

BOARD MEMBERS

CHAIRPERSON
Leon Marzillier

VICE CHAIRPERSON
Anne Ziliak

Pat Casparian	Mary Ellen Crosby
Sue De Vandry	Neysa Frechette
Rafael Garcia	Sid Gold
Michael Greenwald	Gary Holmen
Wayde Hunter	Joshua Jordahl
Skip Leifer	Agnes Lewis
William Lillenberg	Scott Manatt
Ray Pollok	Eric Rosenberg
Steven Smith	Jan Subar
Natasha Vetlugin	Joe Vitti

CITY OF LOS ANGELES CALIFORNIA



Policy & Rules Committee DRAFT MINUTES For the meeting held July 13, 2009 at 4:00pm, 11139 Woodley Ave.

GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL

11862 Balboa Boulevard, #137
Granada Hills, CA 91344-2753

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www.ghnnc.org

1. Meeting called to order by Committee Chair Eric Rosenberg at **4:14pm**.
Committee members present: Eric Rosenberg, Mary Ellen Crosby, Sue DeVandry, Barbara Iversen, and Joshua Jordahl
Committee members absent: Ralph Kroy, Scott Manatt, Leon Marzillier (*ex-officio*), and Kim Thompson
Stakeholders present: Wayde Hunter, Anne Ziliak, Becky Bendikson, others
Guests present: Mel Mitchell (*PRNC President*), Bright Aregs (*PRNC Board*), Becky Leveque (*PRNC Board*), others
2. **Motion** to approve the June 8, 2009 minutes **passed** by unanimous consent.
3. During the **Public Comment** period, no one asked to speak.
4. No Stakeholders petitioned to join the committee.
5. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 2 **passed** by unanimous consent
6. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 4 **passed** by unanimous consent.
7. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 8 **passed** by unanimous consent.
8. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 11 **passed** by a vote of **4 in favor** and **1 against**.
9. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 3 was **tabled** in deference to the Porter Ranch Neighborhood Council so that their Land Use Committee and Board could have as much time to discuss the issue as possible before our September 1, 2009 DONE-imposed deadline.
10. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 5 **passed** by unanimous consent.
11. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 6 **passed as amended** by unanimous consent.
12. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 9 **passed** by unanimous consent.
13. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 7 **passed** by unanimous consent.
14. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 13 **passed** by unanimous consent.
15. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 10 was **tabled**.
16. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 15 was **tabled**.
17. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 14 was **tabled**.
18. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 12 was **tabled**.
19. **MOTION** to recommend GHNNC adoption of the Chair's proposal for revisions to the Policies & Guidelines (or "Standing Rules," as proposed) **passed as amended** by unanimous consent.
20. During **New Business**, the committee selected August 10, 2009 at 3:00pm at the GHNNC Offices as our next meeting date and time.
21. During the **Committee Member Comment** period, no one asked to speak.
22. Meeting was **Adjourned** at **8:01pm** by the Committee Chair.

Article 2: Definitions

- 2.1 The Admin Code:** The City of Los Angeles Administrative Code.
- 2.2 The Board:** The GHNNC Board of Directors, as defined in Article 6 of these Bylaws.
- 2.3 Board Member or Director:** A member of the GHNNC Board of Directors.
- 2.4 BONC:** The City of Los Angeles Board of Neighborhood Commissioners.
- 2.5 The Brown Act:** California *Government Code* §§ 54950-54963 (Ralph M. Brown Act).
- 2.6 The City:** The City of Los Angeles.
- 2.7 The County:** The County of Los Angeles.
- 2.8 DONE:** The City of Los Angeles Department of Neighborhood Empowerment.
- 2.9 The Ethics Ordinance:** Los Angeles *Municipal Code* § 49.5.1 (City of Los Angeles Governmental Ethics Ordinance).
- 2.10 GAAP:** Any or all provisions of generally accepted accounting principles that apply to a certified neighborhood council, according to the type of entity established by such council.
- 2.11 The Neighborhood:** All areas within the boundaries of the GHNNC as defined in Article 3 of these Bylaws.
- 2.12 The Plan:** The City of Los Angeles' *Plan for a Citywide System of Neighborhood Councils*.
- 2.13 The State:** The State of California.

