

## BOARD MEMBERS

CHAIRPERSON  
Leon Marzillier

VICE CHAIRPERSON  
Anne Ziliak

Mary Ellen Crosby	Sue De Vandry
Neysa Frechette	Rafael Garcia
Sid Gold	Michael Greenwald
Gary Holmen	Bill Hopkins
Wayde Hunter	Joshua Jordahl
Ralph Kroy	Skip Leifer
Agnes Lewis	William Lillenber
Scott Manatt	Ray Pollok
Eric Rosenberg	Steven Smith
Jan Subar	Joe Vitti

## CITY OF LOS ANGELES CALIFORNIA



### *Policy & Rules Committee* APPROVED MINUTES For the meeting held August 10, 2009 at 3:00pm, 11139 Woodley Ave.

## GRANADA HILLS NORTH NEIGHBORHOOD COUNCIL

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

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[www.ghnnc.org](http://www.ghnnc.org)

1. Meeting called to order by Committee Chair Eric Rosenberg at **3:31pm**.  
**Committee members present:** Eric Rosenberg, Mary Ellen Crosby, Barbara Iversen, Ralph Kroy, Kim Thompson, Anne Ziliak  
**Committee members absent:** Sue DeVandry, Joshua Jordahl, Scott Manatt, Leon Marzillier (*ex-officio*)  
**Stakeholders present:** Becky Bendikson, Bill Hopkins, Agnes Lewis  
**Guests present:** Irv Cohen (*PRNC Stakeholder*)
2. After the **MOTION** to approve the July 13, 2009 minutes was made, a Stakeholder objected to her name being included in the attendance list, claiming that she has a right to be anonymous. The Chair denied her request, stating that *"the community has a right to know the name of the person claiming to speak for all the disenfranchised Stakeholders she continually alleges to represent, especially since you tend to speak more than some committee members, even when you're not recognized by the Chair."* After further protest from said Stakeholder, the Chair asserted that *"neither the Brown Act nor any state or local statute forbids me from presenting an accurate record of attendance at our meetings. Especially considering how often you disrupt our meetings with out-of-order interruptions, with conclusions unsupported by facts, and with hostile intent towards a body over which you used to preside, it is imperative that Stakeholders be aware that a person with such a temperament is claiming to represent them. If you do not wish to appear on the minutes, then please restrict your remarks to Public Comment, or avoid attending meetings where you feel compelled to participate as a committee member without actually being one."* Following the preceding discussion, two Stakeholders pointed out that the list of Board Members on the letterhead was out of date, and requested it be brought current. The motion **passed** as amended by unanimous consent.
3. During the **Public Comment** period, several people spoke (*see pages 2-3 for transcript of all remarks*).
4. The Committee Chair welcomed Anne Ziliak to the committee and noted that our quorum is still 5 members.
5. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 10 allowed a friendly amendment to amend both Article 10 and a section of the Standing Rules, and then **passed** the main motion as amended by a unanimous vote of 6 in favor and 0 against.
6. By unanimous consent, agenda item #10 was moved up out of consideration for our guest from Porter Ranch. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 3 **passed** as amended by a unanimous vote of 6 in favor and 0 against, with the understanding that the GHNNC will wait as long as possible to adopt said revision so as to allow the Porter Ranch Neighborhood Council time to determine its position and present the consensus of their Stakeholders.
7. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 15 **passed** as amended by a unanimous vote of 6 in favor and 0 against.
8. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 12 **passed** as amended by a vote of 6 in favor and 0 against.
9. **MOTION** to recommend GHNNC adoption of the Chair's proposal for amending Bylaws Article 14 allowed a friendly amendment to supersede the proposal, defeated a motion (2 yes, 3 no, 1 abstain) to add a standing Financial Committee, and then **passed** the main motion as amended by a vote of 5 in favor and 1 against.
10. No additional revisions to any other section of the Bylaws were proposed by any Stakeholder.
11. Agenda items #12 and #13 were **POSTPONED** until the next meeting.
12. During **New Business**, the committee decided to hold a "special meeting" on August 18, 2009 at 2:00pm.
13. During the **Committee Member Comment** period on non-agenda items, no one asked to speak.
14. Meeting was **Adjourned** at **8:09pm** by the Committee Chair (*and that ain't a typo!*).

