

# STANDING RULES

## Harbor Gateway North Neighborhood Council (HGNNC)

Adopted November 12, 2019

### INTRODUCTION:

The purpose of the Harbor Gateway North Neighborhood Council (HGNNC) Standing Rules is to clarify or better define portions of the HGNNC Bylaws, and/or Board procedures and processes, and to establish information regarding Board operations that may be of assistance to the Board and to Stakeholders of HGNNC.

The Standing 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 Standing Rules may be adopted, amended, or repealed by a majority vote of the Board members present and voting.

The HGNNC Standing Rules shall be available for review in their most current version on the HGNNC website.

### **(1) Rules for Participation on a Committee:**

**(a)** The Chair of the Committee shall be a full-voting member.

**(b)** A Committee shall be composed of at least three (3) members, including the Committee Chair.

**(c)** Each Committee shall be comprised of Stakeholder(s) and Board Member(s). If necessary, non-Stakeholder(s) with expertise in the Committee's assignment may become an Advisor to the Committee.

**(d)** A quorum for a Committee shall be one-half the number of Committee members plus one.

**(e)** Absence from four consecutive meetings or four meetings during a twelve month period shall be deemed a failure to consistently attend, excluding excused absences, and shall result in removal from the Committee. Committee members shall notify the Chair and/or Secretary of the Committee regarding their inability to attend a meeting via email and/or telephone call at least two hours before the scheduled meeting.

**(f)** Standing Committees may choose to elect a Vice Chair.

**(g)** Committee agendas shall be set by/with collaboration of the Chair and Secretary of the Committee and may include input from Committee members.

**(h)** A Committee shall perform tasks or duties only requested by the Board. A Committee shall not represent HGNNC in an official capacity to third (3rd) parties without approval from the HGNNC Board.

(A Committee cannot act independently of the organization per Robert's Rules.)

**(2) Responsibility of Committees:**

(a) For the consideration of all questions referred by the HGNNC Board or the Board Chair.

(b) For the creation of reports and of making recommendations to the HGNNC Board for and in the best interest of Stakeholders of the neighborhood council.

**3) Agendas:**

The HGNNC Board Agenda(s) shall have a Consent Calendar. Consent Calendar Items are considered to be non- controversial and shall be treated as one Agenda Item. The Consent Calendar shall be enacted with one Motion. There shall be no separate discussion of these items unless the item is removed from the Consent Calendar, in which event that item will be considered on the regular Agenda.

**(4) Public Comment:**

For items not on the Board Agenda. Speaker(s) shall be limited to two (2) minutes to speak on an item. The Chair may extend or limit time due to extenuating circumstances. (Personal appearance required. No electronic or proxy statements allowed.)

**(5) Speaking on Agenda Item:**

In accordance with the Ralph M. Brown Act, audience members/stakeholders shall be allowed to address the HGNNC Board regarding a specific Agenda Item during the time the Item is being considered. Speakers shall be limited to two (2) minutes each. The Chair may extend or limit time due to extenuating circumstances.

**(6) Voting:**

(a) No vote shall be taken on any Motion or Resolution, including any amendments, until the Chair has stated the final Motion which is before the Board or the Committee. (At the discretion of the Chair, the Recording Secretary may state the final motion.)

(b) Votes shall be cast in person. Proxy voting is not allowed.

(c) Unless it is necessary to recuse him/herself, each Board member (or Committee member) shall take part in voting on all motions by voting **Yes**, **No**, or shall formally **Abstain**. All recusal(s) shall be noted in the record. The tally shall be recorded in the Minutes as to composition of the votes cast.

**(7) Correspondence:**

Draft copies of all proposed correspondence sent on behalf of the HGNNC shall be provided to each Board Member via email before the meeting during which the correspondence will be voted on. Finalized correspondence will be sent to each Board Member via email. If the correspondence states a position or recommendation of the Neighborhood Council, it shall also state the number of votes cast For, Against, Abstain for the position or recommendation.

**(8) Public Speaking In Public Forum(s):**

Unless explicitly authorized to do so, all Board members and/or Committee members shall, in public forums, state that their public comments are made as independent individuals and are not to be taken as HGNNC positions or policies.

**(9) Use of HGNNC Title/Position:**

No Board officer, Stakeholder, or member of HGNNC or any of its Committees shall commit the Harbor Gateway North Neighborhood Council to any action without express authority and approval of the Board.

**(10) Solicitation for Donations:**

No Board officer, Stakeholder, or member of HGNNC or any of its Committees shall solicit donations of any kind, fashion or in any wise use the name of the Harbor Gateway North Neighborhood Council in such endeavor without express authority of the Board.

**(11) Sergeant-At-Arms:**

The Chair may appoint a Sergeant-At-Arms to maintain balance and order during Board meetings.

**(12) Article VI – Section 2 Duties of the District Representatives:**

Language in this section of the November 12, 2013, Standing Rules is null and void. (Preempted by **Article VI – Section 2** of the July 6, 2018, Bylaws.)

**(13) Motion for Reconsideration Procedure:**

**(a)** Before the Board reconsiders any matter, it must approve a Motion for Reconsideration. Said Motion must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the Item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.

**(b)** The Motion for Reconsideration must be brought and the Board's approval of said Motion must occur, either during the same meeting where the Board initially acted or during the Board's next regularly-scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The HGNNC may also convene a *Special Meeting* within these specified time frames to address a Motion for Reconsideration.

**(c)** A Motion for Reconsideration may be proposed only by a member of the Board (Moving Board Member) that previously voted on the prevailing side of the original action taken by the Board.

**(d)** A Board member who voted on the original action (Moving Board Member) may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the Agenda of a meeting that occurs within the allowed, specified periods of time as stated above.

**(e)** In order to properly place the Motion for Reconsideration on the Agenda of the subsequent meeting, the Moving Board Member shall submit a Memorandum to the Recording Secretary at

least two (2) days in advance of the deadline for posting notices for the meeting. The Memorandum must briefly state the reason(s) for requesting the reconsideration and must provide an adequate description of the matter(s) to be re-heard; and, the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

(f) A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

(g) The Motion for Reconsideration process shall be conducted at all times in accordance with the Brown Act.

(Incorporated from 11/12/13 Standing Rules.)

**(14) Procedure for Returning HGNNC Equipment/Property After a Board Election:** One month after the new Board is certified, HGNNC equipment/property such as office keys, Ham Radio equipment, sound equipment, laptop computer, etc., which were purchased by HGNNC using City of Los Angeles funds; and, which are recorded in the HGNNC equipment inventory and logged out to a Board member or Stakeholder, must be returned per the requirements of the Department of Neighborhood Empowerment. Board members and Stakeholders who do not return such equipment/property shall be referred to the Department of Neighborhood Empowerment (DONE) for further action. The HGNNC equipment inventory is maintained by the Treasurer or an appointee of the Board.