WHAT CHANGED?

All definitions are now arranged alphabetically, “The Neighborhood” definition was moved here from Article 3, definitions referring to a government provision now show the citation first (before the “common name”), and some minor grammatical changes were made. No fundamental revisions were made.

Article 4: Council Objectives & Policies and Stakeholder Communications

4.1 Objectives and Policies of the Council: The objective of the Council is to enhance the quality of life and sense of community and pride of all its Stakeholders. The Council shall (i) reach out to other neighborhood councils in an effort to share ideas about how best to give every Stakeholder a voice in government, (ii) attempt to keep abreast of all actions by City government agencies that may affect our community, and (iii) promptly inform Stakeholders of important issues and relevant government actions. After best-faith efforts to solicit opinions from Stakeholders, the Council shall advocate to the City those public policies that are most likely to enhance our quality of life. In all its meetings and correspondence, the Council shall solicit Stakeholders' ideas and promote free expression of opinions. The Council shall listen attentively to all ideas for improving the Neighborhood and to concerns over actions and events that may negatively impact our community. The GHNNC does not discriminate in any of its policies, recommendations, or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, or political affiliation.

4.2 Communicating with Stakeholders: The GHNNC shall communicate regularly with all of its Stakeholders in a manner ensuring timely dissemination of information.

WHAT CHANGED?

The grammar was cleaned up for consistency with the rest of the bylaws, and also so that the concepts are presented more clearly. The fundamental meaning of this Article was not changed.

Article 5: Stakeholders

Per the Admin Code § 22.811(a)(2) and The Plan Article II § 1, “Stakeholders” shall be defined as those who live, work, or own property within the Neighborhood; and also those who declare a stake in the Neighborhood and affirm the factual basis for it. Council membership is open to all Stakeholders.

For the sole purpose of designating the eligibility of Stakeholders for certain Board seats as defined in Article 6 of these Bylaws, Stakeholders who live or own property in the Neighborhood may hereafter be referred to as “Resident Stakeholders”.

Any Stakeholder can be appointed by the Board to represent the Council before City government agencies or other neighborhood councils or organizations.

WHAT CHANGED?

In the first paragraph, the sentence “Council membership is open to all Stakeholders” was moved to the end so that the definition for Stakeholder preceded it.

In the second paragraph, “For the sole purpose of designating the eligibility of Stakeholders for certain Board seats as defined in Article 6” was added to clarify the reason for needing a separate definition for Resident Stakeholders.

The reference to Non-Resident Stakeholders was deleted.

Article 6: Composition of the Board of Directors

6.1 Number of Directors: The Board shall consist of the twenty-five (25) elected Representatives identified below.

6.2 Directors Representing Geographic Districts: The GHNNC area is divided into three geographic districts, as defined in Article 3 of these Bylaws. The number of seats on the Board representing Geographic Districts shall be allocated as follows: one (1) seat for Stakeholders in District One, one (1) seat for Stakeholders in District Two, thirteen (13) seats for Resident Stakeholders in District Three, and one (1) At-Large seat for any Stakeholder. The number of Directors from the three Districts shall be determined by population using the most current census figures and canvassing the businesses and industries within the Council boundaries. Based on such population figures, there shall be one seat for approximately every 2,000 Stakeholders. No matter how small the population is in any given district, each district will have at least one Director on the Board.

Every ten (10) years, following the release of new census figures that would significantly change these numbers, or if the Council feels that a new project will significantly change the rationale for these Districts (for example, a project employing a large number of workers, a large development, etc.), the Council may apply to DONE to alter the District boundaries or reallocate the number of Directors from the Districts.

6.3 Director Positions Reserved for Special Interest Groups: The following Directors will represent the various segments and interests of the various groups that exist in the community. Each will be expected to attend meetings regularly; bring to the Board the concerns of those they represent; and to keep those they represent informed of the Council's actions and items of interest. Because some candidates and voters may qualify in more than one category, the candidates and voters must designate which group they wish to represent or vote for at the time of the forum or at registration and show valid proof of their qualifications at such time. All Directors who hold a Special Interest Group seat must report to the Board no less than once per quarter as to how they are fulfilling their constituent responsibilities. Any such Director who fails to show adequate involvement either with his or her constituency or with the Board shall be subject to removal by the Board by a two-thirds (2/3) vote.

