

STANDING RULES of the Central San Pedro Neighborhood Council  
REVISED AND ADOPTED 2-11-20

Standing rules shall supplement the official bylaws and may be revised at any time by a majority vote of the Board. When in conflict, the council bylaws shall take precedence.

1) Civility at Meetings

Chair shall warn anyone, stakeholder, guest or board member, who is out of line two times; a preliminary warning, and a second advising they could be asked to leave. A final warning shall ask them to leave. Should they refuse to leave, the chair may call for removal.

Per CA Government Code Section 54957.9, the Brown Act does permit some leeway in dealing with disruptions during council meetings:

“In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.” (Government Code Section 54957.9)

The important point to bear in mind is that mere disruption, including heckling, booing, and applauding, is not enough to clear the room. The meeting must be disrupted by such conduct, the disruption must be so pervasive that removal of those creating the disruption is insufficient to regain order.

2) Public Comment

Board Meeting or Committee Meeting attendees wishing to speak to the Governing Board shall be requested to fill out a Speaker Card and provide his/her name, business or organization affiliation (if any), whether they are a paid speaker (and who paid him/her to speak), and the agenda item number they wish to address for proper recording in the meeting minutes. Public Comment on agenda items should take place prior to board vote on that item, but may also be granted to select individuals by the chair to specific non-board members to answer specific questions.

3) Moments of Silence

The CeSPNC will allow meetings to be dedicated to the memory of community members, as signified by a moment of silence before adjourning. Board members should notify the presiding chair prior to the meeting's call to order if they wish to offer such a memorial.

#### 4) Responsibilities of Board liaisons

Board-appointed Liaisons (aka Public Representatives) to other public bodies are expected to regularly and proactively report to the CeSPNC Board on activities and issues pertaining to those organizations; help keep communication between the two organizations open and transparent; actively identify issues of mutual concern and develop proposals for Board action; and advocate in good faith for official Board positions and recommendations. The Liaison may not vote to endorse or otherwise publicly represent a position on an issue without prior Board authorization.

#### 5) Required Training for non-Board committee members

All voting members of NC committees are required to sign and abide by the Department of Neighborhood Empowerment's (DONE) Code of Conduct. All Committee Chairs and Vice Chairs must take all training required of the Board.

#### 6) Board Member Use of Title/Position

No officer or member of the Neighborhood Council Governing Board or any of its committees shall represent him/herself as speaking on behalf of the Council or committee, or committing the Council or Committee to an action, unless s/he has been authorized to do so by the Neighborhood Council Governing Board, or by the Executive Committee when approval by the full Governing Board would not be timely. Members are permitted to do research and make exploratory calls in their official capacity without express approval of the Governing Board, so long as they do not commit the Council to action. Such authorization may be limited or revoked at any time by the Governing Board.

#### 7) Committee Chairs' Authority to Reserve Meeting Spaces

Committee Chairs and Vice-chairs are authorized to arrange for meeting spaces so long as no cost is incurred.

#### 8) Limited Number of Board Members on Each Committee

In order to comply with the City Attorney's interpretation of the Brown Act, no more than four members of the Governing Board may vote or participate in any committee, although more may observe. If more than four board members attend a committee meeting, then each board member in attendance at the meeting must declare themself(s) as participant(s) or observer(s), and the distinction shall be noted in the minutes. The CeSPNC Board recommends to the Committee Chairs that Board Members be recognized in the order of arrival, unless the Committee Chair, acting on the will of the committee membership, has a good reason to include a particular Board Member. To be an observer means one can only listen and cannot vote. If the Committee Chair desires to have more than four Board Members participate in discussions and voting, then the Committee Chair should contact the CeSPNC Co-chairs and work to set up a joint meeting of the committee and CeSPNC Governing Board.

