

STANDING RULES OF THE NORTHRIDGE SOUTH NEIGHBORHOOD COUNCIL

ARTICLE I DEFINITIONS AND PURPOSE

A. Definitions

1. The NSNC Standing Rules and Procedures (hereinafter the “Standing Rules”) are policies, procedures, customs and practices of the NSNC necessary to conduct the business and operation of the NSNC that are not contained in the NSNC Bylaws.
2. The Standing Rules and Bylaws together constitute the NSNC’s Foundational Documents. Foundational Documents may be amended, revised or withdrawn only by a two-thirds (2/3) vote of the Board of Directors (hereinafter the “Board”) at any properly noticed NSNC Regular or Special meeting at which a quorum is present.
3. Additional procedures and forms necessary to implement the Standing Rules and/or the Bylaws may be proposed to and adopted by the Board from time to time and shall be referred to as Operational Documents. Operational Documents created by and approved by the Board may be amended, revised or withdrawn by a simple majority vote at any properly noticed NSNC Regular or Special meeting at which a quorum is present.
4. The Board shall determine whether additional procedures shall be included in the Foundational Documents or in the Operational Documents.

B. Purpose

1. The NSNC Standing Rules are intended to work together with the Bylaws to provide members of the NSNC Board of directors (hereinafter “Board Members”) Officers and Stakeholders with the information they need in order to fully understand their rights and obligations as valuable and contributing members of the NSNC.
2. Questions regarding NSNC policies and procedures that are not answered by a careful review of the relevant NSNC documents should be addressed to the Parliamentarian.

ARTICLE II NSNC AND THE CITY OF LOS ANGELES

A. Certification and Compliance

1. The NSNC is an officially recognized advisory body that is part of the Los Angeles Citywide System of Neighborhood Councils created by the Los Angeles City Charter.
2. Neighborhood Councils are City Entities and advocates serving as the eyes, ears, and voice for the communities and Stakeholders they represent.

3. NSNC Board Members are unpaid volunteers to the City of Los Angeles and are considered City Governmental Officials for the purpose of all laws, rules, procedures and regulations pertaining to City governance.
4. It is the responsibility of the NSNC Board to listen to its Stakeholders and then advocate and represent the Community's wants and/or needs.
5. It is also the responsibility of the NSNC Board Members, Officers and all Stakeholders to know and follow all applicable local, state, common and federal laws and policies, including, without limitation, those listed in the Bylaws and in this Article.
 - a. Failure to follow all applicable local, state, common and federal laws and policies is grounds for the removal of a Board Member or Officer.
 - b. The following laws (current copies of which shall be kept by the Parliamentarian for reference) relate specifically to Neighborhood Councils:
 - i. The Ralph M. Brown Act (California Open Meeting Law) – State law requiring transparency in governance and mandating open and public meetings of all governmental agencies including NSNC Regular, Special and Standing Committee meetings. In addition, any discussion among more than four (4) Board Members of the NSNC (which is a majority of a quorum), either altogether at once or serially, constitutes a meeting under the Act and is thus subject to its requirements.
 - ii. The Public Records Act – State law requiring public access to government records and setting forth specific time limits within which to respond to requests for access.
 - iii. The Americans with Disabilities Act - Federal law designed to protect the rights of individuals with disabilities and mandating, among other things, that all NSNC Board and Committee meeting locations comply with accessibility requirements, and that other accommodations be made to ensure that disabled individuals have equal rights with respect to the NSNC.
 - iv. The City of Los Angeles Charter – Establishes the Neighborhood Council System and Department of Neighborhood Empowerment “to promote more citizen participation in government and make government more responsive to local needs. . .”.
 - v. The Plan for a Citywide System of Neighborhood Councils (the Plan) – Details the establishment, rights and responsibilities of Neighborhood Councils.
 - vi. The City Code of Conduct
 - vii. The City Governmental Ethics Ordinance
 - viii. Conflict of Interest laws – State and city laws ensuring that government officials are free from bias caused by their own financial interest in order to be able to act in an impartial manner. Public officials, including Board Members, Officers and Committee Chairs of the NSNC, are disqualified from participating in decisions in which they have a financial interest, and the NSNC is prohibited from doing business with

any entity in which a Board Member, Officer or Committee Chair, or any member of his/her immediate family, has an economic interest.

- ix. Laws prohibiting Workplace Violence, Sexual Harassment and Discrimination
6. The City of Los Angeles, or any entity thereof, may from time to time establish specific training and/or other requirements for Board Members.
 - a. Failure to complete mandatory training within forty-five (45) days of being seated, as set forth in the Bylaws, shall be grounds for censure and removal from the Board.
 - b. Failure to participate in additional training as may be required by the President may be grounds for sanctions, up to and including removal from the Board or any NSNC office.
 - c. A current list of mandatory and non-mandatory training established by the City is attached hereto as a part of the Appendix
7. As City Officials, Board Members are entitled to protection and indemnification by the City for legal actions against them arising from the conduct of official NSNC business.

B. The Department of Neighborhood Empowerment (“DONE”)

1. Pursuant to the Plan, DONE is responsible for providing funding and operational support to the NSNC and for facilitating the sharing of resources and information among Certified Neighborhood Councils.
2. The Early Notification System (ENS) is maintained by DONE and provides notice to the Board and Stakeholders of matters of importance to the NSNC and other Neighborhood Councils, as set forth in Article VIII of the Plan.
3. DONE should be consulted regarding and may assist the NSNC with its operational needs, including, without limitation the following: Acquisition of meeting and office space and equipment; communication among constituents, other Certified Neighborhood Councils, City Departments and governing officials; and translation services and/or other temporary help.
4. DONE may assign a staff member to assist the NSNC and to act as a liaison between the NSNC and DONE.
5. DONE may assist the NSNC in the formation of an affiliated tax-exempt organization for the purpose of raising funds for the NSNC.
6. The NSNC may be required by DONE to survey its Stakeholders to assess whether the NSNC has met the goals set forth in Article 1 of The Plan “Goals and Objectives of the Neighborhood Council System.” The form of review shall be prescribed by DONE and the results may be posted on the DONE website.
7. All changes to the NSNC Bylaws must be submitted to DONE for review and recommendation to the Board of Neighborhood Commissioners, as specified in Article VI, Section 3 of the Plan and Article XIII of the NSNC Bylaws.
8. The President serves as the NSNC’s official liaison to DONE. This responsibility may be delegated to another Board Member by the President, at his/her discretion.

C. Other City Entities important to NSNC Operations.

1. The City Attorney – Renders legal opinions and advice on issues related to Neighborhood Councils; responsible for legal enforcement of laws and regulations affecting Stakeholders and the community. A member of the City Attorney’s staff may be assigned to act as a liaison to the NSNC for legal questions and issues.
2. City Councilperson – Stakeholders’ elected representative to City government; responsible for proposing and/or voting on laws and regulations affecting the community.
3. Board of Neighborhood Commissioners (BONC) – Responsible for certification and decertification of Neighborhood Councils and for the approval of boundary and other Bylaw changes.
4. The City Clerk – maintains the Council File Managements System for the City of LA for use regarding Community Impact Statements.

