

Neighborhood Council of Westchester/Playa
Standing Rules – APPROVED 020519

Standing Rules may be approved by the Council to supplement the administration of the Bylaws. Such rules shall be in addition to the Bylaws and shall not be construed to change or replace any Bylaws. If there is a conflict between a provision of the Bylaws and a Standing Rule, the Bylaws shall govern. Standing Rules regulate the operational procedures of your Neighborhood Council. These are more easily created and amended at the discretion of the Board, but they may never be in conflict with the Bylaws. Any changes to the Standing Rules shall be approved by a simple majority of board members present at any duly noticed board meeting.

1. Agendas

a. Consent Calendar Items

- i. The Neighborhood Council may employ a consent agenda for the purpose of speeding meetings. Passage of items placed on the consent agenda shall be determined by a single Board vote, with no Board questions or debate allowed on any item. Public comment shall be allowed on any item on the consent agenda prior to Board action.
- ii. Prior to adoption, any item or items may be removed without debate from the consent agenda upon Board/Committee Member request. Removed items will be considered individually under the Board's Discussion Calendar, unless otherwise tabled or withdrawn.
- iii. Board/Committee Members proposing a motion may ask that their motion be added to or excluded from the consent agenda prior to the posting of the meeting agenda, although the President retains the ability to set the final agenda.

2. Posting of Agendas, Regular vs Special Meeting, Minutes

- a. The NCWP President or Presiding Officer is responsible posting agendas and meeting announcements for Board meetings in accordance with the Brown Act and the Plan for Neighborhood Councils.
- b. The NCWP Committee Chairs are responsible for posting agendas and meeting announcements for their committee meetings in accordance with the Brown Act and the Plan for Neighborhood Councils.
- c. The NCWP Recording Secretary is responsible for keeping minutes of all meetings of the Board.
- d. The Brown Act requires a minimum of 72 hours before the meeting begins for posting the agenda for a Regular Meeting. Under certain circumstances, when specific business so urgent it cannot wait till the next regularly scheduled meeting, a Special Meeting may be called. The Brown Act requires that Special Meeting agendas be posted at least 24 hours in advance. Special meetings are not a safety net for regular meetings that did not get posted on time. For example, if you missed the 72-hour agenda deadline for a regular meeting, you cannot simply re-

label it as a “special meeting” in order to shorten the posting deadline to 24 hours. You must reschedule the meeting for a day and time different from when the regular meeting would have been held and provide the required 72 hours of advance notice.

3. Attendance / Participation

- a. Attendance at Board meetings and Committee meetings is an essential element of serving the community as a NCWP Board/Committee member. If you are unable to attend a meeting, notice must be given to the Presiding Officer/Committee Chair a minimum of 4 days in advanced of the meeting to be considered as “excused”. Less than 4 days notice is considered “unexcused.”
- b. Board members are required to join at least one NCWP Committee and participate in that committee’s meetings.

4. Code of Conduct

- a. I will conduct myself in a professional and civil manner.
- b. I will treat other Board/Committee Members, committee members and members of the public with respect regardless of the other’s opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowner status, renter status or political affiliation.
- c. I will not, during meetings, functions or events engage in or threaten to engage in any physical attack on any other individual.
- d. I will not use language that is threatening, obscene, or slanderous, including profanities, insults or other disparaging remarks or gestures directed toward other Board/Committee Members.
- e. I will promote and, if necessary, enforce a safe meeting environment. If other Board/Committee Members become disruptive or violate the Code of Conduct Neighborhood Council Board/Committee Members have agreed to abide by, Board/Committee Members should demand that the offending Board/Committee Member conduct themselves in a respectful and orderly manner.
- f. I will not engage in "bullying" or harassment which is generally defined as follows:
 - i. "Bullying" is conduct that meets all of the following criteria:
 1. Is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
 2. Is directed at one or more Board/Committee Members;
 3. Is conveyed through physical, verbal, or technological means;
 4. Substantially interferes with participation opportunities, benefits, or programs of one or more Board/Committee Members at Neighborhood Council sponsored activities or events;
 5. Adversely affects the ability of a Board/Committee Member to participate in or benefit from the Neighborhood Council programs or activities by placing the Board/Committee Member in reasonable fear of physical harm or by causing emotional distress; and,