- a) **Educational Representative:** This Director is a Stakeholder who is actively involved in a school, an adult-school, a day-care center, a preschool, or any organization that lies within the Neighborhood and whose area of interest is primarily education.
- b) **Environmental Representative:** This Director is a Stakeholder who is an actively involved member of an environmental organization that meets regularly (at least four times annually) within the Neighborhood.

- c) ***Faith-Based Representative:*** This Director is a Stakeholder who is an actively involved member of a synagogue, church, temple, mosque, or any other faith-based organization that lies within the Neighborhood.
- d) ***Neighborhood Organizations Representative:*** This Director is a Stakeholder who is an actively involved member of such organizations as neighborhood watch groups; political groups; art, music, and senior groups; or any other such organization that meets regularly (at least four times annually) within the Neighborhood.
- e) ***Parks Representative:*** This Director is a Stakeholder who is an actively involved member of any parks organization that meets regularly (at least four times annually) and deals with issues relating to parks within the Neighborhood, and brings issues relating to such parks to the Board.
- f) ***Resident Associations Representative:*** This Director is a Resident Stakeholder who is an actively involved member of a homeowner, condominium, townhouse, or renters association that holds regular meetings (at least four times annually) and whose property lies within the Neighborhood.
- g) ***Small Business and Workers Representative:*** This Director is actively involved in a business employing seventy-five (75) or fewer workers in a facility that is physically located within the Neighborhood. Those persons legally operating a business from a residence within the Council area may also qualify. This category will represent all workers.
- h) ***Students Representative:*** This Director, a student between the ages of 16 and 25 (on the date of the election) living within or attending a school within the Neighborhood, represents fellow students by bringing their concerns to the Board, keeping them informed of issues of particular interest to them, and encouraging their participation in City government. The student may register to run for this office based on residency or student ID.
- i) ***Youth Groups Representative:*** This Director is a Stakeholder who is an actively involved member of any organization, such as the Boy Scouts, the Girl Scouts, 4-H, a youth athletic organization, or any other youth group that meets or has activities regularly (at least four times annually) within the Neighborhood.

WHAT CHANGED?

Section 6.1 added the word “elected” before “Representatives” to clarify how all positions are filled, a more logical placement than in Section 7.3.

Section 6.2 still describes the same geographic seats as before (1 District One, 1 District Two, 13 District Three, and 1 At-Large), but more clearly.

No other changes were made.

Article 8: Duties, Privileges and Compensation of the Board

8.1 Duties and Privileges of Directors: Newly elected Directors will assume their duties at the first meeting of the Board following certification of the election. The Board may consider matters, make recommendations, and adopt positions relating to the education, recreation, health, safety, esthetics, planning, zoning, and other issues that affect the Neighborhood. The Board may take a public position in support of or in opposition to any ballot measure or pending legislation, within the guidelines of the Brown Act. The Board may work with other citywide neighborhood councils on interests of mutual concern to lend support to the interests of those councils. Any Director may appear as an advocate for a position previously voted on and approved by the Board. Any Director who holds a position in opposition to one taken by the Board may express his or her contradictory position in any public forum, but only as an individual Stakeholder who clearly states such position as being his or her own independent opinion.

8.2 Compensation: No Officer or Board Member will be entitled to receive any compensation from the Council. However, the Council shall reimburse a Director for reasonable expenses consistent with the approved budget incurred in performing the duties of his or her office or while on Council business.

WHAT CHANGED?

In Section 8.1, the definition “Neighborhood” (from Article 2) replaces a less-specific reference to the “GHNNC community,” a reference to the Brown Act was inserted in regards to the Board taking positions on ballot measures and pending legislation, and some grammar was cleaned up so that the Section’s concepts are presented more clearly. The fundamental meaning of this Section was not changed.

