



## STANDING RULES (as of May 14, 2019)

### GOVERNING BOARD

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#### 5-100C

Zone representatives should report at regular board meetings of any activities and events in their respective zones and should distribute board materials and notifications to their respective stakeholders. *(effective as of 3/11/2014)*

#### 5-700

All attendance records of board and committee meetings shall be posted to the MCWCC website on a monthly basis. *(effective as of 5/13/2013)*

#### 5-900

If a board member is subject to removal for absences, the Chair, Secretary, or Committee Chair shall first contact the board member in question to provide notice of the possibility of removal and determine the circumstances for the absences. If the board member continues to have further absences, written notice shall also be provided of the grounds for removal. *(effective as of 2/10/2016)*

### OFFICERS

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#### 6-201D

The First Vice Chair shall serve as the second signer and/or cardholder and backup Secretary if the Secretary is unable to serve. If the First Vice Chair is unable to serve or if there is a vacancy, then the Second Vice Chair shall assume the role not filled. *(effective as of 5/14/2019)*

#### 6-201E

The Second Vice Chair shall serve as the alternate signer and/or cardholder, timekeeper during general board meetings, and second backup to the Secretary. If the Second Vice Chair is unable to serve or if there is a vacancy, then the First Vice Chair shall assume the role not filled. *(effective as of 5/14/2019)*

### COMMITTEES AND THEIR DUTIES

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#### 7-300

Newly seated board members shall be immediately provided committee preference forms which shall be completed and submitted to the Executive Council prior to its meeting regarding committee appointments. *(effective as of 9/4/2018)*

### **7-300B**

Committee chairs should comply with and encourage compliance with the bylaws, standing rules and code of conduct. *(effective as of 2/10/2016)*

### **7-301B**

The “Duties of a Presiding Officer of an Assembly” in Robert’s Rules of Order apply to all committee chairs:

1. To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order;
2. to announce the business before the assembly in the order in which it is to be acted upon;
3. to recognize members entitled to the floor;
4. to state and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote;
5. to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them;
6. to assist in the expediting of business in every way compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if s/he thinks it advisable; to restrain the members when engaged in debate, within the rules of order;
7. to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt s/he prefers to submit the question for the decision of the assembly;
8. to inform the assembly, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business; to authenticate, by his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring its will and in all things obeying its commands. *(effective as of 2/10/2016)*

## **MEETINGS**

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### **8-100**

Meetings should be scheduled so as not to conflict with other MCWCC meetings and should be coordinated through the MCWCC administrator. *(effective as of 3/11/2014)*

### **8-101**

Board members should strive to be punctual at all meetings to ensure quorum. *(effective as of 2/10/2016)*

### **8-102**

*Chair announcements at general board meetings. The presiding officer shall make at a minimum the following announcements:*

- 1) at the beginning of any general board meeting:
  - a. An explanation of the role of neighborhood councils as an advisory body to the City of Los Angeles
  - b. Notice of the right to public comment subject to the limitations in the bylaws.
- 2) Prior to each agenda item for discussion or action:
  - a. A call for board member recusals
  - b. A call for disclosures by board members of any *ex parte* contacts per standing rule 8-100B. (effective as of 5/14/2019)

### **8-100A**

Meetings should take place at appropriate community centers, non-profit or governmental venues within MCWCC boundaries. *(effective as of 3/11/2014)*

### **8-100B**

*Policy to avoid ex parte contacts and disclosure.* MCWCC's policy is to avoid ex parte contacts. Members should avoid and discourage ex parte contacts if at all possible. Members shall verbally disclose off the record contacts relating to the item, after the item is called and before Council consideration of the matter. Disclosure shall include the identity of an individual(s) with whom the Member had contact, and the nature of the contact. *(effective as of 12/13/2016)*

### **8-100E**

Standing committees should meet at least once a month. *(effective as of 3/11/2014)*

### **8-101E**

Committee chairs shall use best efforts to ensure that committee meetings regularly achieve quorum. *(effective as of 2/10/2016)*

### **8-200B**

When communicating MCWCC's official position upon a Board motion to the City at any City meeting or hearing or community impact statement per Los Angeles Administrative Code Section 22.819, any MCWCC board member may communicate MCWCC's official position by stating the full text of the motion voted on, the vote tally, and any minority report submitted. Nothing beyond these items shall be communicated. Nothing by this rule precludes a board member from making public comment apart from representing MCWCC. *(effective as of 3/14/2017)*

## **COMMUNITY OUTREACH**

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### **11-100**

Board members should seek to attend neighborhood council, community organization, and neighborhood coalition events. *(effective as of 3/11/2014)*

### **11-101**

When a stakeholder member is appointed to a committee, an official MCWCC email address will be activated. Stakeholder committee members shall only use the email address for neighborhood

council related activities. *(effective as of 8/9/2016)*

**11-102**

When any board member or stakeholder member is no longer a member of the board or respective committee, their email address and privileges will be immediately deactivated after which all related data shall be archived. *(effective as of 8/9/2016)*

**COMPLIANCE**

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**14-101**

Committee chairs should uphold the Code of Civility. *(effective as of 2/10/2016)*

**14-201**

*Training for Stakeholder Committee Members.* All stakeholder committee members shall take training in the fundamentals of Neighborhood Councils including but not limited to ethics and code of conduct trainings provided by the City within sixty (60) days of being seated, or they will lose their MCWCC voting rights. *(effective as of 12/13/2016)*

**14-201A**

Board members should seek mentoring for the betterment of a full-functioning neighborhood council. *(effective as of 3/11/2014)*

**14-300**

*Record Retention.* The record retention period shall be 2 years, unless otherwise provided for by Los Angeles Administrative Code section 12.3(b). If records beyond the record retention period are to be discarded, they shall be removed at the beginning of the election term. *(effective as of 5/14/2019)*