## 9) Committees and Their Duties

### Section 1: Standing Committees

- A. **The Agenda Setting Committee:** The Agenda Setting Committee meeting will be held at least five (5) days prior to all monthly Council meetings. Three (3) Executive Officers or any five (5) Board members constitute a quorum for the agenda-setting meeting. All Governing Board members present at the meeting may vote to determine the agenda. Any member of the Governing Board or any stakeholder may submit a written request for the inclusion of an item on the agenda.
- B. **The Outreach and Communication Committee:** The Outreach and Communication Committee's purpose is to assure that every effort is made to maximize outreach, awareness and involvement in the Neighborhood Council. The committee will maintain a list with contact information of all stakeholders who have provided such information to the Council. The Outreach and Communication Officer shall be the chairperson of this committee and perform his/her duties as prescribed in these Bylaws.
- C. **The Finance Committee:** The Governing Board shall appoint the Chairperson of this committee. His/her duties will include 1) calling and presiding over Finance Committee meetings; 2) work with the Treasurer to assure deadlines are met; 3) the Finance Chair shall, with the Finance Committee, review and consider changes or modifications to the Council's financial policies and then submit them to the Board for approval.
- D. **The Election Committee:** The Election Committee shall conduct oversight of any s/election process used to s/elect members to the Governing Board.
- E. **The Land Use Planning & Public Works Committee:** The Land Use Planning Committee shall monitor issues related to its areas of responsibility that affect the Council area and its stakeholders, report such issues to the Governing Board, and propose appropriate responses for Governing Board's consideration. The committee shall monitor the Early Notification system of the City of Los Angeles Planning Department and provide for the Council's timely response as necessary.
- F. **The Port Relations Committee:** The Port Relations Committee shall monitor activities and developments related to the Port of Los Angeles, receive reports and presentations on such matters, and prepare as appropriate, reports to the Governing Board and recommended actions that support the best interests of the community in relation to the Port.
- G. **The Bylaws & Standing Rules Committee**
- H. **The Recreation and Parks Committee**

**I. The Public Safety & Transportation Committee**

**J. The Sustainability Committee**

**K. The Homelessness Committee**

**Section 2: Ad Hoc**

The Governing Board may establish ad hoc committees as deemed necessary for the proper conduct of business. An ad hoc committee shall cease to exist as the purpose for which it was created has been accomplished, and it is dissolved by the Governing Board.

**Section 3: Committee Creation and Authorization**

Committee chairs shall be selected by the committee unless otherwise prescribed in these Bylaws.

10) Committees Requested to Meet at Least Once per Quarter

All committees are required to meet at least once per quarter. The Chair of a committee not meeting this requirement will be asked to explain why the committee has not met. A committee that does not meet once in a quarter and does not have a meeting scheduled for the fourth consecutive month will be reviewed for removal at the next Governing Board meeting.

11) Excused Absences Defined

Absences shall be deemed “excused” with prior notice to the Secretary and Co-Chairs via email or, if not possible, a phone message left on the Board Secretary’s voice mail in the event of (a) Board member’s or family member’s illness; (b) a death in the Board member’s family, (c) attendance at an alternate function as an official CeSPNC representative, or (d) work/school/civic conflict. The Board President and the Secretary have the authority to send a notice to any Board member who has two (2) consecutive unexcused absences to make them aware of the potential attendance violation for missing a third consecutive meeting.

12) Community Impact Statements

The President, the Secretary, and one board chair from each of the Outreach and Land Use and Planning committees will be granted password access to the Early Notification System to submit Community Impact Statements (CIS).

13) Policy on Communication of Official Positions to Government Agencies

a) Definition of “Official Position”

Any advisory opinion, guidance, or recommendation adopted by a majority vote of the Central San Pedro Neighborhood Council Governing Board shall be considered an “Official Position” of

the council. No opinion, guidance, or recommendation offered to any governmental agency, body or official by a Governing Board member shall indicate that it is the Council's Official Position unless it has been adopted by a majority vote of the Board.

b) Signing Policy

Governing Board members and Committees seeking adoption of an Official Position by the Governing Board are encouraged to submit the motion in the form of a completed letter, detailing the position and supporting arguments and any recommendation(s) for action, to the appropriate government agency(-ies) or individual(s). Letters shall include the signature(s) and title(s) of the author(s) followed by the phrase, "On Behalf of the Central San Pedro Neighborhood Council Governing Board." If adopted, this letter, in full, shall be considered the Official Position of the Central San Pedro Neighborhood Council and signed by the Secretary of Board certifying that it represents the Board's position.

c) Responsibility for Delivery of Positions to City Agencies

Official Positions offered to the City shall be delivered by the Committee or individuals working on its behalf. The Secretary of the Governing Board shall be deemed authorized to post any letter approved by the Board.

