

STANDING RULES AD HOC COMMITTEE FINUDRAFT – Full Edits (5.20)

Current Bylaws: Blue text

Suggested Standing Rule: Black text

STANDING RULES - OFFICER ROLES AND RESPONSIBILITIES

Current Bylaws: Article VI: Officers (pg. 7)

Section 1: Officers of the Board - the officers of the Board (Officers) shall include the following positions which all together comprise the Executive Committee: President, Vice-President of Administration, Vice-President of Outreach and Communications.

A. Suggested Standing Rule to Officers of the Board:

- i. The Executive Committee shall include the President, Vice President of Administration, Vice-President of Outreach and Communication, Treasurer and Secretary. The Treasurer and Secretary are non-voting members unless the meeting is a Special or Joint meeting and may serve as alternates as needed. Officers and Executive Committee positions shall be voted and approved by the Board. Every Officer and Executive Committee Member shall provide written reports such as status reports and meeting minutes to the Board on a timely basis, as needed, review and update all Operational documents related to their position, maintain a file with key contacts, project updates, reports and required records in accordance with the role, and train successor in duties, responsibilities and practical aspects of the office and provide support and guidance as needed.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

- A. **PRESIDENT:** The President shall preside at all meetings and direct all activities of the NWNC; chair Executive Committee meetings; represent the interests of the NWNC before the City Council and City Departments, boards and commissions, or delegate such representation as warranted; serve as a spokesperson for the NWNC in the press and before other neighborhood councils and/or the public; and appoint Committee chairs as necessary subject to confirmation by a majority vote of the Board.

B. Suggested Standing Rule to the Duties of the President:

- i. Serve as Chair of General Board Meetings, Executive Committee Meetings and Special General Board Meetings. Set General Board Meeting agendas in partnership with Executive Committee.
 - ii. Manage Board Members including but not limited to attendance, ensure code of conduct is adhered to, recommend disciplinary action, oversee conflict resolution and grievance procedures and accept resignations in consultation with the City Attorney's office and approval of the Board.
 - iii. The President responds to stakeholder inquiries and requests or refers them to the appropriate Board Member or Committee Chair.
 - iv. Together with the Treasurer, serve as signatory on all funding requests and / or payments as well as approval of expense reimbursements.
- B. **VICE-PRESIDENT OF ADMINISTRATION:** shall serve in place of the President in that person's absence and be responsible for the operational, administrative, and logistical needs of the council. Other specific duties may be determined by the board.

a. **Suggested Standing Rule to Office of the VP of Administration:**

- i. Oversee operational efforts including vendor relationships and contracts related to office, meeting rooms, storage, mailbox, minutes, and webmaster. Maintain a record of all office equipment, supplies, event equipment, and other materials of significant value to NWNC. Oversee management of archived records as required by DONE. Approve and maintain a log of authorized Board Members who have access to equipment, keys, P.O. boxes, etc.
- ii. Ensure meeting facility is secured and properly set up and torn down for General Board Meetings. Assist with identifying and maintaining contact information for potential meeting locations for Committee meetings.
- iii. Ensure all Board Members have completed proper certification as required by DONE, and notifies members of impending expiration dates

C. **VICE-PRESIDENT OF OUTREACH AND COMMUNICATION:** This individual shall coordinate the NWNC's external communications and outreach activities. Other specific duties may be determined by the Board.

a. **Suggested Standing Rule to Office of the VP of Outreach and Communication:**

- i. Chair the Outreach & Communication Committee and participate in the development and execution of an Outreach & Communication Plan and Budget.
- ii. Oversee various communications on behalf of the NWNC Board. Act as Board liaison with webmaster to maintain and update stakeholder database.
- iii. Build NWNC awareness and positive affiliation with stakeholders, Neighborhood Councils, other partners and DONE through active posting on NWNC platforms, participation at key events that reinforce NWNC brand. Work with Board members, committee members, stakeholders, other Neighborhood Councils and DONE to create and participate in events. Identify and coordinate speakers for NWNC meetings and events.
- iv. Approve all partner creative using NWNC assets to ensure accuracy, consistency and compliance of messaging and logo. Maintain creative assets as resource for Board members. Maintain complete updated list of passwords for all NWNC social media sites.
- v. Identify and maintain inventory of premiums and promotional materials for handout to stakeholders at NWNC supported events.

D. **SECRETARY:** The Secretary shall keep the minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Board. **(NOTE: Bylaws need to adjust to read "keep minutes for General Board Meeting and Executive Board Meeting).**

a. **Suggested Standing Rule to the Office of the Secretary:**

- i. Act as notetaker in absence of a minute taker for General Board Meetings, Executive Committee Meetings and Special Joint Meetings. In the event the Secretary cannot fill the role, an Executive Officer will delegate the responsibility. Send draft minutes to attending Board Members for review within 10 days of the next scheduled GMB, ECM or Special Joint meeting, and post them to the NWNC website no later than 7 days after approval.
- ii. Provide copies of handouts including but not limited to agendas, minutes, MER, etc for General Board Meeting and Executive Committee Meeting prior to start of meeting. Work with Webmaster to get handouts posted prior to meeting if possible. All handouts must be given to

the Secretary at least 72 hours prior to the meeting in which they will be reviewed. Bring required documents to every Board Meeting including sign in sheets, stakeholder comment cards, Bylaws, etc.

- iii. Serve as point person for the submission and recording of the Board monthly activities.
- iv. Maintain a record of all proceedings, correspondence and documents, track General Board Meeting and Executive Board Meeting attendance, and keep complete and accurate archive of past GBM and Executive Board meetings for the year. Maintain Board Member contact information, Committee Chair and member contact information.

E. **TREASURER:** The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

a. **Suggested Standing Rule to the Office of the Treasurer:**

- i. Serve as Chair of the Budget and Finance Committee.
- ii. Prepare annual NWNC budget, working with Budget & Finance Committee, Board Members and Committee Chairs, for review and approval at the NWNC General Board Meeting (prior to the fiscal year end. Based on approval, submit the approved budget to DONE for uploading in the system
- iii. Prepare NWNC financial statements including budget-to-date vs plan report monthly and present at every regular NWNC General Board Meeting and make copies available to members of the Board and public (MER). File NWNC monthly financial statements with (DONE) LA City Clerk Neighborhood Council Funding Division, as required. Complete and file BAC forms for funding approval.
- iv. Coordinate review of NWNC finances and books of account with DONE and L.A. City Clerk's Neighborhood Council Funding Division and respond in a timely manner to all public requests for the review of NWNC finances and books of account.

Section 3: Selection of Officers - Officer positions shall be filled annually, at the first official Board meeting following their election or selection in Board election years, and at the July meeting of the Board in non-election years. The election of the executive committee will be facilitated by the Department of Neighborhood Empowerment or their designated representatives.

Section 4: Officer Terms - The Officers shall serve one (1) year terms, or until the new board is seated and serve at the pleasure of the Board. They may stand for re-election annually.

STANDING RULES - BOARD MEMBERS

A. NWNC - CURRENT BYLAWS FOR BOARD MEMBERS (NONE)

a. Suggested Standing Rule for Board Members:

- i. It is suggested that, in order to be productive, Board Members shall read, know and follow all NWNC foundational documents and those operational documents pertinent to any specific area(s) of responsibility. Read, know and follow all applicable procedures established by the City of Los Angeles. Attend and / or complete all required NWNC and City Board Member training sessions.
- ii. Board Members shall attend General Board Meetings, support Board Members decisions, act as a general representative of NWNC in the community, respect the opinion of others and the democratic process when conflict arises, keep the President and Board informed of NWNC matters, and be responsive to Board Member communication and requests.

- iii. NWNC Board member's role is to provide a forum to help inform and educate stakeholders on issues relating to Northridge West and LA City. Any and all documents produced by individual Board Members on behalf of the Board or Committees (e.g. flyers for events, documents left for distribution at General Board Meetings, etc.) must be shared with and approved by the Board.
- iv. Board members cannot use their affiliation with the Board to endorse and/or take a position on an issue and/or offer endorsements. While Board members as individuals are able to make whatever statements from their personal accounts, they cannot make such statements on behalf of the NWNC Board.
- v. Board Members are encouraged to actively participate in at least one (1) Committee as well as work at NWNC events and activities.

STANDING RULES – ELECTION AND REMOVAL (IV) 2019 SKIP FOR DONE INPUT
NWNC – CURRENT BYLAWS ARTICLE V ELECTION AND REMOVAL (pg 5)

STANDING RULES - NEW: NPG PROCESS

- A. Suggested Standing Rule Addition: Neighborhood Purpose Grant Process and Procedure:**
- i. NPGs will be submitted to the President who will, upon initial review, forward to the Treasurer for vetting as well as determine the appropriate Committee for further review of the NPG or place the NPG for review at the next Executive Committee Meeting.
 - ii. In the event that it is sent to Committee(s) for review, the Committee will serve as point on the NPG in presenting to the Board as well as all follow up. The process is included in the NPG form from the LA City Clerk site under Funding Requests (Located on the LA City Clerk’s website: <https://clerk.lacity.org/sites/g/files/wph606/f/NPG%20NC%20Information%20Packet%2002-2018.pdf>)
 - iii. The Executive Committee or Committee Chair will request the NPG recommendation be agendaized for review and consideration at the next General Board Meeting.
 - iv. The Committee Chair is responsible for communication and follow up with the NPG contact, other Committees including the Outreach & Communication Committee and request a Project Completion Report Form is submitted from the NPG applicant

STANDING RULES - MEETINGS ARTICLE VIII

A. NWNC - CURRENT BYLAWS ARTICLE VIII: MEETINGS (pg 8)

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the NWNC boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

- A. **Regular Meetings** - Regular General Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.
 - B. **Special Meetings** - The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.
- A. Suggested Standing Rule to Meetings:**
- i. Board Members will be considered in attendance if they join or leave the meeting within 30 minutes of the meeting being called to order or adjourned. Board Members must be present

and participate in motions requiring board member voting as well as all Committee Chair updates in order to be considered in attendance. A meeting missed by a Board Member excused by the President shall not count as an absence. Habitual tardiness may result in Board censure. (3 consecutive or 4 in the fiscal year.) (GET DONE QUALIFICATION FOR ATTENDANCE, IF ANY.)

- ii. Board Members must attend all regularly scheduled General Board Meetings. Board Members who miss three (3) regularly scheduled consecutive NC Board Meetings or four (4) during a twelve (12) month period shall automatically be removed from the Board.
- iii. Any Executive Board Member who misses three (3) regularly scheduled consecutive Executive Committee Meetings or four (4) during a twelve (12) month period shall automatically be removed from the Executive Committee.

Section 2: Agenda Setting - The Executive Committee shall set the agenda for each General Board Meeting. If the Executive Committee does not meet, the President shall set the meeting agenda within one hundred twenty (120) hours before the upcoming General Board Meeting.

A. Suggested Standing Rule to Agenda Setting:

- i. Motions for Board consideration must be in writing and contain the specific wording and funding line being requested for review and approval at a General Board Meeting. (Provide form in handbook / website)

Section 3: Notification / Postings - Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council's one (1) Public Notice Locations specified on a Posting Location Form filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special Meeting agendas shall also be emailed to the Department.

NWNC - CURRENT BYLAWS: ARTICLE VII: COMMITTEES AND THEIR DUTIES (pg 8)

A. ARTICLE VII COMMITTEES AND THEIR DUTIES

- a. All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for Committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.
 - b. Section 1: Standing Committees – The Standing Committees of the NWNC are: The Executive Committee, Budget and Finance Committee, Community Outreach Committee, Beautification Committee, Planning/Land/Zoning Use Committee, Elections Committee, Education Committee, Public Safety Committee and Bylaws Committee.
 - c. Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.
 - d. Section 3: Committee Creation and Authorization
 - e. Committee Authority – All committee recommendations shall be brought back to the full Board for discussion and action.
- B. Committee Structure – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of three (3) or less Board members and may include any interested Stakeholders.
- C. Committee Appointment – All Committee Chairs shall be appointed by the President and confirmed by the Board. Only those Committee members who are Board members are eligible to serve as Chairman of a committee. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

- D. **Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act.
- B. **Suggested Standing Rule to Committee Meeting:**
- i. Committees are encouraged to meet at least quarterly or as frequently as needed to accomplish the business of the Committee.
 - ii. 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. The agenda for each Standing Committee meeting shall be publicly posted.
 - iii. Committee Chairs shall be responsible for providing status reports on Committee activities at each Board meeting. They are also responsible for maintenance of the Committee’s roster, record of attendance, set date, time, location of the meeting, and create and post the agenda.
- E. **Changes to Committees** – The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.
- F. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.
- A. **Suggested Standing Rule to The Role of Liaisons:**
- i. Liaisons are appointed by the President subject to Board confirmation.
 - ii. The purpose of a Liaison is to provide information to the other Board Members so that they can be more broadly informed about events, activities, policy and other organizations that may impact the community. The liaison should review reports, communicate with other organizations, public entities and/or stakeholders in connection with the assignment, and attend meetings related to the assignment.

STANDING RULES - NEW: DOCUMENT CONTROL AND RETENTION Check DONE for requirements

- A. **Suggested Standing Rule for Document Control and Retention:**
- B. **May read more like: Records must be kept in compliance with DONE policies and procedures. (delete everything else)**
- a. Committee Chairs are responsible for maintaining and providing information to the Executive Board and for purposes of training the newly elected Board Committee Chairs. These include:
 - i. General Board Meeting Agendas, Minutes, and motion handouts.
 - ii. Committee Meeting Agendas, Minutes, handouts, presentations, etc
 - iii. Financial documents: Annual Budget, monthly MER, NPGs, BACs, Clerk NCFP, tracking summaries, material inventories.
 - iv. Board rosters, committee member names, member training certificates / confirmations.
 - v. Listing of all mailbox, storage units, office space with passwords, keys and Board Member access.
 - vi. Creative assets including logos and templates in a location that can be easily accessed by current and new Board Members.
 - vii. Maintain passwords and Board Member access to all NWNC sites: NWNC website, facebook, twitter, instagram, Nextdoor, Canva, etc.
 - viii. Maintain vendor lists for items requiring repurchasing (business card, name badges, premiums, catering, etc)
 - ix. City official handouts / presentations at GBM
 - x. Speaker cards will be maintained for 60 days post the GBM which they spoke at to assist in proper record keeping. They can be disposed of post 60 days.
 - b. Records will be maintained for a minimum of five (5) years. Disposing of records and inventory should be reviewed with EmpowerLa prior to making obsolete.

NWNC – CURRENT BYLAWS ARTICLE IX FINANCES

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City’s mandate for the use of standardized budget and minimum funding allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council’s finances, where the term “appropriate City officials” means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the NWNC website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the NWNC’s accounts.
- E. The Council will not enter into any contracts or agreements except through the Department.
- A. Suggested Standing Rules for Finances:**
 - i. The Board is encouraged to hold a retreat to set the upcoming NWNC Budget as well as conduct a self-assessment of the previous year’s spending.
 - ii. The Budget and Finance Committee shall prepare the NWNC Operating Budget for the upcoming year, based on the Board Retreat as well as prior year’s expenses and any anticipated new expenses.
 - iii. The proposed Annual Budget shall be submitted for approval by the Board at the General Board Meeting no later than the two months prior to the fiscal year end.
 - iv. The Board shall review and approve all financial requests through motions submitted at General Board Meetings with the exception of Office Expenditures which are approved at the line item (category) level during the Annual Budget review process.
 - v. Board members who attend consecutive meetings back to back in the same day may expense food for the impacted board members.