## **PUBLIC COMMENT at August 10, 2009 P&RC meeting:**

**ERIC ROSENBERG:** “The members of this committee received e-mails from a Stakeholder on August 6 and 8, 2009 to which I’d like to respond. I appreciate this Stakeholder’s concerns, and I also appreciate the many hours this Stakeholder spent on drafting earlier versions of the Bylaws in past years. So that as many people as possible could read her comments, I posted her letters on our website along with the other supplementary materials for this meeting. I also brought copies of them today.

“That having been said, this Stakeholder has only participated in one Policy & Rules Committee meeting out of the past nine, and cannot credibly assert that she has any first-hand knowledge of these proceedings. Had this Stakeholder attended even one out of the four past committee meetings, she would have heard the detailed discussions and debates that will lead to the final proposals being presented to the Stakeholders on August 24, 2009.

“Had this Stakeholder proactively joined the discussion any time over the past three months, she would have had the opportunity to influence decisions, suggest policy revisions, and defend her positions. Unfortunately, just as this Stakeholder did prior to the previous Special Meeting, she only appears at the last minute with an attempt at undermining an informed and complex process with no constructive solution offered.

“This Stakeholder must have noticed at the May 4, 2009 Special Meeting that the debate was quite animated regarding several proposals. Those vigorous objections and proposed revisions from the floor were noted and incorporated into the current committee proposal. What better example of our Stakeholders’ active involvement in the process does this Stakeholder require? To denigrate those Stakeholders who’ve participated in this process by implying they’re uninformed, too ignorant to understand our proposals, or inherently apathetic is a gross mischaracterization of those who are actively involved, and is very insulting to them.

“At the May 4th meeting and at recent committee meetings, I’ve enjoyed the participation of some very well-informed and opinionated Stakeholders, and they’ve made our documents much better by their advocacy. If this Stakeholder is confused due to her lack of participation, I fail to see how that makes everyone else just as uninformed.

“We’ve done outreach, complied with all notice requirements of the Brown Act, and posted all documents and updates on a public website accessible by all (from home, work, school, or public library). We send a newsletter to all known residents in our boundaries and participate in many community events. If most Stakeholders couldn’t care less about the GHNNC and don’t share this Stakeholder’s concerns, that’s not our fault.

“If only 1% of our constituents wish to participate in the amendments process, that is their right! We can’t force people to participate, and we shouldn’t assume their silence is an implied rejection of our proposals. To the contrary, I see that as an implicit consent for our work. Because, if we were doing something so terribly wrong, you’d see a *lot* more people here shouting at me!”

**RALPH KROY:** “I have a comment to your comment. I think the tenor of your comments is rather out of place. If somebody wishes to make a comment, it should be taken as fact without any sarcasm.”

**KIM THOMPSON:** “I have to agree with Ralph. People were writing, asking questions for her. I personally had written to her asking questions, so we want her opinion. Just because she doesn’t come to the meeting...it doesn’t imply here that she knows more—whatever you said in your first

paragraph...There's confusion, and I believe everybody is confused...because of the strikeouts and colors and packets and packets. I say that I concur with Ralph."

**BARBARA IVERSEN:** "There is one thing that just occurred to me...there may be some [ ] reasons why it isn't comfortable for her to come...and that's why it's mostly the correspondence, in e-mails, where she's so articulate..."

**AGNES LEWIS** "I think the principal applies, that if you're not actually at a committee meeting, how can you express an opinion of what happened at it?"

**KIM THOMPSON:** "She read it, as you can see. She read it all, and therefore...understands every line."

**RALPH KROY:** "I would like to make an additional comment. [This Stakeholder] is the only person that I know of that is active in our community who is a [registered Parliamentarian] as far as Robert's Rules is concerned...If she wishes to make comments on policy and rules, the fact is that she does have a background in that area."

