

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 germane 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.