D. De-Certification

1. Involuntary De-Certification
 - a. Complaints against the NSNC of any nature shall be filed with DONE on a form prescribed by DONE.
 - b. A copy of the complaint shall be delivered to the NSNC President within 5 business days of receipt.
 - c. Efforts will be made to remedy all complaints.
 - d. If efforts by the NSNC and DONE to remedy a legitimate complaint fail, the General Manager of DONE shall initiate a process of de-certification by the Commission, as set forth in Article IV, Section 5 of The Plan.
2. Voluntary De-Certification
 - a. The NSNC may petition the Commission to be de-certified.
 - b. The application to de-certify must be completed and signed by at least three-fourths (3/4) of the members of the full Board.
 - c. Additional procedures for voluntary de-certification are set forth in Article IV, Section 6 of the Plan.

**ARTICLE III
MEMBERSHIP, BOUNDARIES AND PARTNERING**

A. Membership

1. Only members of the NSNC who are Stakeholders as defined in the Bylaws may serve as Board Members, Officers of the Board (elected or appointed), or Committee Chairs.
2. Membership is not required to attend NSNC public meetings and/or to address the Board of Directors on any matter; however, status as a Stakeholder or member of the general public shall be disclosed when addressing or otherwise communicating with the Board.

B. Boundaries.

1. The NSNC Boundaries are set forth in the Bylaws.

2. The NSNC Boundaries may be adjusted upon petition to BONC, as set forth in the Plan.

C. Partnering.

1. The Board as a whole and individually shall from time to time work with others, both within and without its boundaries, to accomplish NSNC goals, such as City Departments and other City Entities, Community Entities, Stakeholders and Other Neighborhood Councils.
2. Approved NSNC Partners are listed in a separate document and appended hereto.
3. The Board may add additional Approved Partners upon Presidential appointment, committee recommendation or Stakeholder motion.

**ARTICLE IV
ELECTION, CENSURE AND REMOVAL**

A. Election of Board Members.

1. The NSNC fiscal and business year is from July 1 to June 30.
2. Board Members shall be elected every two (2) years as set forth in the Bylaws and in accordance with any and all election procedures established by the City of Los Angeles, and shall assume office at the first meeting of the NSNC business year.
3. If the City fails to establish election procedures, the Board shall do so, pursuant to recommendations by an Ad Hoc Elections Committee.
4. Outgoing Board Members shall serve until their successors officially take office.
5. Outgoing Board Members shall assist with the training of incoming Board Members both during and after their term, as needed.

B. Election of Officers.

1. Officers of the E-Board shall be elected biannually at the September Regular NSNC meeting or at a Special Meeting called for that purpose.
2. Officers shall serve for a two (2) year term as stated in the Bylaws and may stand for reelection.
3. Outgoing Officers shall assist with the training of their incoming successors.

C. Censure

1. A Board Member may be censured (publicly reprimanded) for any dereliction of the duties set forth in the Bylaws and these Standing Rules, and/or for any other behavior unbecoming an NSNC Board Member.
2. A Motion for Censure may be made by any Board Member or Stakeholder.
3. As set forth in Article V of these Standing Rules, a Motion for Censure will be placed on the Agenda automatically following a second unexcused absence in a twelve (12) month period. For all other censure motions, the subject Board Member shall have received at least one (1) prior warning regarding the conduct forming the basis for the Motion.

4. A Board Member subject to a censure motion will be sent written notice of the Motion for Censure prior to its hearing stating the basis for the motion and the procedures related thereto.
5. The subject Board Member will be allowed to present evidence and speak to the Board at the meeting prior to the vote on his/her censure but shall not take part in the actual vote.
6. If the Motion for Censure passes (via simple majority), a Written Notice of Censure shall be sent to the censured Board Member, informing him/her of the basis for the action and of the possibility of his/her removal from office.

D. Removal of Board Members

1. Removal for absence.
 - a. As set forth in Article V hereof, it is the duty of every Board Member to attend all Board Meetings and all meetings of Committees to which they are assigned. Board Members must attend at least two-thirds (2/3) of a meeting in order to be considered present. Members missing one-third or more of a meeting will be deemed “absent.”
 - b. As set forth in the Bylaws, a Board Member may be removed from office for unexcused failure to attend three (3) Regular NSNC meetings. Such failure automatically constitutes “good cause” for removal pursuant to the removal procedures set forth in the Bylaws.
 - c. The procedure for being excused from meeting attendance is set forth in Article V of these Rules.
 - d. Persistent failure to attend meetings due to excused absence constitutes a dereliction of duty and may be grounds for censure and removal from the Board. A total of four (4) or more absences (excused or a combination of excused and unexcused) in a twelve (12) month period may be grounds for censure and removal.
 - e. A leave of absence may be granted for a period of no more than 90 days. If a requested leave of absence is longer than 90 days, the Board Member must resign and a new Board Member must be elected in their place. The replaced Board Member may run at the next scheduled election.
2. Removal by Board Member Petition
 - a. As set forth in the Bylaws, a Board Member may be removed from office “for good cause.”
 - b. In addition to the grounds stated above, any Board Member may move for the removal of any other Board Member for consistent failure to abide by NSNC rules, procedures, policies or goals and/or for violation of any local, state, common or federal laws or policies.
 - c. Specific procedures for removal by Board Member Petition, which must be signed by at least four (4) Board Members, are set forth in the Bylaws.
 - d. In order to be subject to removal by Board Member Petition, the subject Board Member must first have been censured at least once for the conduct forming the basis for the removal petition.

- e. A Written Notice of Motion for Removal by Board Member Petition shall be sent to the subject Board Member via registered mail at least ten (10) days prior to the meeting at which the removal motion will be heard and shall state the grounds for the motion, the removal procedures, and the rights of the subject Board Member.
 - f. Removal by Board Member Petition requires ten (10) affirmative votes by the Board as stated in the Bylaws.
3. Removal by Stakeholder Petition
- a. Any Stakeholder other than a Board Member may petition the Board for removal of a Board Member.
 - b. Specific procedures for removal of a Board Member by Stakeholder Petition, which must be signed by at least fifty (50) Stakeholders, are set forth in the Bylaws.
 - c. Removal by Stakeholder Petition requires ten (10) affirmative votes by the Board.
4. A Written Notice of Motion for Removal shall be sent to the subject Board Member via registered mail at least ten (10) days prior to the meeting at which the removal motion will be heard and shall state the grounds for the motion, the removal procedures, and the rights of the subject Board Member.
5. The subject Board Member will be allowed to present evidence and speak to the Board at the meeting prior to the vote on his/her removal but shall not take part in the actual vote.

E. Removal of Officers

- 1. An Officer may be removed by a two-thirds (2/3) vote of the entire Board.
- 2. Grounds for removal of an Officer shall be the same as removal of a Board Member for absence or other cause, as stated above in Section C.
- 3. A Written Notice of Motion for Removal shall be sent to the subject Officer via registered mail at least ten (10) days prior to the meeting at which the removal motion will be heard and shall state the grounds for the motion, the removal procedures, and the rights of the subject Officer.
- 4. The subject Officer will be allowed to speak to the Board at the meeting prior to the vote on his/her removal but shall not take part in the actual vote.

F. Removal of Committee Chairs and Committee Members

- 1. Committee Chairs and Committee Members are appointed by the President and confirmed by the Board. They may be removed from their position by the President, at the request of any Board or Committee Member for good cause, subject to confirmation of removal by the Board.
- 2. A Chair or Committee Member subject to a removal motion will be allowed to speak to the Board at the meeting prior to the vote on his/her removal but shall not take part in the actual vote.

G. Voluntary Removal (Resignation).

1. An Officer, Board Member, Committee Chair or Committee Member may be removed from office by letter of resignation to the President, subject to acceptance by the Board.
2. The President or Board may establish specific requirements for resignation, including without limitation the timing of any voluntary removal, if it is deemed that the immediate resignation of the requesting Officer, Board Member, Committee Chair or Committee Member would be detrimental to the NSNC.