**AGNES LEWIS** "I was just saying that, if someone is not present during a meeting, how can she comment on what happens and say what people did or didn't do, or what they understood?"

**ERIC ROSENBERG** "She can't, which was my point."

**KIM THOMPSON** "She's really not, if you read it. She's phrasing the questions to the committee members, is what she's doing. 'Do you understand' and 'can you vote for it?' "

**MARY ELLEN CROSBY** "I want to verify what Ralph said. Of all the people in our organization, I don't know of anyone who knows more about Robert's Rules and about policy and rules."

**ANNE ZILIAK** "I'm not sure I agree with that."

**MARY ELLEN CROSBY** "She was the original author of all this; she knows it backwards and forwards...I've been on the committee from the very start when she was chairwoman, and I think she really knows it."

**- END of PUBLIC COMMENT -**

## **Article 10: Meetings of the Board**

All meetings will be conducted under the provisions of the Brown Act and all meetings will be open to the public and notice thereof posted on the Council's web site and in at least all of the public locations submitted with the Council's most recent application. Public testimony shall be taken after the presentation of an item and before the item is voted on by the Board. A public comment period will be a part of each meeting. Quorum, as defined in Section 10.5 of these Bylaws, must be achieved to hold any such meeting of the Board.

**10.1 Regular Meetings:** The Board shall meet at least once every thirty-seven (37) days, on a consistent date and time, at a regular location within the boundaries of the Council; provided, however, that if a meeting date falls on a holiday, or there is another valid reason to change the date or venue, the Regular Meeting may be rescheduled to a date that is no more than seven (7) days before or after the date on which the meeting would have been scheduled normally. Such change shall be posted seventy-two (72) hours before that meeting. Agendas will be posted seventy-two (72) hours prior to all meetings of the Board.

**10.2 Special Meetings:** A Special Meeting may be convened by the President, Vice-President, or City Information Officer with written or verbal concurrence of at least two (2) other Directors. A Special Meeting may also be called at any time by at least fifty (50) Resident Stakeholders petitioning the Board, such meeting to be held within forty-five (45) days of the receipt of such petition by any Director or DONE. Notification of a Special Meeting must be posted at least ninety-six (96) hours prior to the meeting. Such notice shall include the names of the two (2) consenting Directors, if not called by Resident Stakeholders. Such meeting shall require a quorum of the Board to be present, and the President or designee thereof shall preside over the meeting. If such meeting is held for the purpose of amending these Bylaws per Article 15, then all qualified Stakeholders present (those who have filled out a valid Stakeholder Verification Form substantially in the form attached hereto as Exhibit I) shall enjoy equal standing during said meeting with complete authority to vote; offer motions, friendly amendments, procedural challenges, etc.; and otherwise participate fully in the process; provided, however, that roll-call votes shall not be allowed at such a meeting of the Board's constituents. No other business may be transacted except that for which the meeting was called.

**10.3 Emergency Meetings:** In the case of an emergency situation involving matters upon which prompt action is necessary to respond to an item or situation, an Emergency Meeting may be convened by the President, Vice-President, or City Information Officer with the written concurrence of at least five (5) other Directors. Per § 54956.5 of the Brown Act, such meeting may be held without complying with the usual notice and posting requirements. However, notification of such Emergency Meeting, including the names of the concurring Directors, must be posted on the Council's web site as soon as possible after such meeting has been scheduled; and each local newspaper of general circulation and radio or television station which has requested notice of Special Meetings shall be notified by the presiding officer of the Board, or designee thereof, at least one hour prior to the Emergency Meeting by telephone and all

telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the Board, or designee of the Board, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the Emergency Meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible. No other business may be transacted except that for which the meeting was called.

**10.4 Board and Committee Agenda:** Any Director has a right to submit agenda items for any Board meeting. The President will review all such proposed agenda items and, in a timely manner, place them on the agenda or refer the items to the appropriate Committee Chair for inclusion in his or her committee agenda.

**10.5 Quorum:** Thirteen (13) Directors shall constitute a quorum. No vote or other official action may be taken in the absence of a quorum.

