

# ORGANIZATIONAL GUIDELINES FOR THE LOS ANGELES CONGRESS OF NEIGHBORHOODS

Ratified 1/2/2021

## 1: Purpose

The Congress works to advance the mission of the Los Angeles Neighborhood Council system, promoting more citizen participation in government and making government more responsive to local needs by bringing together leaders from throughout the city to learn, support, and lead together.

## 2: Membership

**2A: Composition** - The membership of the Planning Committee is made up of individuals with a passion & dedication for supporting the Congress' mission and activities, and need not be board members of Neighborhood Councils. Membership is open to any stakeholder willing to commit to a one-year term of voluntary participation, with the expectation that all members will participate in at least one committee.

**2B: Quorum and Official Action** - The quorum for the Planning Committee will be ten (10) members. This can include members participating in person, via teleconference, or video call. A simple majority vote by the Planning Committee members present and voting, not including abstentions, at a meeting at which there is a quorum will be required to take official action unless specified otherwise in these guidelines.

**2C: Duties, Powers, and Role of Membership** - The primary duties of the Membership will be to support the mission of the Congress. Members will attend Planning Committee and/or Subcommittee meetings, participate in discussion, vote on matters before the body, and share official information with their NC or community organization.

## 3: Subcommittees

**3A: Organization** - The Planning Committee will create standing & ad-hoc subcommittees to carry out the goals and objectives of the Congress. The Membership will establish the subcommittees of the Planning Committee. Subcommittees will have one chair or two co-chairs, confirmed by majority vote of the Planning Committee, not including abstentions. Subcommittees will have authority over their portfolio. Subcommittees will have a purpose statement and description of their portfolio that is approved by the membership. Subcommittee chairs are members of the Executive subcommittee.

**3B: Members of Subcommittees** - The subcommittees are made up of individuals with a passion and dedication for supporting the subcommittees' mission and activities. Membership of any subcommittee, except the executive subcommittee, is open to any individual willing to commit to a one-year term of voluntary participation. Subcommittee members need not be members of the Planning Committee. The subcommittee members may approve members to the subcommittee by a majority of voting members present.

**3C: Standing Subcommittees** - The Standing Subcommittees of the Planning Committee, along with non-exhaustive descriptions of duties, will be as follows:

- A. **Executive Subcommittee** - composed of the Planning Committee officers (Chair, Vice Chair, Treasurer, Secretary) and subcommittee chairs
- B. **Programming Subcommittee** - identifies and produces learning content (workshops, panels, seminars, etc.)
- C. **Production Subcommittee** - coordinates venue, vendors, IT, volunteers; as well as produces user content such as keynote sessions, in memoriam, etc.
- D. **Outreach Subcommittee** - Congress promotion including NC presentations, etc.

## ORGANIZATIONAL GUIDELINES FOR THE LOS ANGELES CONGRESS OF NEIGHBORHOODS

Ratified 1/2/2021

- E. **Budget & Finance Subcommittee** - coordinates fundraising & sponsorship efforts, provides oversight of Congress finances

### 4: Executive Subcommittee and Officers

**4A: Executive Subcommittee** - An Executive Subcommittee will be formed by the chairs of established subcommittees and the officers of the Planning Committee. The Executive Subcommittee will meet regularly to oversee the activities of the Planning Committee and its subcommittees. The General Membership will elect officers of the Planning Committee who will manage the day-to-day work of the Congress, assign responsibilities, tasks, and timelines as appropriate.

**4B: Executive Subcommittee Quorum and Official Action** - The Executive Subcommittee can take action as defined in these guidelines. A quorum of the Executive Subcommittee will be 40% of membership confirmed subcommittee chairs and the Planning Committee Officers. A simple majority vote of Executive Subcommittee members present and voting, not including abstentions, at a meeting at which there is a quorum will be required to take official action, unless specified otherwise in these guidelines.

**4C: Officers** - The officers of the Planning Committee will be the Chair, Vice Chair, Secretary, and Treasurer. They will be nominated and elected by the General Membership.

**4D: Officers Duties** - The Officers of the Planning Committee, along with non-exhaustive descriptions of duties, will be as follows:

- A. **Chair:** Generally supervise and give direction for the business of the Congress, represent Congress externally, preside over general membership & executive subcommittee meetings
- B. **Vice Chair:** support the Chair, substitute in absence/need of other officers
- C. **Secretary:** maintain the roster of members, prepare agendas, take minutes, maintain documents
- D. **Treasurer:** create & manage annual budget, oversee funds receivable and payable, make regular financial reports, prepare income and expense statements, chair budget & finance subcommittee

**4E: Officers Selection and Removal** - These positions will be filled by majority vote of the General Membership at the first meeting in January each year. Officers serve until their successors have been elected. An officer removal vote for cause must be announced to the General Membership 30-days prior to the Planning Committee meeting at which the vote will be taken. The motion for removal must be approved by two-thirds of Planning Committee members present to carry.

**4F: Officer Terms** -The Officers will be limited to two consecutive one-year terms, except by a vote of  $\frac{2}{3}$  of the general membership.

### 5: How We Run Meetings

The rules contained in Robert's Rules in Plain English: A Readable, Authoritative, Easy-to-Use Guide to Running Meetings, 2nd Edition are the underlying framework of Planning Committee meetings, the Chair will use discretion to keep meeting procedures simple, clear, and direct. We strive to avoid arcane and bureaucratic procedures. The Membership may overrule the decision of the presiding officer by a two-thirds majority vote of members present.

# ORGANIZATIONAL GUIDELINES FOR THE LOS ANGELES CONGRESS OF NEIGHBORHOODS

Ratified 1/2/2021

## 6: Changing These Guidelines

Because these guidelines are new, for the first year after the guidelines are adopted by the Planning Committee, changes may be made by a majority vote of members present and voting. After one year, the guidelines may be amended after being presented at two consecutive regularly scheduled membership meetings that meet the quorum requirements by a two-thirds vote of members present and voting.

---

### Organizational Chart:

