

STANDING RULES

of the Granada Hills North Neighborhood Council

INTRODUCTION

This document establishes working guidelines for GHNNC meetings and other activities. It does not replace nor supersede any part of the Bylaws.

The rules, policies, and guidelines mentioned in this section represent the values and procedures that the Board expects each member to uphold. Such policies and guidelines are representative of important goals, but they are not subject to the GHNNC grievance procedures as outlined in Article 12 of the Bylaws. Consistent infractions in one area that impair the function of the Council may be addressed by the Ethics Committee in a spirit of working together to seek compliance.

All defined terms used herein are the same as found in the Bylaws.

I. LAUSD REQUIREMENTS FOR USE OF THEIR PREMISES FOR PUBLIC MEETINGS

- A. All meetings of the GHNNC held at any LAUSD facility shall begin with the Pledge of Allegiance to the flag of the United States of America.
- B. All meetings of the GHNNC which are held at any LAUSD facility shall have either:
 - 1. A disclaimer read aloud that “the LAUSD does not sponsor, approve, nor disapprove of business conducted at these meetings, nor is the GHNNC in any way affiliated with the LAUSD” or
 - 2. The preceding announcement printed on the agenda with such statement appearing in an equally large and prominent typeface as the main body of such document.

II. RULES OF CONDUCT FOR GHNNC MEETINGS

- A. Board Meetings
 - 1. All questions and discussion will be directed to and through the President.
 - 2. Board Members should not engage in cross-talk.
 - 3. All Board Members, Stakeholders, and all other persons in attendance are expected to conduct themselves in a civil manner as outlined in the Code of Civility as adopted by the GHNNC.
 - 4. Any Board Member leaving the meeting shall inform the Secretary immediately prior to such departure, and the Secretary will duly note the absence.
 - 5. Private discussions during any meeting shall be conducted outside of the meeting room.
 - 6. All meetings may be conducted using *Robert’s Rules of Order Newly Revised, 10th Ed.*
 - 7. The President shall recognize each speaker and, if necessary, provide a microphone.

8. No vote shall be taken on any resolution, including any amendments, until the Secretary or presiding officer has stated the final motion before the Board.
9. A Board Member shall inform the Secretary if he or she will be unable to attend or be on time at a Regular or Special Meeting.
10. Public speaking:
 - i. All public commentary by Board Members and committee members shall be limited to the specific subject matter that has been approved by the Board.
 - ii. All Board Members and committee members shall, in public forums, state that their public comments are made as independent individuals and are not to be taken as GHNNC positions or policies.
 - iii. All Board Members shall consider the effect of their positions being misquoted when reported by the media or other bodies.
11. Commencing with the date of taking office, any Director who accrues three (3) consecutive absences from any Regular Meetings occurring on the regularly-scheduled day and time (a "Normal Meeting"), or a total of four (4) cumulative absences from Normal Meetings within any consecutive twelve-month period, shall be subject to removal by a majority vote of the Board. Notifying the Board of an absence prior to a Regular Meeting, while courteous and encouraged, does not prevent such absence from accruing. Leaving a Board meeting early does not constitute an absence unless such absence causes a loss of quorum. Notwithstanding the foregoing, if any Director accrues four (4) consecutive absences, or within any consecutive twelve-month period accrues five (5) cumulative absences, from Normal Meetings for any reason, such Director's seat shall be considered vacant.
12. The minutes of every Board meeting shall include the attendance log.

B. Committee Meetings

1. Committee members, Stakeholders, and all other persons in attendance are expected to conduct themselves in a civil manner as outlined in the Code of Civility adopted by the GHNNC.
2. All Committee meetings may be conducted using the *Robert's Rules of Order Newly Revised, 10th Ed.*
3. The committee chairperson or designee thereof ("CC") shall be responsible for scheduling relevant guest speakers at Board meetings if so requested by the President.
4. In order to assure a quorum, when committee members are made aware of the date of a committee meeting, either via direct communication or under the "future events" paragraph of a GHNNC agenda, such members shall contact the CC as soon as possible to advise when they are unable to attend such meeting.
5. Any committee member who misses two (2) or more consecutive committee meetings may be removed from such committee at the discretion of its CC, effective prior to such

committee determining quorum for its next meeting after which said second consecutive absence occurred.

6. For permanent record keeping purposes of the GHNNC, the CC shall, on or before April 30 of each year, submit to the Secretary in (i) binder form or (ii) electronically in Adobe Acrobat .pdf format, the approved minutes of all duly noticed committee meetings from the previous calendar year.
7. Meetings for standing committees shall be held on a regularly scheduled day and time that meets the needs of the committee, unless directed otherwise by the Board.
8. The CC shall prepare such meeting agendas in the appropriate format for the committee after consulting with committee members.
9. The CC shall post meeting agendas by the required deadline and provide said agenda to the President and Secretary in a timely fashion for distribution to stakeholders.
10. Committee reports shall be prepared for Board meetings as required and requested, and should include any written motions for actions with rationale approved by the committee.
11. Without authorization by the Board, no committee has authority to speak for the GHNNC, to hold itself out as representing the GHNNC, to adopt any public position in the name of the GHNNC, or to enter into any contract or to incur any financial liability in the name of the GHNNC. Any Committee Member who violates the foregoing shall be subject to removal from such committee at the discretion of the President and/or shall have his or her actions be subjected to a review by the Ethics Committee.
12. The minutes of a committee meeting shall include the names of the Committee Members present and absent; a statement indicating if quorum was achieved; a reasonably thorough summary of all discussions, conclusions, and motions; and the times at which the meeting was called to order and adjourned. The minutes shall follow the order of the agenda.

III. EDUCATION FOR BOARD MEMBERS AND STAKEHOLDERS

- A. All Board Members are required and Stakeholders shall be encouraged to participate in at least one educational forum at which the subject matter primarily concerns the Brown Act.
- B. Every two years, the President shall establish an educational forum at which the Board will familiarize itself with standard parliamentary procedures.
- C. The Board shall allocate funds to purchase a copy of *Robert's Rules of Order Newly Revised, 10th Ed.* for any Director who requests such.

IV. REQUESTS TO THE BOARD

- A. Whenever possible, the President shall refer persons who have questions, concerns, or suggestions about any item to the committee whose jurisdiction most adequately includes such items.