

POLICIES & GUIDELINES

of the Granada Hills North Neighborhood Council

INTRODUCTION

This document establishes working guidelines for the GHNNC meetings and other activities. It is never intended to replace or supersede any part of the Bylaws.

The rules, policies and codes mentioned in this section represent the values and procedures that we hope each member will make every effort to observe. They are representative of important goals, but they are not subject to the grievance procedure. Consistent infractions in one area that are impairing the function of the Council may be addressed by the Ethics Committee in a spirit of working together to seek compliance.

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

- A.** All meetings of GHNNC held at any LAUSD facility will begin with the pledge of allegiance to the flag of the United States of America.
- B.** All meetings of GHNNC which are held at any LAUSD facility have a disclaimer read that LAUSD does not sponsor, approve nor disapprove of business conducted at such meetings, nor is it in any way connected with LAUSD.
- C.** If announcement is in printed form, statement must appear in equally large and prominent type.

II. RULES OF CONDUCT OF MEETINGS FOR GHNNC

- 1.** All Board Meetings:
 - A.** All questions and discussion will be directed to and through the Chairperson.
 - B.** Board members should not engage in cross talk.
 - C.** All Board members are expected to conduct themselves in a civil manner as outlined in the Code of Civility as adopted by GHNNC.
 - D.** Any board member leaving the meeting will inform the Recording Officer of the departure and the Recording Officer will duly note the absence.

- E.** Private discussion between Board members during the meeting shall be conducted outside the meeting room.
- F.** All meetings will be conducted using the Robert's rules of Order as contained in any edition as approved by DONE.
- G.** The Board Chairperson should recognize each speaker and a microphone should be provided if necessary.
- H.** No vote will 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.
- I.** Board members will inform the Board Chairperson of their inability to attend or be on time at a regular or special meeting.
- J.** All public commentary by GHNNC Board, Committee members and appointed Neighborhood Partners shall be limited to the exact position that has been approved by the GHNNC Board. All Board, Committee members and Neighborhood Partners shall, in public forums, state that their public commentaries are as individuals and are not to be taken as GHNNC positions or policies.

2. All Committee Meetings:

- A.** All members are expected to conduct themselves in a civil manner as outlined in the Code of Civility adopted by the GHNNC.
- B.** All meetings will be conducted using the Robert's Rules of Order as contained in any edition as approved by DONE.
- C.** The Committee Chairperson ("CC") or Committee Vice Chairperson ("CVC") will be responsible for arranging for guest speakers if so requested by the Board Chairperson.
- D.** In order to assure a quorum, when Committee members are made aware of the date of a Committee meeting (either direct communication or under the future events paragraph of a GHNNC agenda), they shall contact as soon as possible the CC/CVC to advise if they are, or are not available to attend such meeting.
- E.** All Committees shall have the Minutes of all duly noticed meetings approved by the originally constituted Committee members and submitted, to the Board Chairperson and Recording Officer in binder form for permanent record keeping purposes of GHNNC on or before April 30 of each year.

III. COMMITTEE ACTIVITIES

- A.** Standing Committee meetings shall be held on a regularly scheduled basis at times that meet the needs of the Committee [or as directed by the Board].
- B.** The Committee Chairperson {"CC"} will prepare the agenda in the appropriate format for the Committee after consulting with Committee members.
- C.** The CC will post the agenda by the required deadline and provide same to the Board Chairperson and CC of the Communications Committee in a timely fashion for appropriate distribution to stakeholders.
- D.** Committee reports shall be prepared for the Board meeting as needed and should include any written motions for actions with rationale approved by the Committee.

IV. EDUCATION FOR THE BOARD MEMBERS/STAKEHOLDERS:

- A.** All Board Members and Stakeholders will be encouraged to attend at least one educational forum in regard to the Brown Act.
- B.** The Board Chairperson will attempt to establish a teaching forum every two years for the Board to familiarize themselves with Parliamentary Procedures.
- C.** The Board shall allocate funds to purchase one of the abridged versions of Robert's Rules of Order for each member of the Board upon request.

V. REQUESTS TO THE BOARD

- A.** The Board Chairperson should refer any person to the appropriate Committee whenever possible.

VI. CAMPAIGNING FOR THE ELECTIONS FOR THE OFFICERS OF THE BOARD:

- A.** Campaigning for any position as an Officer of the Board should be done in compliance with the Brown Act.