Article 9: Officers of the Board and their Duties

The following officers will be elected by the Board from those Directors who wish to serve in those positions. Nominations and elections for these positions will take place utilizing standard election procedures, including run-offs in the case of three or more candidates vying for a single position where one candidate does not receive 50% or more of the vote in the first round, during the first Board meeting after the certification of the election. Officers will be elected each year to serve for one (1) year. An Officer may not hold the same office for more than four consecutive years. When a vacancy occurs between elections, it may be filled by appointment by the President and confirmation by a majority vote of the Board. If possible, the new Officer will come from the same category (Geographic or Special Interest) as the one held by the vacating Officer and will be a member of the existing Board. If a vacancy occurs in the office of the President, the Vice-President will assume that position.

9.1 The President: Will preside at all meetings of the Board; call special meetings; prepare agendas; serve as an ex-officio member of all standing committees; represent the Board's position at hearings and other meetings whenever possible; and appoint a nonvoting parliamentarian at his or her discretion.

9.2 The Vice-President: Will preside at meetings in the absence of the President; will track all city planning and land-use issues in the GHNNC area and bring them to the attention of the Board, particularly the President, the Secretary, and the City Information Officer.

9.3 The Secretary: Will keep the minutes of all GHNNC meetings; maintain a mailing and e-mail list; maintain the records of all GHNNC actions; conduct and supervise the necessary correspondence of the Council and keep a file of all communications received or sent; oversee the maintenance and updating of the GHNNC's official web site; and help the President disseminate information to the media, as needed.

9.4 The Treasurer: Will, per Article III § 2(d) of the Plan, maintain separate books of accounts in compliance with GAAP and shall submit monthly reports to the Council and quarterly audit reports to DONE. The Treasurer will receive and disburse all Council funds and work closely with the President and Financial Officer.

9.5 The Financial Officer: Will work with the Treasurer and the Board to prepare and maintain a Council budget which will be reported to the Board at least quarterly, or more often if requested; and will, with the President and Treasurer, track and coordinate GHNNC efforts to secure funding for projects and operations deemed appropriate by DONE.

9.6 The City Information Officer: Will track all citywide issues on which the GHNNC Board may wish to gain information and/or comment; obtain City Council agendas and bring information

to the Board, particularly the President and the Secretary; and work with other neighborhood councils on coalition building and areas of mutual support.

9.7 The Outreach Officer: Will be responsible for keeping the community informed; will make a good-faith effort to keep all of the stakeholders apprised of the issues coming before the GHNNC Board and coordinate with the President, Vice-President, Secretary, and the City Information Officer to assure that the required information is posted on our web site.

WHAT CHANGED?

The *Chairperson* will now be called the President.

The *Vice Chairperson* will now be called the Vice-President.

The *Recording Officer*, *Media Officer*, and *Correspondence Officer* have all been rolled into the position of Secretary.

The *Community Information and Outreach Officer* will now be called the Outreach Officer.

The City Information Officer, Treasurer, and Financial Officer remain the same.

Article 7: Neighborhood Council Elections

This Article explains the administration of Council elections by the City Clerk and provides information regarding Stakeholder membership, the Board's structure, and Stakeholder eligibility for voting and being selected or elected to a Board seat. The provisions in this Article supersede any prior inconsistent provisions contained in these Bylaws.

7.1 Administration of Elections: Elections shall be conducted every two years in even numbered years and shall be administered by the City Clerk beginning on April – June 2010. The rules and regulations promulgated by the City Clerk in conjunction with an election administered by the City Clerk shall take precedence over any inconsistent language in these Bylaws. The term for each currently elected Director shall be extended through and until a successor is elected or appointed at the April – June 2010 City Clerk-conducted election.

7.2 Board Term: Beginning with the City Clerk-conducted election held on April – June 2010, a Director's term shall be for the duration of two years or until a successor is elected or appointed.

7.3 Board Composition: Article 6 of these Bylaws describes the composition of the Board. The Board must, to the extent possible, reflect the diversity of the Council's Stakeholders. Accordingly, no single Stakeholder group shall comprise a majority of the Council's governing body, unless extenuating circumstances are warranted and approved by DONE.