H. Vacancies.

1. Vacancies on the Board created by removal shall be filled in accordance with the procedures set forth in the Bylaws.
2. All other vacancies due to removal shall be filled by Presidential appointment and confirmed by the Board.

- I. **Appeal.** A Board Member or Officer removed by vote of the Board shall be entitled to appeal the action to the Council pursuant to the Grievance Procedures set forth in the Bylaws.

**ARTICLE V
BOARD OF DIRECTORS**

A. Composition and General Obligations

1. The Board is responsible for running the business and affairs of the NSNC in accordance with the Bylaws, these Standing Rules and all applicable local, state and federal laws or specific directives.
2. The Board is composed of fifteen (15) Stakeholders publicly elected in accordance with election procedures established by City of Los Angeles and/or an Ad Hoc Election Committee.
3. The Board as a whole and individually is required to exercise a fundamental standard of care as required by law, and all actions by the Board and its members shall be reasonably prudent and acted in good faith.
4. Board Members are public servants and as such owe fiduciary duties to the NSNC and its Stakeholders of care, loyalty and obedience, and shall act at all times in a lawful manner and in a representative capacity without regard to personal aims or agendas.
5. The Board generally acts upon recommendations from NSNC Committees; however any member of the public (including but not limited to Stakeholders) may bring a matter before the Board for its consideration.
6. The Board may develop and approve documents in addition to the Bylaws and these Rules and Procedures that set forth specific operating procedures for the NSNC, such as specific job descriptions, rosters, calendars, timelines, forms or strategic plans. Such documents and any substantive changes thereto shall be recommended by members of the Board and/or the Parliamentary Committee and must be approved by a majority of the Board.

B. Specific Responsibilities:

1. Board Members shall:

- 1 Read, know, and follow all NSNC foundational documents and those operational documents pertinent to any specific area(s) of responsibility,
- 2 Read, know and follow all applicable procedures established by the City of Los Angeles relative to Neighborhood Council's in general and to the NSNC in particular,
- 3 Attend and/or complete all NSNC and City Board Member training sessions,
- 4 Attend all Board meetings and
 - i. Act with respect toward each other and the public at all times,
 - ii. Respect the speaker by listening, paying attention, and refraining from independent personal conversations,
 - iii. Be on time so that meetings may begin and end on time,
 - iv. Come prepared by reading the *Agenda*, past meeting *Minutes*, *Consent Agenda* and all *Board Reports* prior to the meeting, and expect to commit two (2) hours to the meeting,
 - v. Be concise, stay focused on discussion topics, and avoid tangential comments, and
 - vi. Expect to spend two (2) hours at a meeting. Any member not present for at least two-thirds (2/3) of a meeting shall be deemed absent.
- 5 Attend all meetings of Committees to which he/she is assigned.
- 6 Support Board decisions; agree to disagree in meetings but the Board "speaks with one voice" once matters have been decided,
- 7 Keep the President, who is Chief Executive Officer of the NSNC, fully informed as to all NSNC matters,
- 8 Assist with outreach,
- 9 Attend NSNC events and activities and, when possible, those of other Neighborhood Councils,
- 10 Know and respect the jobs of all the other Board Members,
- 11 Work together as a team,
- 12 Act as role models and information resources for NSNC Stakeholders within the bounds of these Rules and Procedures and the law,
- 13 Act as general representatives of the NSNC in the community so as to enhance the NSNC's public standing,
- 14 Demonstrate commitment and responsibility to the NSNC, the community and the City of Los Angeles,
- 15 Maintain a positive attitude,
- 16 Remember that Board Members are volunteers with busy lives outside of the NSNC, but also remember that each Board Member has made a commitment to the organization and that the NSNC cannot function properly or efficiently without the best efforts of all Board Members,
- 17 Respect the opinions of others and the democratic process when conflict arises,
- 18 Identify and encourage future NSNC leaders,

- 19 Maintain and update his/her own job notebook and return it as required at the end of his/her term of office,
- 20 Complete a year-end report at least one (1) week prior to the last meeting of the year; email one copy to the President and file one copy in his/her notebook, and
- 21 Leave a good record and provide information, guidance and advice to his/her successor to assure a smooth transition of office.

C. Board Members shall not:

1. Speak or write on behalf of the NSNC to any media or any public body without express, written permission from the President unless he/she is quoting a formally adopted position of the NSNC Board. Unless so authorized, any Board Member speaking or writing to the media or any public body must clearly state that he/she is doing so as an individual and not as a representative of the NSNC.
2. Publish or disseminate any printed material by or on behalf of the NSNC other than approved NSNC publications without prior approval from the President.
3. Use NSNC Rosters, Board Member contact lists or other personal contact information for commercial purposes.

D. Guidelines for the Use of Email:

1. Use “NSNC” and a brief but meaningful description in the subject line and include a salutation and signature.
2. Check email daily and try to respond to email requests regarding business matters within 24 hours
3. Include enough of the original message to provide a context for an email response.
4. Remember that there is no such thing as a confidential email and send only email that would not embarrass yourself or others if read by persons for whom the mail is not intended.
5. Do not forward the email of another without express permission
6. Copy the NSNC President on all NSNC business matters.
7. Acknowledge receipt of email; a simple “got it” may be all that is needed.
8. Use email for short, informational purposes only; lengthy debate should be done by telephone or at meetings.
9. Avoid “circular” email. For example: If trying to select dates, email responses need go only to the organizer and not to every person who will attend.
10. Remember that email has no “tone” and try to be mindful of this when both sending and receiving email.
11. Do not send email when angry or upset.
12. Remember that under the Brown Act, email may not be used to discuss any substantive NSNC issues among four (4) or more Board Members (which is the number of Board Members needed to constitute a simple majority of a quorum), either all at once or in a serial fashion.

E. Excused Absence.

1. A Board Member may be excused from attending any Regular or Special NSNC meeting for good cause upon written (letter or email) request to the President no later than three (3) days in advance of the meeting for which excusal is sought.
2. A Board Member may be excused at any time, including retroactively, from attending any Regular or Special NSNC meeting in the event of an emergency, upon written or email request and notification to the President of the emergency.
3. The President shall be the judge of whether an absence is excused or unexcused under the terms of this section, and shall provide the Board Member with a written response to his/her request stating whether the absence will be considered excused or unexcused. It is the responsibility of the Board Member to receive and retain a written copy of the President's confirmation of an excused absence.
4. A Board Member may appeal the President's determination of an unexcused absence to the Board.

F. Unexcused Absence.

1. Any absence not confirmed as excused by the President or by the Board as "excused" shall be considered "unexcused."
2. The Secretary shall send a Written Notice of Unexcused Absence to any Board Member who has failed to attend a meeting without having been properly excused. The Written Notice of Unexcused Absence shall be sent immediately following the missed meeting, shall inform the Board Member of the rules and procedures regarding meeting absences as set forth in the Bylaws and Standing Rules, and shall emphasize that two (2) unexcused absences in a twelve (12) month period constitutes grounds for Censure and three (3) unexcused absences in a twelve (12) month period constitutes grounds for Removal from the Board.
3. A Motion for Censure of a Board Member for unexcused absences **shall** be placed on the Agenda automatically following his/her second (2nd) unexcused absence in a twelve (12) month period.
4. A Motion for Censure of a Board Member for absence **may** be placed on the Agenda following his/her fourth (4th) absence in a twelve (12) month period, whether such absences have been excused or a combination of excused and unexcused.
5. A Removal Petition shall automatically be prepared by the Secretary and signed by three (3) other Board Members and the matter placed on the Agenda following a Board Member's third (3rd) unexcused absence in a twelve (12) month period.

