

## **Glassell Park Neighborhood Council - Standing Rules**

1. Special committees may be created by action of the GPNC Board. The Executive committee, a Board member, an existing committee, or a stakeholder may request formation of such a committee. The initial members of newly created committees will be those Board members and other stakeholders who identify themselves to the Board at the relevant stakeholder meeting. Subsequently, other individual stakeholders may be added to the committee, by vote of the existing committee members, at the individual's request, at a meeting of the committee.

All special committees must post agendas, and shall be reviewed by the Board in January and July to determine whether or not they are still needed

2. The GPNC Board will establish the scope, duties and responsibilities of each committee.

3. The GPNC Board Chairperson shall appoint an interim organizer for newly forming committees. Committee members will elect officers at its first meeting.

In the event that any Committee falls below 3 members, or has not had at least 6 meetings in a fiscal year, it becomes dormant, and the GPNC Chair will appoint an Interim Chairperson for the Committee to schedule a Committee meeting, absent other Board action..

4. Committees may not take any action outside of committee meetings in the name of the GPNC without the explicit approval of the GPNC Board. Positions taken by the Governing Board of the GPNC may only be communicated in writing by the Chair or Vice Chair. The vote tally and date of action shall be included in such communications.

5. All committees shall function according to the requirements of the Brown Act. Agendas and recommendations of committee meetings must be submitted by the Committee Chair to the GPNC Executive Committee. In the event that there are four or more Board Members on a Committee, the meetings shall be posted as a Joint Board Meeting and Committee Meeting.

6. At least one GPNC Board member shall be a member of each committee. Committees shall be between 3 and 9 members, who shall be stakeholders.

a. A committee seat is considered abandoned and the incumbent as unable to represent their constituency if they announce that fact, or if they cease to be a Stakeholder in GPNC, or if they do not attend three (3) consecutive committee meetings (with or without excuse), or miss four (4) committee meetings (with or without excuse) in a calendar year. A committee member may also be removed for cause, such as a serious breach of the City Ethics Ordinance or egregious behaviors which thwart the GPNC from meeting its stated purposes.

7. Each GPNC Board member should be a member of at least one committee.

8. A Board member or other stakeholder may be the Chairperson of more than one committee.
  9. Committee officers shall consist of a chairperson and a recorder. For all committees, the term of office of the chairperson shall be one year, with a limit of two consecutive terms in that position. . Election of Committee officers shall take place at the first meeting following January 1 of each year at a Committee meeting
  10. The quorum for a committee is the simple majority of its membership, and recommendations shall be made by majority vote of those present.
  11. Committee chairpersons or designated representatives should report on committee activity at every GPNC Board meeting. The report may be oral, but written reports are encouraged.
  12. The Treasurer will submit the records of GPNC's financial actions, as listed in GPNC Bylaws Article XII(e)., consistent with DONE's Neighborhood Council Funding Policies to the GPNC on a monthly basis; in order that that they may be officially retained and available for inspection by committees, Board members, or stakeholders.
  13. These Standing Rules are to be reviewed annually by the Bylaws committee and, by August, its recommendations presented to the GPNC Governing Board at a stakeholder meeting for authorization.
  15. Posting: All Committee rosters shall be posted on the GPNC website by the Secretary together with email contact information for the Chairpersons. A committee's Chair or Recorder must post their meeting agendas on the GPNC website at least 72 hours before the meeting is to begin. If that cannot be done, the Outreach Committee Chair or Recorder shall be contacted at least 24 hours in advance of posting deadline to post the agenda.
- All Committee meetings must be posted on the GPNC website calendar by the Committee Chairs, as well as physically posted per present posting requirements.
16. Minutes: Official minutes of the General Stakeholder meetings shall be made as follows;
    - The Secretary shall maintain a record of the actions of the Board by Agenda Item, Motion, Second, and tally of votes. All approved minutes and vote tallies shall be forwarded to DONE by the Board Secretary and be posted on the GPNC website by the GPNC Chair.
  17. The Policy for handling GPNC keys shall be as listed on Attachment A, Key Policy.
  18. The duties of committee Chairs and/or Recorders shall be listed on Attachment B, GPNC Committee Chairs and Recorders Protocols.