6. Is based on a Board/Committee Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.
 - ii. "Harassment" is conduct that meets all of the following criteria:
 1. Is reasonably perceived as being dehumanizing, Intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
 2. Is directed at one or more Board/Committee Members;
 3. Is conveyed through physical, verbal, or technological means;
 4. Substantially interferes with participation opportunities, benefits, or programs of one or more Board/Committee Members at Neighborhood Council sponsored activities or events;
 5. Adversely affects the ability of a Board/Committee Member to participate in or benefit from the Neighborhood Council programs or activities because the conduct, as reasonably perceived by the Board/Committee Member, is so severe, pervasive, and objectively offensive as to have this effect; and,
 6. Is based on a Board/Committee Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.
5. Community Impact Statements (CIS)
- a. Community Impact Statements are official statements or positions adopted by the Neighborhood Council on issues pending before the city's decision makers. The Community Impact Statement process was created specifically for Neighborhood Councils in order to publically express their support, opposition, or suggestions about any matter pending before the City Council, its committees, or City commissions. A Community Impact Statement (CIS) is an official statement used to express the position of a Neighborhood Council (NC) as a whole, and is **not** to be used to express personal opinions.
6. Principles of Representation
- a. The Board trusts and expects Board Officers and Committee Members to adhere to the following principles of representation:
 - i. With the exception of the President of the NCWP, no Board Officer or Committee Member, unless authorized in writing by the President of the NCWP to do so, may in any way:
 1. Use the NCWP logo or letterhead or stationery for any purpose; or
 2. Claim to represent the NCWP in any forum except to present, verbatim, motions that have been considered and acted upon by the Board and which have not been subsequently repealed by the Board or superseded by a subsequent motion of the Board; and to correct misunderstandings or to respond to questions related thereto.

- b. Any Board Officer or Committee Member may identify her/himself as such in any forum. If doing so in support of or in opposition to a matter being considered in a non-NCWP forum, s/he shall make clear that s/he is representing her/himself personally and is not representing the NCWP or a NCWP Committee. If the Board has considered and acted upon a motion dealing with a matter under consideration in a non-NCWP forum, the nature and disposition of the motion considered by the Board shall be disclosed.

7. Training requirements of Board/Committee Members

- a. New Board Members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, and other trainings required by the City within sixty (60) days of being seated, or they will lose their Council voting rights. All other Board Members must be current with such training requirements or they will lose their Council voting rights.
- b. All board members must be in compliance with ethics and funding training requirements prior to making motions and voting on funding related matters.
 - i. Funding
 - 1. You cannot vote or make motions on financial matters till you take your Funding training. There are two versions:
 - a. Simple Funding training for general board members – Visit LA City Clerk website for 20 minute training video. Fill out and submit the form that appears at the end to confirm completion of training.
 - b. Treasurers & Second Signers must take Funding training in person as provided by the City Clerk/NC Funding staff. The session is 3 hours.
 - ii. Code of Conduct
 - 1. All board members must review the Neighborhood Council Code of Conduct policy, and submit a signed statement agreeing to abide by that policy. There are two ways to do this:
 - a. Read the Code of Conduct then fill out and sign at the bottom of the page. <http://empowerla.org/code-of-conduct/>
 - b. Watch the training video explaining the Code of Conduct, then fill out and sign the bottom of the online form located <http://empowerla.org/self-serve/>
 - iii. Ethics
 - 1. Ethics training is required of every public official by the State, and you may not vote on funding issues till you complete it. Certification expires after two (2) years, so if you're a returning board member, make sure your Ethics training is up to date. Take the training online at <http://localethics.fppc.ca.gov/login.aspx>. **The training requires a minimum of 2 hours, so make sure you have time to complete it in one sitting or you will have to start over.** When you're through, email the SIGNED completion certificate to rosters@empowerla.org.

Share a copy with whoever keeps your Board's roster, and keep one for your records.

- c. Training requirements of non-Board committee members
 - i. All voting members of NCWP committees will be required to sign and abide by the Department of Neighborhood Empowerment's (DONE) Code of Conduct. Non-Board/Committee Members serving on the Budget and Finance committee must complete the Finance training for non-financial officers, as is required of NC Board/Committee Members as prescribed by the Los Angeles City Clerk at <http://empowerla.org/self-serve/>

8. Meetings

a. Removal Warning – Disruption of Meetings

Any person who interferes with the conduct of the neighborhood council meeting by willfully interrupting and/or disrupting the meeting is subject to removal. A peace officer may be requested to assist with the removal should any person fail to comply with an order of removal by the Chair of the meeting. Any person who resists removal by a peace officer is subject to arrest and prosecution pursuant California Penal Code Section 403, Government Code Section 54957.9.