G. Absence from Committee Meetings

1. Committee Chairmen may adopt their own rules regarding committee meeting attendance. It is recommended that these rules follow in general the rules regarding NSNC Regular and Special meeting attendance.
2. Persistent failure to attend Committee Meetings constitutes dereliction of duty and may be grounds for censure and removal from the Board.

H. **Sanctions.** Failure to comply with general and/or specific obligations and responsibilities as set forth above may subject a Board Member to sanctions,

including Censure (public reprimand) and Removal from the Board as set forth in the Bylaws and these Standing Rules. A chart describing any additional sanctions adopted by the Board shall be attached hereto.

ARTICLE VI OFFICERS

A. Elected Officers

1. Pursuant to the Bylaws, the elected Officers of the NSNC Board of Directors are the President, Vice President, Secretary and Treasurer, who are elected annually at the July meeting and serve for a period of one year.
2. Elected Officers may stand for reelection, so long as they remain elected NSNC Board Members and subject to the term limits set forth in Article IV hereof.
3. The Board shall establish specific qualifications for elected officers, as set forth below.

B. Appointed Officers

1. The appointed Officers of the NSNC are the Assistant Secretary, the Parliamentarian, the Webmaster and the Assistant Treasurer.
2. The President or Executive Committee may recommend the appointment of additional Officers, as needed.
3. All appointed Officers shall be appointed by the President and approved by the Board upon recommendation from the Executive Committee.
4. Appointed Officers shall serve without vote unless they are duly elected Board Members.
5. The Board shall establish specific qualifications for appointed officers, as set forth below.

C. General Duties and Responsibilities of all Officers. Every Officer, whether elected or appointed and including Committee Chairs, shall:

1. Know and follow the Bylaws, these Standing Rules, and any additional job description regarding his/her office,
2. Complete Officer training as required by DONE and/or the President,
3. Attend all Committee Night Meetings on a monthly basis.
4. Attend at least six (6) or more Outreach Events, including four (4) from annual list of board activities (see appendix).
5. Have membership in at least one standing committee.
6. Receive, maintain and update a job notebook and return it in good and complete condition to the President at the end of his/her term of office,
7. Understand and follow the budget for the office held,
8. Provide written reports to the Board on a timely basis, as needed,
9. Review and update all Operational Documents related to their position and those of their direct reports (if any), and provide suggested updates and revisions prior to the end of their term of office to the NSNC Parliamentarian,
10. Keep good and complete records of all actions in office,

11. Submit an Annual Report, including a final financial report, to the President prior to the end of the NSNC year, and
12. Train his/her successor in the duties, responsibilities and practical aspects of his/her office and continue to provide him/her with support and guidance, as needed.

D. Specific Qualifications and Duties of Elected Officers

1. The President shall:
 - a. Have served at least two (2) years as a general Board Member or one (1) year as an elected Officer prior to election as President,
 - b. Act as Chief Executive Officer for the NSNC with all the duties and powers usually attendant thereto. As such he/she must be informed at all times as to all NSNC matters,
 - c. Serve as Chair of the Executive Committee and reports its actions and recommendations to the Board,
 - d. Serve as an *ex-officio*, voting member of all Standing Committees,
 - e. Set Regular Meeting agendas, subject to Executive Committee approval.
 - f. Call and sets agendas for Special Meetings subject to Executive Committee approval,
 - g. Receive requests for excusal from Board meetings and determine whether absences are Excused or Unexcused as described above,
 - h. Report generally to the Board and public on the conduct and management of the affairs of the NSNC,
 - i. Make non-elected NSNC Officer and committee appointments, subject to the approval of the Board,
 - j. Establish Ad Hoc Committees and appoint Ad Hoc Committee Chairs and members, subject to confirmation by the Board.
 - k. Remove Committee Chairs and members, subject to the approval of the Board,
 - l. Accept written resignations from Board Members, Officers, Committee Chairs and Committee Members,
 - m. Conduct NSNC Board Member and/or Officer Training,
 - n. Conduct NSNC strategic planning and goal-setting sessions,
 - o. Chair NSNC Regular and Special Meetings,
 - p. Together with the Treasurer, Budget and Finance Committee and DONE (where applicable), and in accordance with NSNC financial policies and procedures, approve or deny requests for expense reimbursement,
 - q. Together with the Treasurer, serve as signatory on all funding requests and/or payments,
 - r. Act as the official “voice of the NSNC” to the City of Los Angeles, the media and the public. This responsibility may be delegated in writing to another Board Member,
 - s. Suggest additional Officers to the Executive Committee,
 - t. Assign additional NSNC tasks subject to Executive Committee and Board confirmation,

- u. Attend Neighborhood Service Cabinet meetings,
 - v. Be informed as to, attend and supervise all NSNC activities and events,
 - w. Make an Annual Report to the Board, the public and DONE, and
 - x. Perform such other duties as are usual to this office or may be required by the Board or DONE.
2. The Vice President shall:
 - a. Have served at least one (1) year as a Board Member prior to election as Vice President,
 - b. Serve on the Executive Committee,
 - c. Serve as an *ex-officio* non-voting member of all Standing Committees, unless an appointed member of a committee,
 - d. Perform the duties of the NSNC President as requested by the President and/or in his/her absence or other disability,
 - e. Represent the NSNC as requested by and/or in the absence of the President, and
 - f. Perform such other duties as are usual to this office or may be required by the Board or DONE.
 3. The Secretary shall:
 - a. Have demonstrated good note-taking and organizational skills,
 - b. Serve on the Executive Committee,
 - c. Take formal Minutes at all NSNC Regular and Special Meetings,
 - d. Send copies of the Minutes to all Board Members and see that they are made available to the public,
 - e. Keep a permanent book (both hard copy and electronic) of Minutes of NSNC Regular and Special Meetings,
 - f. Order official NSNC stationery and business cards, as needed,
 - g. Send official NSNC correspondence as requested by the President and/or the Board,
 - h. Maintain copies of notices and correspondence directed to the NSNC, and
 - i. Perform such other duties as are usual to this office or may be required by the Board or DONE.
 4. The Treasurer shall:
 - a. Have knowledge of Generally Accepted Accounting Principles and a strong background in or experience with business accounting (CPA recommended but not required),
 - b. Have served at least one (1) term as Assistant Treasurer prior to election as Treasurer (recommended but not mandatory),
 - c. Act as Chief Financial Officer of the NSNC, with all the duties and powers usually attendant thereto,
 - d. Serve on the Executive Committee,
 - e. Serve as Chair of the Budget and Finance Committee,
 - f. Receive and act upon of all requests for use of NSNC funds as authorized by the Board and DONE and in accordance with all NSNC, DONE and legal procedures,
 - g. Attend DONE Treasurer training,

