presiding Officer

in the event that the President is the member in question.

B. Reinstatement Process – If requesting reinstatement, the former Board Member must within ten (10) days of the fourth absence notify the Presiding Office in writing

of their intent to request reinstatement.

The Presiding Officer or their designee will schedule the request to be heard at the next regularly scheduled Board Meeting.

Upon hearing the former Board member's request,

the Board will vote as to reinstatement **and any conditions regarding further attendance**

**the former Board member must meet to remain on the Board.**

Option 2 – Three Consecutive or Five total absences in 12 month period

There are no excused absences. Any Board Member who misses three (3)

consecutive

or a total of five (5) regularly scheduled Neighborhood Council Board Meetings during any twelve (12) month period will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes

or other manner of Council record keeping.

The Secretary shall be responsible for keeping track of Board Member absences and shall notify the Presiding Officer when any Board Member misses two (2) consecutive

or a total of four (4) Board Meetings during any twelve (12) month period, and when any Board Member misses three (3) consecutive

or a total of five (5) Board Meetings during any twelve (12) month period,

Upon a Board Member missing two (2) consecutive or a total of four (4) Board Meetings

during any twelve (12) month period,

the Presiding Officer or a person designated by the Presiding Officer shall notify the Board Member

that an additional absence within a specified time period will result in their removal from the Board.

The notice shall be made in any manner reasonably expected to result in the Board Member receiving notice,

but at a minimum the notice shall be mailed to the Board Member's last known address on file with the Council

or the Department of Neighborhood Empowerment.

Notice shall be given as soon as is reasonably possible

after the Board member's second consecutive or fourth absence.

Upon a Board Member missing three (3) consecutive or a total of five (5) Board Meetings

during any twelve (12) month period, the Presiding Officer shall notify the Board member

that their seat has been declared vacant and that the Member is removed from the Board.

Notice shall be made per the process described above.

Any regularly scheduled 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.

If removed from the Board per this Section, the former Board Member may seek reinstatement

by following the Reinstatement Process.

The Vice President shall act as the Presiding Officer in the event that the President is the member in question.

B. Reinstatement Process – If requesting reinstatement, the former Board Member must, within ten (10) days of the third consecutive or fifth total absence, notify the Presiding Office in writing of their intent to request reinstatement. The Presiding Officer or their designee will schedule the request to be heard at the next regularly scheduled Board Meeting.

Upon hearing the former Board member's request, the Board will vote as to reinstatement and any conditions regarding further attendance the former Board member must meet to remain on the Board.

### 3. Bylaws

Reinstatement procedure: via agendaized main Board majority vote

### 4. Bylaws

Abstentions:

At the moment abstentions are counted as a default yes vote

The Committee is recommending the Board consider counting abstentions as a non vote

Similar in nature to a recusal, but without negatively affecting quorum

### **Abstentions**

Section 3: Official Actions - At a meeting in which there is a quorum, a majority vote by the Board members present and voting, not including abstentions shall be required to take official action.

### Explanation

To determine whether a motion passes, abstentions are ignored.

A simple majority of the total of "yes" and "no" votes is required for passage.

Abstentions potentially change the number of votes necessary to pass a motion.

### Example 1

The Neighborhood Council has 13 board seats and has a quorum of 7 board members to take action.

All board members are present and eligible to vote. There are no recusals.

Final Vote: 6 for, 6 against, 1 abstention.

The motion does not pass as 7 votes (a simple majority of 12 votes) is needed to

pass.

### Example 2

The Neighborhood Council has 13 board seats and has a quorum of 7 board members to take action.

All board members are present and eligible to vote. There is 1 recusal.

Final Vote: 6 for, 5 against, 1 abstention.

The motion passes as 6 votes (a simple majority of 11 votes) is needed to pass.

### Example 3

The Neighborhood Council has 13 board seats and has a quorum of 7 board members to take action.

Eleven board members are present and eligible to vote. There are no recusals.

Final Vote: 6 for, 5 against, 1 abstention.

The motion passes as 6 votes (a simple majority of 11 votes) is needed to pass.

## 5. Bylaws

No amendment shall operate to alter the eligibility of any Board member to serve on the Council

for the remainder of that member's term in which the amendment is approved.

( add to section F, page 13 of current bylaws )

## 6. Standing Rules

All discussion regarding an agenda item shall be relevant and germane to the topic at hand

The presiding officer shall enforce this

## 7. Standing Rules

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

The presiding officer shall enforce this

## 8. Standing Rules

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.

## 9. Standing Rules

### 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 media may be erased and re-purposed.