d) Permission to Draft Summary Statements

All committees are authorized to draft and deliver documents detailing Official Positions of the Governing Board to the appropriate city agency(-ies) or individual(s) as necessary. Such documents may include Community Impact Statements, summary letters, position papers or other documents. The Committee shall not deliver a summary of any position unless it has been previously adopted by the Board. Such documents shall be submitted on the Central San Pedro Neighborhood Council letterhead (except when submitted through an electronic webform).

e) Statements Reported to Governing Board

All summary statements/documents/papers drafted, adopted, and delivered to the City by the Committee should be included in the Committee's subsequent report to the Governing Board.

Should the Board alter or amend the statement(s) or document(s) as submitted, a revised statement/document shall be submitted in a timely manner.

f) Communication of Official Positions in Public Comment

A sitting Governing Board member or Committee Chair is encouraged to communicate Official Positions of the Central San Pedro Neighborhood Council in public comment before the relevant City agency. Any individual who represents the Official Position of the Central San Pedro Neighborhood Council before any governmental body is requested to notify the Chair of the Governmental Affairs Committee so that the appearance can be noted in the Committee's monthly report to the Board. [Note: All stakeholders, including Board members, are encouraged

to provide their personal views in public comment before city agencies, and to note whether the CESPNC supports their position on the issue(s).]

#### 14) Motions forwarded by Committees

Motions forwarded from committees shall include the voting record of all committee members present, and be properly submitted to the Board Secretary at least 3 hours prior to the Agenda setting meeting in the following format: "The (XXX) Committee recommends to the Central San Pedro Neighborhood Council Governing Board the following motion(s):"

Committee approved motions properly forwarded in accordance with this section shall be automatically added to the Board and Stakeholder Agenda under the appropriate committee item listed in section 16 below without the need for an approval vote at the Agenda Setting Meeting.

#### 15) Standard Agenda Items for Board and Stakeholder Meetings

The following topics shall automatically be considered part of every monthly Board and Stakeholder Meeting, and shall not need to be approved for inclusion at the Agenda Setting Meeting. The numbering of all items after Public Comment (#4) may be adjusted at the Agenda Setting meeting.

1. 6:30 pm. Call to Order
2. Opening Remarks, Recognition of Dignitaries and Special Recognitions
3. Approval of any unapproved Meeting Minutes (Action Item)
4. Public Comment on Non-Agenda Items
5. Public Safety Reports
6. Reports from Public Officials/Representatives
7. Reports from Board Liaisons
8. Finance Committee Report
  - a. Consideration of the following forwarded committee motions:
    - i. Motion to approve MER and Monthly Bank Statement (Action Item)
    - ii. (Forwarded motions)
9. Outreach and Communication Committee Report
10. Land Use and Planning Committee Report

11. Port Relations Committee Report
12. Election Committee Report
13. Sustainability Committee Report
14. Homelessness Committee Report
15. Parks Committee Report
16. Business Committee Report
17. Ad hoc Committee Reports
18. President's Report – Proposed Committee Appointments, President Activity, etc.
19. Adjournment

16) Standing Rule added 10-10-19: Finance Policy

1. The card holder(s) is/are accountable 1<sup>st</sup> to the Treasurer and then to the board and shall respond within 72 hours to concerns raised by the Treasurer.
2. The Treasurer is responsible for all check payments, the 1st Card Holder is responsible for Office and Elections payments, and the 2nd Card Holder is responsible for Outreach payments as approved by the board.
3. Should one of the Card Holders not be available to process a payment, he/she may ask the other Card Holder to process it on their behalf.
4. The credit card can never be used to buy self or other's individual meals. Not including providing broadly available light refreshments and snacks for public Board meetings.
5. Any expense not stipulated in the annual budget must be presented to the board with a detailed budget for approval. Includes: any meeting (Special, training, retreat etc.) any and all expenses/purchases for outreach programs.
6. No credit card expenditure shall be made without prior notice to the Treasurer.
7. Card Holders who do not abide by DONE or NC rules shall have their Card Holder status removed by a majority vote at a board meeting.

17) Standing Rule (added 10-10-19): Neither the Board nor Committees shall hold meetings at 617 S. Centre Street in San Pedro.