- h. Together with the Budget and Finance Committee, in May, prepare a proposed Annual Budget for the next NSNC fiscal year (July 1 – June 30) based upon the needs and written requests of Board Members, Officers and Committee Chairs and present the proposed Budget for Board approval at the May Regular NSNC meeting.
- i. Keep and maintain, or cause to be kept and maintained, adequate and correct books and records of the finances and business transactions of the NSNC including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements,
- j. Deposit any NSNC cash and valuables other than funding held by the City of Los Angeles in the name and to the credit of the NSNC as required by law ,
- k. File an NSNC financial statement including a budget-to-date comparison with the President and Secretary at every Regular Meeting and make copies thereof available to members of the Board and public,
- l. File NSNC quarterly financial statements with DONE, as required,
- m. Coordinate review of NSNC finances and books of account with DONE,
- n. Respond in a timely fashion to all public requests for the review of NSNC finances and books of account,
- o. Know and advise the Board in a timely fashion as to any and all deadlines and/or time limits established by DONE for requests for the use of NSNC funds.
- p. Develop and instruct NSNC Officers, Board Members and Chairs on budget and reimbursement procedures, the importance of fiscal responsibility, and the need to stay within approved budgeted amounts,
- q. Together with the President, the Budget and Finance Committee, and DONE (where applicable), and in accordance with Board approval, approve or deny requests for expense reimbursement,
- r. Together with the President, serve as signatory on all funding requests and/or payments,
- s. Assist with the preparation of individual activity and event budgets, and
- t. Assure compliance by the NSNC, its Board Members, Officers, Committee Chairs and other Stakeholders with all laws and procedures regarding fiscal accountability as required by DONE, set forth in the Bylaws or these Rule and Procedures, and as may be adopted by the Board,
- u. Perform such other duties as are usual to this office or may be required by the Board or DONE.

E. Specific Qualifications and Duties of Appointed Officers

1. The Assistant Secretary shall:
 - a. Have demonstrated good note-taking and organizational skills,
 - b. Keep a permanent hard copy and electronic Motion Log,
 - c. Take meeting minutes in the absence or disability of the Secretary, and
 - d. Perform such other duties as instructed by the President.
2. The Assistant Treasurer shall:

- a. Have knowledge of Generally Accepted Accounting Principles and a strong background in or experience with business accounting (CPA recommended but not required),
 - b. Assist the Treasurer in the performance of his/her duties,
 - c. Serve on the Budget and Finance Committee, and
 - d. Perform such other duties as instructed by the President.
3. The Parliamentarian shall:
- a. Have been a Board Member for one (1) year prior to appointment,
 - b. Have a thorough understanding of NSNC documents, policies and procedures,
 - c. Have a thorough understanding of local, state, common and federal laws and policies as they relate to the NSNC (legal background recommended but not required),
 - d. Serve as Chair of the Bylaw and Rules and Procedures Committee and a member of the Ad Hoc Election Committee,
 - e. Be responsible for matters of parliamentary procedure, document review and elections,
 - f. Have a current copy of *Roberts Rules of Order*,
 - g. Educate Board Members on matters of parliamentary procedure,
 - h. Provide advice regarding parliamentary procedure at NSNC Regular and Special Meetings,
 - i. Act as liaison between the NSNC and the City Attorney's Office (legal background recommended but not required),
 - j. Respond to questions regarding City documents or matters of law,
 - k. Consult with DONE and/or the City Attorney as needed for information and clarification of city documents or matters of law,
 - l. Maintain current copies, including all amendments thereto of NSNC Foundational and Operational Documents,
 - m. Maintain current copies of DONE and other governmental documents of interest to the NSNC for review by Board Members, Officers and Committee Chair,
 - n. Instruct Board Members, Officers and Committee Chairs regarding document control, update and amendment procedures,
 - o. Submit proposed substantive revisions and amendments to NSNC documents to the Bylaws and Procedures Committee for recommendation to the Board for approval,
 - p. Submit approved Bylaw changes to DONE for approval by BONC,
 - q. Revise and amend all NSNC documents as required by law and/or as needed as to grammar, spelling and format only, all of which revisions and amendments shall be binding without approval by the Board or DONE,
 - r. Prepare election documents, as needed,
 - s. Act as liaison with DONE regarding election procedures, and
 - t. Perform such other duties as are usual to this office or as may be assigned by the President or the Board.
4. The Webmaster shall:

- a. Have a strong background in or experience with website construction and management,
 - b. Serve as a member of the Communications and Outreach Committee,
 - c. Maintain the NSNC website,
 - d. Research and recommend a web hosting company and/or any changes thereto for the NSNC website,
 - e. Together with the President, develop a format and agree upon appropriate content for the NSNC Website,
 - f. Solicit feedback on the website from the Board and the public and suggest changes to the website based thereupon, so as to continually improve communication with and outreach to the Stakeholders, and
 - g. Perform such other duties as are usual to this office or as may be assigned by the President or the Board.
5. The NSNC Ambassadors shall:
- a. Be willing to attend meetings and events on behalf of the NSNC in addition to NSNC Regular and Special meetings and Committee meetings,
 - b. Prepare a master list of meeting dates, times and locations of other Neighborhood Councils' Boards and Committees and provide copies to all Board Members and to the Webmaster for posting on the NSNC website,
 - c. Attend meetings of other local Neighborhood Councils on a regular basis as representatives of the NSNC,
 - d. Attend meetings of the Valley Alliance of Neighborhood Councils as representatives of the NSNC,
 - e. Provide general administrative information regarding the NSNC as appropriate,
 - f. Speak on behalf of the NSNC on issues raised at the meetings they attend only with the express prior permission of the President unless it is a statement of a position publicly adopted by the Board,
 - g. Speak, if desired, on any issue without prior Presidential approval so long as it is made clear that statements are made in an individual capacity and not on behalf of the NSNC,
 - h. Report to the President and Board on matters of interest to the NSNC learned by attending the meetings of other Councils, and
 - i. Perform such other duties as may be assigned by the President or the Board.
6. The President may establish additional offices and appoint additional Officers as needed and subject to approval (confirmation) by the Board. Such additional Officers may include, for example: Historian, Information Officer, Sergeant at Arms, Hospitality Coordinator and Speaker Coordinator.

ARTICLE VII COMMITTEES

A. General Provisions.

1. The President and/or Executive Committee shall appoint all Committee Members and all Committee Chairs other than the Chairs of the Executive Committee, the Budget and Finance Committee, and the Bylaws and Procedures Committee,
2. All Committee appointments require Board approval.
3. Committees shall be reconstituted annually.
4. At least two-thirds (2/3) of the voting members of each Committee shall be NSNC Board Members.
5. The Committee Chair of each Standing or Ad Hoc Committee shall be a Board Member.
6. Committees may work in concert to accomplish NSNC goals and shall work together on matters of overlapping interest and responsibility.

B. Standing Committees.

1. The NSNC Standing Committees are established by the Bylaws and described below. Additional Standing Committees may be created by recommendation of any Stakeholder and two-thirds (2/3) vote of the Board Members present at a duly noticed Regular or Special meeting at which a quorum is present. All Standing Committees are subject to Brown Act requirements.
2. Budget and Finance Committee
 - a. *Responsible for:*
 - i. Setting the Annual Working Budget for the NSNC in April, prior to the start of the next NSNC fiscal year,
 - ii. Developing and recommending to the Board a consistent policy regarding the use of NCSC funds,
 - iii. Updating the Working Budget with actual expenses on a monthly basis,
 - iv. Reviewing requests for funding outside of the Budget and making recommendations for approval or denial thereof to the Board,
 - v. Reviewing requests by Board Members, Officers and Committee Chairs for reimbursement of expenses that exceed their budget line items and making recommendations for approval or denial thereof to the Board,
 - vi. Recommending Budget revisions when needed,
 - vii. Assuring the NSNC's compliance with all DONE and other city mandates regarding fiscal accountability and responsibility, and
 - viii. Developing expense reimbursement, funding request, and annual expense report forms and assuring their usage by Board Members, Officers and Committee Chairs.
 - b. *Goal:* To assure that Board Members, Officers and Committee Chair have adequate funding to do their work for the NSNC, to educate them as to NSNC fiscal policy, rules and procedures and their obligations re same, and to assure that all expenditures are in line with the purposes and goals of the NSNC, as required by law.
 - c. *Meetings:* Meets monthly.
3. Bylaws and Procedures Committee
 - a. *Responsible for:*