## **Article 3: Boundaries**

**3.1 Overall Boundaries:** The boundaries of the GHNNC are as follows:

- a) State Route 118 (“118 Freeway”) on the south from where it meets Aliso Canyon west of Zelzah Avenue at Hesperia Avenue, heading east to Interstate Route 405 (“I-405”);
- b) Following I-405 north to Interstate Route 5 (“I-5”);
- c) Following I-5 northwest to the County line;
- d) Heading south along the County line following the northwestern edge of O’Melveny Park, continuing to Aliso Canyon; and then
- e) South along Aliso Canyon, with the understanding that Aliso Canyon is designated for public use and, as such, is a shared boundary with the Porter Ranch Neighborhood Council under Article III, Section 2(a) of The Plan; until it intersects again with the 118 Freeway.

**3.2 District One:** The boundaries of District One are as follows:

- a) The northwestern section bounded by I-5 on the north;
- b) The City/County line on the northwest; and
- c) The zoning line designating Heavy Industry on the south and east.

**3.3 District Two:** The boundaries of District Two are as follows:

- a) The northeastern section bounded by the junction of I-5 and Balboa Boulevard, running southwest to form the northwestern boundary;
- b) Following Balboa Boulevard south to Woodley Avenue, and south along Woodley Avenue to Rinaldi Street to form the west and southwestern boundaries;
- c) Following Rinaldi Street east to I-405 to form the southern boundary;
- d) Following I-405 northwest to its junction with I-5, then continuing on I-5 to Balboa Boulevard to form the northeastern boundary.

**3.4 District Three:** The boundaries of District Three encompass the remaining area within the Neighborhood as defined in Section 3.1 above, including both sides of Woodley Avenue. Additionally, any residents on any plot within the foregoing defined boundaries of Districts One and Two having a zoning designation beginning with the letter “R” shall be deemed to be within District Three for the purposes of these Bylaws.

## **Article 15: Changes to These Bylaws**

All suggested amendments to these Bylaws may be submitted in writing to any Director, either via hardcopy, facsimile transmission, or e-mail. Any such Director who receives a suggested amendment shall immediately forward said amendment to the Policy & Rules Committee for consideration at its next meeting.

At such time as the Policy & Rules Committee recommends that the Board schedule a Special Meeting for the purpose of having Stakeholders vote on whether to adopt such committee's proposal to amend these Bylaws, the Secretary, President, or Vice-President shall place such recommendation on the agenda of the next Council meeting for action by the Board.

These Bylaws shall only be amended by the vote of two-thirds (2/3) of Stakeholders present at a Special Meeting called for that purpose, meaning that two-thirds (2/3) of the Stakeholders' votes cast, exclusive of abstentions and recusals, must be in the affirmative.

Amendments approved by such Stakeholders shall be forwarded within two (2) weeks to DONE and shall not be valid, final, or effective until approved by DONE and BONC. DONE has the responsibility to respond to the GHNNC with a written opinion or its concurrence within the time limit outlined in the DONE guidelines.

## Article 14: Committees

The Board shall establish standing committees as set forth in Section 14.7 of these Bylaws (herein, "Standing Committees"). Additionally, as necessary, the Board may appoint temporary ad hoc committees as set forth in Section 14.8 of these Bylaws (herein, "Ad Hoc Committees").

**14.1 Oversight and Purpose:** Any actions and/or recommendations of committees shall be subject to approval by official action of the Board. All committees shall investigate the subject(s) assigned to them, shall attempt to arrive at recommendations, and shall report their findings and recommendations to the Board. A minority report may also be presented to the Board by any Committee Member who dissents with the majority report. Every committee shall seek, so far as possible within the limits of its function and authority, to involve broad participation in its activities by GHNNC Stakeholders; provided, however, that Stakeholders and Directors who are not Committee Members may not make motions, may not vote on matters brought up at such committee meetings, and shall not count towards quorum.

**14.2 Committee Chair and Proceedings:** By majority vote, the Board may appoint a presiding officer (the "Committee Chair") to each and every committee unless such Committee Chair is already defined in these Bylaws or selected by such committee. A Committee Chair shall have the power to prescribe the manner in which his or her committee's proceedings shall be conducted, subject to any specific direction from the Board, these Bylaws, and the current Standing Rules.