7.4 Voting: All Stakeholders aged eighteen (18) and above on the date of the election shall be entitled to vote in the Council elections for candidates running for Geographic District seats and/or Special Interest seats. All Stakeholders ages fifteen (15) to twenty-five (25) who are students on the date of the election shall be entitled to vote in the Council elections for the Student Representative.

Each Stakeholder shall receive only one ballot corresponding with his or her Geographic or Special Interest designation on his or her Stakeholder Verification Form, which shall be substantially in the form attached hereto as Exhibit I. Stakeholders designated as voting for District Three Geographic Representatives may vote once each for up to fourteen (14) Representatives. If a voter's proof of Stakeholder qualification is insufficient, or if insufficient documentation is presented to verify such voter's designation, then such person may vote provisionally. For a provisional ballot to be converted to a regular ballot and be counted, the voter must supply the City Clerk with the appropriate documentation within three days.

7.5 Filling Board Vacancies: A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. Any Stakeholder interested in filling a vacant seat shall submit a written application to the Secretary within ninety (90) days of the date that the seat becomes vacant. After the lapse of such 90-day period, the Secretary shall forward the names of all applicants to the President. The President shall have discretion to appoint the vacancy from the applicants or among any other qualified Stakeholders at any time,

subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

7.6 *Qualifications for Directors:* To run for a seat on the GHNNC, a Stakeholder must be eighteen (18) years of age or older by the date of the election, except for the candidate for Student Representative, who must be sixteen (16) years of age by the date of the election. Each candidate must present documentation including, but not limited to, a valid picture ID in the form of a California Drivers License, California ID, passport, school ID, or any other such ID; plus documentation showing proof that the individual is a qualified Stakeholder. All verifying documents will be returned immediately after being viewed. For the homeless, or others with special circumstances, this requirement may be waived at the discretion of the City Clerk.

7.7 *Campaign Spending Limits:* Each candidate for a Board position will be asked to sign a pledge committing to spend no more than seventy-five dollars (\$75.00) to promote his/her candidacy. Appeals may be made to the Ethics Committee in case of a dispute.

WHAT CHANGED?

Because Section 6.1 now clearly states that all Board seats are elected, the redundant sentence in Section 7.3 has been deleted.

In Section 7.5, references to the *Recording Officer* and *Chairperson* have been changed to Secretary and President to conform with the revisions to Article 9.

Article 11: Board Decisions

The Board will seek to achieve consensus. For an item to be approved, it must receive a majority vote of those Directors present at a Regular, Special, or Emergency Meeting of the Board. On each issue under consideration, the Board shall vote by a show of hands, unless two or more Board Members call for a vote by roll call on such issue, in which case the vote of each Board Member shall be recorded by name. The Board may not vote by secret ballot nor by proxy. No Board Member under the age of 18 may vote on issues or for contracts if prohibited from doing so under applicable law. In the event of a tie vote, the motion may be carried over to the next Regular Meeting, or to a Special Meeting convened specifically to resolve such motion. For an issue of significant interest or contention, the Board may, at its discretion, call a Special Meeting at which all Stakeholders may participate more broadly in the discussion and cast an advisory vote on said issue. Said vote may be taken by voice or by a show of hands, at the discretion of the Board, and will be considered by the Directors in their deliberations and voting. However, the ultimate decision on such issue shall only reside within the Board's purview.

WHAT CHANGED?

The grammar was cleaned up for consistency with the rest of the bylaws, and also so that the concepts are presented more clearly.

Any two Board Members may now require a vote to be held by roll call. The previous procedure that stated "any person in attendance at [a] meeting may request a verbal, by roll call vote" has been deleted because it did not give anyone the right to require a roll call vote, and because the City Attorney has advised that only Board Members should have that right. (Discussion at the committee meeting where this passed by a vote of 4 to 1 included the point that any person who wishes to see the Board vote by roll call on a particular issue can easily lobby two Directors to make this demand on such person's behalf.)

Finally, a sentence was added to the end of the Article to reinforce the concept that the elected members of the Board are the only ones with the authority to vote on any agenda item or motion, even if a Special Meeting is called for the sole purpose of soliciting Stakeholder opinions on a contentious issue.