- i. Drafting and updating all NSNC foundational and operational documents and forms,
 - ii. Periodically reviewing NSNC procedures to evaluate their effectiveness and recommending changes to the Board as needed, and
 - iii. Recommending changes to NSNC documents and procedures in response to comments and suggestions from DONE, NSNC Officers, Board Members, Committee Chairs and Stakeholders.
 - b. *Goal:* To provide Board Members, Officers, Committee Members and Stakeholders with the written tools they need to understand and effectively perform their jobs for and be effective members of the NSNC.
 - c. *Meetings:* Meets at least biannually on an as needed basis
- 4. Community Activities and Projects Committee
 - a. *Responsible for:*
 - i. Recommending, planning and running activities and events sponsored and funded by the NSNC, such as community art projects, cultural events, and community beautification days,
 - ii. Reviewing and making recommendations to the Board regarding requests from NSNC Committees for projects related to their area of responsibility and working together with members of the requesting committee on any approved projects so as to accomplish NSNC goals,
 - iii. Reviewing and making recommendations to the Board regarding requests from other organizations within the NSNC Boundaries to sponsor, partner with or co-sponsor events and activities in the community, and
 - iv. Reviewing and making recommendations to the Board regarding requests from Neighborhood Councils and other community organizations outside the NSNC borders to partner with or co-sponsor events or activities outside the immediate NSNC community.
 - b. *Goal:* To foster a greater sense of community involvement and to improve the quality of life within the NSNC Boundaries.
 - c. *Meetings:* Meets at least quarterly on an as needed basis.
- 5. Environmental – Sustainability Committee
 - a. *Responsible for:*
 - i. Community quality of life issues and complaints such as those involving excessive noise, graffiti, trash, etc.,
 - ii. Proposing quality of life activities and events to the Community Activities and Events Committee and working with that committee on any approved projects so as to accomplish NSNC goals,
 - iii. Educating the Board and Stakeholders on “green” issues affecting the community, and
 - iv. Recommending projects to the Community Activities and Events Committee and/or the Board that will enhance the conservation of resources in the community.
 - b. *Goal:* To improve the quality of life and promote the efficient use of resources within the community.
 - c. *Meetings:* Meets at least quarterly on an as needed basis.

6. Executive Committee
 - a. *Responsible for:*
 - i. Setting NSNC Regular and Special Meeting Agendas,
 - ii. Reviewing Presidential appointments and making recommendations to the Board,
 - iii. Identifying and assigning tasks in addition to those already established by NSNC documents,
 - iv. Periodically reviewing the “big picture” re the NSNC to evaluate overall effectiveness and the need for any change,
 - v. Engaging in long and short-range strategic planning with respect to the NSNC’s operations and goals,
 - vi. Recommending additions and/or changes to NSNC policies, goals, rules and procedures, and
 - vii. Managing NSNC administrative matters.
 - b. *Goal:* To see that the NSNC runs efficiently and in accordance with all rules and procedures from an administrative standpoint, to ensure that policies and procedures in place are being carried out and provide an effective means to meet the NSNC mission and overall goals, and to identify and recommend improvements as needed.
 - c. *Meetings:* Meets monthly to set agendas, annually for strategic planning and additionally as needed.
7. Governmental Affairs Committee
 - a. *Responsible for:*
 - i. Regularly reviewing proposed governmental actions other than land use and planning issues affecting or likely to affect the community and providing recommendations to the Board as to whether or not they should be officially supported or opposed by the NSNC, and
 - ii. Regularly reviewing and reporting to the Board on governmental action taken that impacts the NSNC and its Stakeholders.
 - b. *Goal:* To assure that the NSNC and its Stakeholders have an adequate and effective voice in governmental matters of interest to and/or that directly affect them.
 - c. *Meetings:* Meets at least quarterly on an as needed basis.
8. Outreach and Communication Committee
 - a. *Responsible for:*
 - i. Providing information links between the NSNC and its Stakeholders,
 - ii. Publicizing NSNC meetings and events and other matters of interest to Stakeholders through the Website, Newsletter, e-blasts, mailings, banners, brochures, word of mouth and other means as recommended to and approved by the Board,
 - iii. Developing (subject to Board approval) and maintaining custody of all outreach materials, including the official NSNC banner(s), NSNC Board Member nametags and NSNC information pamphlets and fliers,
 - iv. Providing outreach materials to other Committees when appropriate,

- v. Informing Board Members and Stakeholders regarding and assuring NSNC representation at community activities and events,
 - vi. Working with DONE to develop an effective outreach plan for the NSNC and then assuring that the plan is followed, and
 - vii. Reminding all Board Members of their general responsibility for outreach.
- b. *Goal:* To educate Stakeholders about the NSNC’s purpose and activities and to encourage Stakeholder participation and involvement in NSNC activities and events.
- c. *Meetings:* Meets monthly.
9. Planning and Land Use Committee
- a. *Responsible for:*
- i. Researching and reviewing applications submitted to the Los Angeles City Planning Department for residential and commercial projects and permits within the NSNC boundaries,
 - ii. Receiving requests from Stakeholders for land use changes, including requests for zoning changes, conditional use permits and variances,
 - iii. Educating the Board and Stakeholders regarding governmental procedures, policies and issues related to land use,
 - iv. Using the ENS to identify land use issues within the NSNC boundaries, and
 - v. Reporting on and making recommendations to the Board to support or oppose land use requests.
- b. *Goal:* To protect and improve the quality of life in our community and to encourage appropriate development and land usage within our boundaries.
- c. *Meetings:* Meets monthly.
10. Public Safety Committee
- a. *Responsible for:*
- i. Acting as the NSNC’s liaison with the Police Department and other local law enforcement and health and safety agencies,
 - ii. Partnering with existing Neighborhood Watch programs and recommending the establishment of new programs as needed,
 - iii. Educating the Board and Stakeholders about important safety programs available to the community such as Community Emergency Response Team training (CERT),
 - iv. Proposing projects to the Community Activities and Events Committee that relate to safety and/or law enforcement Committee and working with that committee on any approved projects so as to accomplish NSNC goals,
 - v. Informing the Board and Stakeholders of problems in the community related to law enforcement, and
 - vi. Making recommendations to the Board regarding law enforcement and safety issues.
- b. *Goal:* To work together with law enforcement and health and safety agencies to improve the quality of life in the community.
- c. *Meetings:* Meets at least quarterly on an as needed basis.
11. Transportation and Public Works Committee

- a. *Responsible for:*
 - i. All matters relating to pedestrian and vehicular transportation within the NSNC boundaries, including issues regarding traffic, sidewalks, streets and parking, and
 - ii. Matters relating to public works projects within the NSNC not handled by the Planning and Land Use Committee.
- b. *Goal:* To protect and improve the quality of life in our community.
- c. *Meetings:* Meets at least quarterly on an as needed basis.