9. Committee Operations

- a. Committee meetings require either a chair or a board member designee to meet. In case of a scheduled meeting during which neither the chair nor his/her board member designee can attend, the meeting must be canceled or postponed.
- b. Agendas for all Regular and Special Board and Committee meetings are required to be posted in accordance with the Ralph M. Brown Act by the president/chair of the respective committee or his/her designee.
 - i. Per the Brown Act, Regular Meeting agendas must be posted 72 hours prior to their start time and Special Meeting agendas posted 24 hours prior. Agendas must be shared in the following five ways before this deadline:
 1. In the physical location(s) determined by the NCWP;
 2. To the Board or Committee members expected to attend the meeting;
 3. On the NCWP website;
 4. To the NCWP email mailing list; AND
 5. To the City's Early Notification System (ENS), which allows the public to subscribe to agendas for the City meetings of their choice. To get agendas posted to ENS, email it to NCsupport@LACity.org with the name of your Neighborhood Council and the meeting title and date in the subject line (e.g., "Neighborhood Council of Westchester Playa Regular Planning and Land Use Committee Meeting Agenda Thurs 8/18").
 - ii. All agendas must include an email and phone number to contact if a stakeholder would like to request translation services or needs help with ADA accessibility issues. The required legal language on agendas is:

1. Title II ADA language
 2. Brown Act language regarding public access of records
 3. An agenda item providing the opportunity for general public comment.
- c. No committee shall include more than eight board members and no more than four non-board members.

10. Meeting Procedures

- a. All comments at board and committee meetings shall be conducted through the president/chair. That is, members shall wait to be recognized by the president/chair before asking questions of the public or presenters and before making comments during discussion.
- b. The president shall determine the order and content of the board agenda. Likewise, the chair shall determine the order and content of his/her respective committee agenda.
 - i. Those wishing to have an item placed on the board agenda should bring that item to the appropriate committee chair for discussion in the relevant committee, possible action and recommendation to the board.

11. Community Improvement Project Funding Guidelines

- a. The NCWP as part of its mission to improve the quality of life within our community will be supporting community improvement projects out of its yearly allocation of funds from LA City. These community improvement funds will typically be distributed through a review process coordinated by the NCWP Budget and Finance Committee with final recommendations confirmed by the NCWP Board. Community improvement projects must directly benefit the NCWP area. Concerns about whom and how many individuals will benefit will also be considered, along with issues of community access and fairness. All projects must also conform to the funding guidelines of the Department Of Neighborhood Empowerment (DONE).

Projects may encompass a wide range. They can include, but are not limited to: The Arts, Beautification, Community Support, Education and Capital Improvements.

When submitting an application, applicants should be aware of the following:

Is this a capital improvement project?

- It should be on public property
- There must be co-ordination with appropriate City agencies (i.e. Street Services, Fire, Rec & Parks & etc.)
- Appropriate permits need to be in place

Is this for program services (i.e. after-school program, graffiti removal, etc.)?

- If for a select group of individuals, the applicant must create a fair selection process to establish participants.
- The service program needs to be provided by a legitimate non-profit consultant. The NCWP or its members should not provide these services.
- If the item/service purchased is over \$5,000, a different approval process is required by the city.

Is this for equipment and supplies?

- Equipment and supplies can only be used for the benefit of the community.
- Equipment cannot be salvaged with out prior approval by DONE.
- All purchased must benefit the local community. Purchases intended for private use are not allowed.

Is this an Event?

- Events must be open to the public
- There should not be an admission charge
- Discuss appropriate liability issues
- Appropriate application(s) must be submitted to City Clerk/DONE

- i. Applicants requesting a percentage of funds as part of a larger project must submit proof of the commitment of all remaining funds at the time of application. All Community Impact Projects must be completed within one year of the date that the NCWP Board awards the funds.

b. Neighborhood Committee: Community Improvement Project Funding Timetable

July through December

- Release RFP (request for proposal) and Application forms.
- Submission acceptance

December

- 15th of the Month Submission process closed
- Administrative review by Budget and Finance Committee
 - Eliminate non-eligible projects
 - Create a list of eligible applicants to be invited to the public presentation at Upcoming Budget and Finance meeting

January

- Public presentation of projects.
- Ranking of projects by Budget and Finance Committee and approval of recommendation of projects to the full Board

February

- Presentation of recommended projects to NCWP Board
- Board Makes Final Selection

Notes:

All dates are approximate.

The NCWP Board has the final word on the selection of projects. At its discretion, the Board may choose to change award amounts, override and/or change the rankings as presented by the Budget and Finance Committee, however no funding may be given to applicants that did not go through the Budget and Finance Committee process.