Article 13: Ethics

The GHNNC shall be subject to all applicable sections of the Ethics Ordinance. All applicable laws of local, state, and federal government shall be the minimum ethical standard for the GHNNC, its Board, and its Stakeholders. No group shall attempt to dominate or control the GHNNC Board. In addition to abiding with all city, state and federal laws regarding the ethical conduct of the Council, the following standards are adopted: Board Members may not receive donations or gifts from anyone whose project will foreseeably come before the Board. Board Members will keep a record of all meetings with a proponent or opponent of a project, their attorneys, lobbyists, consultants, or other representatives for any project that foreseeably will come before the Board for consideration. This record will be forwarded to the Secretary for posting, along with a record of those in attendance.

If any Director is voting as a representative of a business, organization, or any other group, such Director must publicly disclose any money, gifts, or gifts of services received by the business, group, or organization he or she represents, when considering an action which may benefit that entity. This information will be posted on the Council's web site prior to consideration of a project. The receipt of money, gifts, or services shall constitute a conflict. When a conflict arises, such Director shall recuse him/herself.

WHAT CHANGED?

The reference to *Recording Officer* was changed to Secretary to conform with the revisions to Article 9.

Two redundant words in the first sentence were deleted.

No other changes were made, and the fundamental meaning of this section has not changed.

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 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.”
- C.** If the preceding announcement is distributed in printed form, such statement must appear in an equally large and prominent typeface as the main body of said document.

II. RULES OF CONDUCT FOR GHNNC MEETINGS

- A.** All Board Meetings
 - 1.** All questions and discussion will be directed to and through the Chairperson.
 - 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 Recording Officer immediately prior to such departure, and the Recording Officer will duly note the absence.
5. Private discussions between Board Members during any meeting shall be conducted outside of the meeting room.
6. All meetings shall be conducted using *Robert's Rules of Order Newly Revised, 10th Ed.*
7. The Chairperson should recognize each speaker and, if necessary, provide a microphone.
8. No vote shall be taken on any resolution, including any amendments, until the Recording Officer or presiding officer has prepared and stated the final motion before the Board.
9. A Board Member shall inform the Chairperson if he or she will be unable to attend or be on time at a Regular or Special Meeting.
10. All public commentary by Board Members and committee members shall be limited to the specific subject matter that has been approved by the Board. 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.

B. All Committee Meetings

1. All 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 shall be conducted using the *Robert's Rules of Order* as contained in any edition as approved by DONE.
3. The committee chairperson or designee thereof ("CC") shall be responsible for scheduling relevant guest speakers at Board meetings if so requested by the Chairperson.
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 whether they are available to attend such meeting.
5. Any committee member who misses two (2) consecutive committee meetings may be removed from such committee at the discretion of the CC. Any committee member who misses three (3) consecutive committee meetings shall automatically be considered removed from such committee when quorum is determined for the meeting at which such third absence occurs.

6. For permanent record keeping purposes of the GHNNC, the CC shall submit to the Chairperson, in binder form on or before April 30 of each year, the approved minutes of all duly noticed committee meetings from the previous calendar year.

III. COMMITTEE ACTIVITIES

- A. 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.
- B. The CC shall prepare such meeting agendas in the appropriate format for the committee after consulting with committee members.
- C. The CC shall post meeting agendas by the required deadline and provide said agenda to the Chairperson and CC of the Communications Committee in a timely fashion for timely distribution to stakeholders.
- D. 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.

IV. EDUCATION FOR BOARD MEMBERS AND STAKEHOLDERS

- A. All Board Members and Stakeholders shall be encouraged to attend at least one educational forum at which the subject matter primarily concerns the Brown Act.
- B. Every two years, the Chairperson 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* for any and all Board Members upon request.

V. REQUESTS TO THE BOARD

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

VI. CAMPAIGNING FOR AN ELECTION OF BOARD OFFICERS

- A. All campaigning done in conjunction with an election that is to be held for selecting officers of the Board shall be done in compliance with the Brown Act.