C. Ad Hoc Committees.

- 1. Ad Hoc Committees may be comprised of up to four (4) members, all of whom shall be members of the Board.
- 2. The President shall appoint up to four (4) Board Members, including the Parliamentarian, to an Ad Hoc Election Committee during election years.
- 3. Any Officer, Board Member or Stakeholder may request or recommend the formation of additional Ad Hoc Committees to deal with temporary issues.
- 4. Ad Hoc Committees are not subject to Brown Act requirements.
- 5. Ad Hoc Committees are limited to the specific task(s) for which they are created and shall be dissolved automatically upon completion of their designated responsibilities and presentation of their formal reports and recommendations to the Board.

**ARTICLE VIII
MEETINGS**

A. NSNC Meetings.

- 1. Regular Meetings.
 - a. The NSNC meets regularly the fourth Thursday of each month except November and December. Regular Meetings in November and December are held on the third Thursday of those months.
 - b. The last meeting of the outgoing Board and first meeting of the incoming Board shall be held jointly in September. Only the incoming Board Members may vote at the September meeting.
 - c. The place, time and location of meetings shall be determined by the President and/or Executive Committee and duly noticed to the public as set forth in the Bylaws.
- 2. Special Meetings.
 - a. Special Meetings may be called by the President and/or Executive Committee and notice given as set forth in the Bylaws.
 - b. Rules of conduct applicable to Regular Meetings shall apply to Special Meetings.
- 3. Emergency Meetings
 - a. A meeting may be called by the President and/or Executive Committee without public notice only in the event of a dire emergency likely to impair public health and safety.

- b. Minutes of an Emergency Meeting shall be posted for at least ten (10) days after the meeting.
- 4. Meeting Attendance:
 - a. All Board Members are expected to attend all Board meetings.
 - b. The Secretary shall record and announce attendance at all Board meetings.
 - c. Board Members who are unable to attend a meeting must notify the President in advance in order to avoid being charged with an Unexcused Absence as described in Article IV Section C1 above.
 - d. A Board Member with three (3) Unexcused Absences in a twelve (12) month period may be removed from office as set forth in the Bylaws and these Standing Rules.
- 5. Board Reports.
 - a. Prior to each meeting, Board Members, whether or not they will attend the meeting, shall submit to the President via email a completed Board Report which shall include the following:
 - i. *Consent Agenda Items:* Which are motions of a routine, administrative or non-controversial nature that do not require discussion or debate,
 - ii. *Action Items:* Which are motions requiring discussion and Board approval or items for discussion which contain recommendations that may result in motions, and
 - iii. *Information Items:* Which are status reports on a Board Member's or Committee's activities since the last Board meeting and announcements about his/her work which he/she would like the Board to know.
 - b. Board Reports received by the President shall be posted on the Website and emailed all together at once to all Board Members in advance of the meeting.
 - c. Physical copies of the Reports shall be available to the public in advance of the meeting.
 - d. Copies of all Board Reports shall be attached to the Minutes and become a permanent part of the record.
- 6. Motion Slips.
 - a. All motions to be considered by the Board should be submitted in writing to the President in advance of the meeting either in a Board Report or on a Motion Slip.
 - b. All motions so submitted shall be put on the Agenda, unless rejected for good cause by the Executive Committee,
 - c. If a motion not on an Agenda is made or a motion included on an Agenda is amended at the meeting, then a Motion Slip must be completed and submitted to the Secretary at the time the motion or amendment is made.
- 7. Agenda.
 - a. The Agenda shall contain all motions and a brief general description of each item of business to be discussed or acted upon at the meeting. A sample Agenda is attached hereto as a part of the Appendix.
 - b. All Board Members shall be notified of all items to be placed the Agenda.
 - c. Items may be placed on the Agenda by request to the President from a Board Member or Stakeholder, by recommendation of a Committee, as required

automatically by the Bylaws, and by any other means as decided by the Executive Committee.

- d. At each Board meeting, the Secretary shall accept written suggestions from the public for items to be included on the Agenda of future Board meetings. The President and/or Executive Committee shall review these items and determine whether to place the items on the next Agenda.

8. Meeting Procedures.

- a. Board meetings are conducted to the extent reasonable and necessary according to Parliamentary Procedure as set forth in the current edition of *Robert's Rules of Order*. All Board Members are expected to know and follow these procedures.
- b. The President shall conduct the meeting, determine order, maintain decorum, and decide all questions of procedure. The decision of the President shall prevail unless reversed by the vote of a majority of the Board.
- c. Opportunity for public comment shall be given on all matters before the Board. Any member of the public wishing to be heard shall be asked to complete a speaker card.
- d. Board Report information items should be summarized rather than read in their entirety.
- e. Only those matters on the Agenda may be acted upon, except as follows:
 - i. "*Subsequent Need Item*." Two-thirds (2/3 or all if less than 2/3 present) of the Board determines the need to take immediate action and the need for action came to the attention of the NSNC subsequent to the agenda being posted,
 - ii. "*Emergency Item*." A majority of Board Members present determines that an emergency situation as defined by law exists requiring immediate action, and
 - iii. "*Hold Over Item*." An agenda item continued from a meeting held not more than five (5) days prior to the current meeting.
- f. A Consent Agenda item shall be removed from the consent agenda and placed on the regular agenda for discussion at the request of any Stakeholder,
- g. Members of the Board and public may address the meeting only after being recognized by the President.
- h. Remarks shall be confined to the question under debate.
- i. All present at a meeting shall maintain proper decorum or shall be asked to leave.
- j. Time limits may be imposed by the President for Agenda items and discussion.
- k. Secret balloting is not permitted.

9. Closed Sessions.

- a. All NSNC business shall be conducted in open session meetings except for the following circumstances:
 - i. Discussion regarding the appointment, evaluation of performance, discipline or removal of a Board Member or Officer,
 - ii. Discussion regarding matters relating to pending litigation,

- iii. Emergency matters where two-thirds (2/3) of the Board votes to close the meeting, and
- iv. Matters regarding real estate negotiation.
- b. The Board shall report publicly all final actions taken in closed session.

B. Committee Meetings.

1. Committees shall meet as needed to accomplish the business of the Committee.
2. Committee Chairs shall clear the date and time of all meetings with the President.
3. Standing Committee Meetings shall be scheduled by the Committee Chair and must be publicly noticed 72 hours in advance of the meeting in accordance with the Brown Act.
 - a. The Agenda for each Standing Committee meeting shall be publicly posted.
 - b. The public must be given the opportunity to address agenda items at the Standing Committee meeting.
4. Committee Chairs shall be responsible for supervising and managing their Committees and for providing status reports on Committee activities at every Board meeting.
5. The President and Vice President are *ex officio* members of every Committee.
6. Any member of the NSNC may attend any Committee meeting, but only members of the Committee and the President may vote on motions made in Committee meetings.
7. Motions by Committees shall be phrased as recommendations to the Board of Directors when presented to the Board for vote. Motions to the Board based upon Committee recommendations do not require a second.
8. Committee action shall be by majority vote of the Committee Members present if a quorum (one more than ½ the total members) is present.
9. A minority of the Committee may submit a report at the time a majority report is submitted. This report is for information purposes only, unless it is substituted for the majority report by Board motion.
10. The Committee Chair is responsible for maintenance of the Committee's roster, record of attendance and minutes. These responsibilities may be delegated to another Committee Member or members.

**ARTICLE IX
FISCAL RESPONSIBILITY**

A. Compliance and Use of Funds.

1. NSNC funds are public funds held on its account by the City of Los Angeles.
2. As stewards of the public's trust, the NSNC Board shall assure:
 - a. That NSNC funds which are taxpayer resources be used only for public purposes,
 - b. That the NSNC acts only in the best interests of its Stakeholders and the City, and
 - c. That all Board Members abide by all applicable disclosure requirements and avoid even the appearance of any financial conflicts of interest.

