

STANDING RULES

of 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 11 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 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 GHNNC which are held at any LAUSD facility shall have either:
 - 1. A disclaimer read aloud that “the LAUSD does not sponsor, approve, nor disapprove of business conducted at these meetings, nor is GHNNC in any way affiliated with the LAUSD” or
 - 2. The preceding announcement printed on the agenda with such statement appearing in an equally large and prominent typeface as the main body of such document.

II. RULES OF CONDUCT FOR GHNNC MEETINGS

- A. Board Meetings
 - 1. All questions and discussion will be directed to and through the President.
 - 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 DONE’s Code of Civility.
 - 4. Any Board Member leaving the meeting shall inform the Secretary immediately prior to such departure, and the Secretary will duly note the absence.
 - 5. Private discussions during any meeting shall be conducted outside of the meeting room.
 - 6. All meetings may be conducted using *Robert’s Rules of Order Newly Revised, 10th Ed.* If Robert’s Rules of Order are not used, Judge David Rosenberg’s, shall be used in their place. The President must announce under which Rules of Order the Board meetings will be conducted.

7. The President shall recognize each speaker and, if necessary, provide a microphone.
8. No vote shall be taken on any resolution, including any amendments, until the Secretary or presiding officer has stated the final motion before the Board.
9. A Board Member shall inform the Secretary if he or she will be unable to attend or be on time at a Regular or Special Meeting.
10. Public speaking:
 - i. All public commentary by Board Members and committee members shall be limited to the specific subject matter that has been approved by the Board.
 - ii. 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.
 - iii. All Board Members shall consider the effect of their positions being misquoted when reported by the media or other bodies.
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.
13. **Censure** – The Council can take action to reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall first be placed on the agenda of the Executive Committee for discussion and action, with the subject of the censure given at least 7 days notice. If the Executive Committee approves moving the censure forward, the item will be placed on the agenda of the next Board meeting.
14. **Removal of Governing Board Members** – The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:
 1. **Petition by stakeholders** – A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of 20 stakeholders other than Board members.
 - a. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.
 - b. Removal of the identified Board member requires a 2/3 majority vote of the attending Board members.

- c. With at least 30 days notice, the Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
- 2. Petition by Board** – A Board member may be removed from the Board for good cause – including, but not limited to, disruptive conduct, interfering with Council business, violations of the Bylaws – following a Board Member’s submission to the Board of a petition which includes: i) the identity of the Board member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least 8 Board members.
- a. The petition shall be delivered simultaneously to all Board members and the matter placed on the agenda and scheduled for a vote at the next Regular Board meeting.
 - b. Removal of the identified Board member requires a 2/3 majority vote of the attending Board members.
 - c. With at least 30 days notice, the Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
- 3.** If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council’s vacancy clause.

B. Committee Meetings

- 1. Committee members, Stakeholders, and all other persons in attendance are expected to conduct themselves in a civil manner as outlined in DONE’s Code of Civility.
- 2. All Committee meetings may be conducted using the *Robert’s Rules of Order Newly Revised, 10th Ed.* If Robert’s Rules of Order are not used, Judge David Rosenberg’s, may be used in their place.
- 3. Each Committee shall elect a Vice Chair in addition to a Chair. The Vice Chair will run the meeting in the absence of the Chair.
- 4. The committee chairperson or designee thereof (“CC”) shall be responsible for scheduling relevant guest speakers at Board meetings if so requested by the President.
- 5. 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 when they are unable to attend such meeting.
- 6. Any committee member who misses two (2) or more consecutive committee meetings may be removed from such committee at the discretion of its CC, effective prior to such committee determining quorum for its next meeting after which said second consecutive absence occurred.
- 7. Committee motions and their rationale to be discussed at a Board meeting shall be circulated to the whole Board at least three days before the next Board meeting.
- 8. 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.
- 9. The CC shall prepare such meeting agendas in the appropriate format for the committee after consulting with committee members.
- 10. The CC shall post meeting agendas by the required deadline and provide said agenda to the President and Secretary in a timely fashion for distribution to stakeholders.
- 11. 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.

12. Without authorization by the Board, no committee has authority to speak for GHNNC, to hold itself out as representing GHNNC, to adopt any public position in the name of GHNNC, or to enter into any contract or to incur any financial liability in the name of GHNNC. Any Committee Member who violates the foregoing shall be subject to removal from such committee at the discretion of the President and/or shall have his or her actions be subjected to a review by the Ethics Committee.
13. The minutes of a committee meeting shall include the names of the Committee Members present and absent; a statement indicating if quorum was achieved; a reasonably thorough summary of all discussions, conclusions, and motions; and the times at which the meeting was called to order and adjourned. The minutes shall follow the order of the agenda.

III. EDUCATION FOR BOARD MEMBERS AND STAKEHOLDERS

- A. All Board Members are required and Stakeholders shall be encouraged to participate in at least one educational forum at which the subject matter primarily concerns the Brown Act.
- B. Every two years, the President 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 Director who requests such.

IV. REQUESTS TO THE BOARD

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