

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. 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 should 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.
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. 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 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 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) or more consecutive committee meetings may be removed from such committee at the discretion of its Committee Chair, 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 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.
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 Chairperson and Recording Officer 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.

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 Newly Revised, 10th Ed.* 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.