3. The NSNC shall comply with all rules and procedures regarding financial responsibility established by DONE as set forth in Article III, Section 2 of the Plan, Article X of the Plan, and Article XI of the NSNC Bylaws.
4. Any and all expenditures of NSNC funds must be approved by the Board of Directors at a noticed, public meeting.
5. Any and all expenditures of NSNC funds must be for an approved Neighborhood Council purpose, as established by DONE.
6. NSNC Funds may be used only for costs directly related to the mission, purpose, goals, objectives, functions, operations and duties of the NSNC as set forth in the Plan and the NSNC Bylaws.
7. Approved expenses shall be paid from NSNC funds by Charge Card or Demand Warrant in accordance with the process established for all Neighborhood Councils by DONE.
8. Use of NSNC funds for neighborhood improvement projects may require advance approval by DONE.
9. The NSNC may apply for grants to fund neighborhood improvement projects. Such grants are in addition to regular NSNC funding.
10. DONE may monitor and review any NSNC financial transactions and may require advance approval expenditures in excess of \$2,500.
11. Misuse of funds may result in corrective action by DONE, up to and including de-certification.

B. Budget.

1. All NSNC Officers, Committee Chairs and Board Members shall have adequate funds budgeted to cover the reasonable costs they will incur in the performance of their duties.
2. All Board or other NSNC positions that require working funds shall submit a projected operating budget to the Treasurer and President prior to the Budget and Finance Committee's Budget Setting meeting but no later than April 1 of each year.
3. The Budget and Finance Committee shall prepare the NSNC Operating Budget for the upcoming year, based upon the prior year's expenses and any anticipated new expenses, at a Budget Setting meeting held prior to the start of the next fiscal year but no later than May 15.
4. The proposed Annual Budget shall be submitted for approval by the Board at the May meeting.

C. Expenses

1. Board Members, Officers and Committee Chairs shall know and manage their own budget line items and supervise the expenses of their direct reports (if any).
2. Board Members, Officers and Committee Chairs shall know and follow all laws related to budgets and expenses, including, without limitation, city of Los Angeles laws regarding competitive bidding, bribery and conflict of interest.
3. Board Members, Officers and Committee Chairs shall know and follow DONE's guidelines regarding use of Neighborhood Council funds.

4. Approval of Expenses:
 - a. Expense amounts within a specific Board Member's or event's budget line item, as stated on the approved NSNC Operating Budget, do not require advance approval so long as the Operating Budget as a whole has been approved by the Board.
 - b. A Board Member, Officer or Chair may not obligate the NSNC for any non-budget item without prior Board approval.
 - c. Any expense likely to exceed a stated budget line item must be approved in advance by the President and Treasurer and ratified by the Budget and Finance Committee and the Board.
 - d. Any expense exceeding a budget line item that has not received advance approval may be submitted to the Board for approval for reimbursement. Any amount not approved by the Board for reimbursement will be considered a donation.
5. Any Officer, Chair or Board Member who has received NSNC funds shall include in his/her Annual Report an accurate and complete record of all expenses they have incurred, including non-reimbursed expenses and donations.
6. All expense reimbursement requests shall be submitted along with original receipts to the Treasurer on an approved Expense Reimbursement Form within 30 days of the incurred expense, and must be submitted no later than April 10 in order to be considered for payment from the current year's funds.
7. If a Board Member wishes to expense costs to a budget other than his/her own, he/she must discuss this with the individual responsible for that budget line item and with the Treasurer before the expense is incurred.

ARTICLE X

DOCUMENT CONTROL AND SUPPLIES

A. Notebooks

1. All Board Members, Officers and Committee Chairs shall receive an official NSNC Job Notebook at the beginning of their terms of office.
2. Official Job Notebooks are to be returned to the President within one week of the end of office so that they can be updated and passed on to incoming Board Members, Officers and Committee Chairs.

B. Permanent Records.

1. Minutes.
 - a. Minutes shall be kept of all NCSC Regular, Special and Committee meetings.
 - b. Minutes are the formal records of the organization and must be kept until such time as the NCSN ceases to exist.
 - c. NCSC Meeting minutes are kept by the Secretary electronically and in hard copy format in a separate Minutes Book.
 - d. Committee Meeting minutes are kept by the Chair of each committee electronically and in the Committee Notebook.
 - e. The Assistant Secretary shall keep a permanent hard and electronic copy of the Motion Log.

2. Foundational and Operational Documents
 - a. The Parliamentarian shall keep electronic and hard copies of the current and all past versions of NSNC Foundational and Operational Documents and Forms
 - b. Board Members, Officers and Committee Chairs should have the current copy of the Bylaws and Standing Rules in their Job Notebook.
 - c. The Secretary shall keep the Original Certification Documents in the Minutes Book.
3. Financial Records.
 - a. The Treasurer shall keep an electronic and hard copy permanent record of all NSNC budgets and all NCSC expenses.
 - b. The Treasurer shall also keep hard copies of all Final Expense Reports received in his/her Job Notebook.
4. Final Reports. Board Members, Officers and Committee Chairs shall keep hard copies of all Annual Reports in their Job Notebooks.
5. Historical Records. All documents, photographs, etc. of historical interest shall be kept by the Historian (if any) or the President.

C. **Non-Permanent Records.** The following documents or records should be retained only by the individual and for the number of years stated.

1. Agendas: President (2 years)
2. Public Notices: President (2 years)
3. Rosters: President (2 years)
4. Contracts: President and Treasurer (4 years)
5. Official Correspondence: Secretary (2 years)
6. Fundraising records: Committee Chair (7 years)
7. Presidential Correspondence (2 years)
8. Individual Board Member, Officer and Committee Chair non-permanent documents (2 years)

D. **Supplies.**

1. Official, permanent outreach supplies such as the official NSNC Banner(s) and information pamphlet(s) shall be kept by the Outreach Committee Chair for use and display at NSNC events. Requests for usage should be directed to the Outreach Committee Chair in a timely fashion.
2. Individual Board Members, Officers and Committee Chairman shall purchase and maintain the supplies needed for the performance of their NSNC duties in accordance with the budget and expense procedures established in these Standing Rules.
3. Supplies purchased with NSNC funds and left over at the end of a Board Member, Officer or Committee Chair's term of office shall be inventoried and given to the President.

ARTICLE XI AMENDMENT

- A. **Amendment by the Board of Directors.** New Standing Rules may be adopted or these Standing Rules may be amended or repealed by a two-thirds (2/3) vote of Board Members present and voting at any duly called Regular or Special NSNC meeting at which a quorum is present, provided that a written copy of all proposed changes has been give to each Board Member personally, by standard mail or email, at least ten (10) days prior to the vote.
- B. **Amendment by the Parliamentarian.** The Parliamentarian may amend these Standing Rules without vote to comply with local, state and federal law and/or to correct non-substantive errors as to grammar, spelling, or formatting.

APPENDIX ONE

ANNUAL LIST OF BOARD ACTIVITIES

GENERATION ONE SENIOR FAIR – APRIL

CITRUS SUNDAY - MAY

VALLEY FAMILY FESTIVAL – JUNE

NATIONAL NIGHT OUT – AUGUST

DISASTER PREPAREDNESS FAIR – OCTOBER

NORTH VALLEY YMCA THANKSGIVING BASKETS COLLECTION – NOVEMBER

PALS TOY GIVEAWAY - DECEMBER