**14.3 Authority:** The Board may, at its discretion, grant approval for any Committee Chair, or designee thereof, to speak on behalf of the GHNNC regarding matters directly related to his or her committee's jurisdiction. The Board may, at any time of its choosing, revoke such approval.

**14.4 Committee Members:** A "Committee Member" shall be defined as a Stakeholder who has been appointed to a Standing Committee by (i) a majority vote of the Board, (ii) the Committee Chair of said committee, or (iii) the President of the Board.

**14.5 Quorum and Action by the Committee:** No vote or other official action may be taken by a committee in the absence of a quorum, such quorum being defined as a simple majority of such committee's members. The meetings and other actions of committees shall be governed by the Brown Act and by provisions of these Bylaws applicable to meetings and actions of the Board. No more than six (6) Directors may actively participate in any committee meeting without such meeting being duly noticed as a joint Board and committee meeting. Unless otherwise specified, a majority vote of Committee Members is required to take any appropriate action that resides within such committee's purview.

**14.6 Minutes:** Minutes shall be kept of each meeting of each committee and shall be duly presented at Regular Meetings of the Board during such committee's report.

**14.7 Standing Committees:** Each respective Standing Committee described below must have at least three Committee Members and, except for the Executive Committee, shall include any number of interested Stakeholders deemed appropriate by the Board, which should encourage full and broad participation in all Standing Committees. The Board shall retain authority to appoint and name any Standing Committees not listed in these Bylaws.

The Standing Committees of the GHNNC are:

- a) ***Executive Committee:*** This committee shall include the President, Vice-President, Secretary, Financial Officer, and Treasurer. The President shall be the Committee Chair for this committee.
- b) ***Citywide Issues Committee:*** This committee shall include the City Information Officer, and shall research other items and issues that come before the Board from Stakeholders and Directors that do not reside within the purview of other committees.
- c) ***Ethics Committee:*** This committee shall research issues that pertain to ethics as it relates to Board conduct and action, adjudicate disputes and offenses as provided for in these Bylaws, and present its findings and guidance to all Stakeholders.
- d) ***History Committee:*** This committee shall record the history of the GHNNC.
- e) ***Outreach and Publicity Committee:*** This committee shall include the Outreach Officer, who shall be the Committee Chair. This committee is responsible for outreach to and communication with Stakeholders and the general community.
- f) ***Parks and Beautification Committee:*** This committee will study issues that pertain to parks and community beautification, and shall make appropriate recommendations regarding such. The Parks Representative and the Environmental Representative shall both be members of this committee.
- g) ***Planning and Land Use Management Committee:*** This committee shall study and make recommendations concerning land use issues.
- h) ***Policy and Rules Committee:*** This committee shall study bylaws, policies, guidelines, and rules; and recommend updates for all GHNNC governing documents.
- i) ***Public Safety Committee:*** This committee shall study and make recommendations concerning safety issues.

**14.8 Ad Hoc Committees:** An Ad Hoc Committee may be appointed by a majority decision of the Board as the need arises to carry out a specified task, at the completion of which—that is, on presentation of its final report to the Board—it automatically ceases to exist. An Ad Hoc Committee may not be appointed to perform a task that falls within the assigned function of an existing Standing Committee. An Ad Hoc Committee shall continue to exist until the duty assigned to it is accomplished, unless discharged sooner, or unless 180 days have passed since such committee’s appointment without the Board granting an extension of time.

Ad Hoc Committees are not subject to the notice and posting requirements of the Brown Act provided such committees are comprised solely of Board Members, consist of six (6) or fewer such Board Members, be advisory, and have no decision-making power. Should any person other than a Board Member be appointed to an Ad Hoc Committee, then such committee must operate under the notice and posting requirements of the Brown Act. The quorum for any Ad Hoc committee shall be a simple majority of all such committee's members.

# 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, 10<sup>th</sup> 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, 10<sup>th</sup> 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, 10<sup>th</sup> 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.