## ATTACHMENT A – GPNC KEY POLICY

1. The Chair, Vice-Chair, and Secretary on the Glassell Park Neighborhood Council (GPNC) executive committee will be provided a GPNC office key and community center key set.
2. The Secretary of the GPNC will have the key set with access to all storage and lockable file/storage cabinets.
3. Economic Development & Land Use Committee Chair or recorder, and the Grants and Funding Committee Chair or recorder may also be provided a key to the center so long as they are Board members.
  - a) Non-board members who serve in this position will coordinate office access with the Secretary or Secretary Assistant for copies and access to the office.
4. All committee chairs and board members may request a key to the Glassell Park Community and Senior Center.
5. Immediately followint the election of a new Chair, Vice-Chair, and Secretary, the outgoing officers will return keys to the Vice-Chair, sign them returned, and they will be redistributed to the incoming officers. This process will take place at a public meeting.
6. Board members will not duplicate keys without board authorization. Making and distributing unauthorized keys are a violation of this GPNC policy.
7. Key collection and distribution will take place immediately following executive committee election or seating of a new committee chair or recorder. This process will take place at a public meeting.
8. The Vice-Chair will manage and coordinate collection and distribution of keys for the Neighborhood Council, as well as this key agreement.
  - (a) Key agreement paperwork will be stored in the Glassell Park Neighborhood Council office, and electronically and stored on the GPNC cloud, and provided to DONE upon their request.
9. The Board Secretary and all Committee Recorders shall each have a key to the GPNC Bulletin Board for Physical Posting of agendas and/or other GPNC notices.

## GPNC COMMITTEE CHAIRS & RECORDERS PROTOCOLS

Board Approval Date: Feb 20, 2015

Board Approval of change to Physical Posting location: April 19, 2016

**POSTING** - per the Brown Act all agendas must be posted at least 72 hours before the meeting date & time.

**WEBSITE** - Ideally, either the committee Chair or the committee Recorder will post the agenda to the website without using Webmaster's services. (Members of the Outreach & Communications committee can explain how to do it.) If you choose to have the Webmaster post to the website, please send a PDF to Webmaster at least two full working days prior to the posting deadline. Please also be aware that Webmaster may not post over the weekend, so those two days should not be counted. (For example, for a Wednesday meeting, the agenda must be posted by the previous Sunday; therefore, it must be sent to Webmaster by the previous Wednesday to allow for posting by Friday.)

**PHYSICAL** - Please post the agenda (all pages) inside the GPNC Bulletin Board located on the outside of the driveway fence at the Glassell Park Community & Senior Center, 3750 N. Verdugo Road, Los Angeles, CA 90065.

**ROOM RESERVATION** - call or email the Council District Field Deputy, or go to the Field Office at the GP Community & Senior Center to speak with the Field Deputy in person, to book the conference or main room of the Center. Book the space as soon as you know the date/time of the next meeting.

**BUILDING ACCESS** - if no committee member has keys to the GP Community & Senior Center, contact the Asst. Secretary to arrange for the building to be unlocked; if a committee member has keys, please be sure he or she knows they are responsible for opening the building for you. Learn how to shut off & set alarm & lock the building (no key needed).

**DISSEMINATE** - all agendas, notices & correspondence should be emailed to: the GPNC Board, alternates, the committee's members, NC Support and the DONE representative.

**USE SOCIAL MEDIA** - The Chair or Recorder (or other designated committee member) should post committee news and updates via the GPNC's social media accounts: Facebook, Twitter, etc.

**CALENDAR** - Chairs and/or Recorders should post meetings on the website's calendar.

**COMMITTEE ROSTER** - Recorder should maintain a committee roster using the template provided by DONE for the Board. Ask the Secretary for a blank form.

**ATTENDANCE** - A record should be kept of committee attendance.

**ITEMS FOR BOARD AGENDA** - Chair or Recorder must present all items to be placed on the agenda for Board consideration as soon as possible, but no later than during an Executive Committee meeting.

**MINUTES** - Per the Bylaws, minutes are not required for committees.

**TRAININGS** - Recorder should collect verification of completion of Ethics and Funding trainings and signed copies of DONE's Code of Conduct from all committee members (Board and stakeholders).

**NOTE:** Do not send communications directly to City entities without Board authorization!