

STANDING RULES

Harbor Gateway North Neighborhood Council (HGNNC)

Updated February 8, 2022

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 Standing Rules may be adopted, amended, or repealed by a majority vote of the Board members present and voting.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

(Adopted November 12, 2019)

(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.

(Adopted November 12, 2019)

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.

(Adopted November 12, 2019)

(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.)

(Adopted November 12, 2019)

(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.

(Adopted November 12, 2019)

(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.

(Adopted November 12, 2019)

(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.

(Adopted November 12, 2019)

(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.

(Adopted November 12, 2019)

(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.

(Adopted November 12, 2019)

(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.

(Adopted November 12, 2019)

(11) Sergeant-At-Arms:

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

(Adopted November 12, 2019)

(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.)

(Adopted November 12, 2019)

(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.

(Adopted November 12, 2019)

(15) Code of Civility:

Collectively and individually, the members of the Board of the Harbor Gateway North Neighborhood Council and its appointed Committee members agree to abide by a Code of Civility to ensure that our Neighborhood Council's business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for our Neighborhood Council.

The freedom to express one's views about public matters is a cornerstone of the democratic process. The Harbor Gateway North Neighborhood Council welcomes the diverse views and opinions of our Board members and stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.

We collectively and individually agree to abide by our Code of Civility to the best of our abilities.

1. I will conduct myself in a professional and civil manner at all times as a representative of the Harbor Gateway North Neighborhood Council, including treating each member of the Board and members of the public with respect at all times.
 2. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public. During Neighborhood Council meetings, functions, or events I will not engage in or threaten to engage in any verbal or physical attack on any other individual. I will not use language that is abusive, demeaning, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures. I believe that derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.
 3. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow Board or Committee members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.
 4. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption. I pledge to truly listen to and hear other points of view. I will practice the art of being able to disagree without being disagreeable.
 5. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws
 6. I will commit to learn the applicable laws that govern Neighborhood Councils, including Bylaws, Standing Rules, meeting procedures, the Brown Act, conflict of interest laws, city ordinances, and the City Charter, and will not knowingly violate any of them so that we can maintain a safe and effective environment for conducting business.
 7. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
 8. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters, and I will ask for advice from the Office of the City Attorney whenever I have doubts.
 9. I will commit to good faith efforts to resolve grievances that come before the Board as specified in the procedures of the Department of Neighborhood Empowerment.
 10. Out of respect to my fellow board members, the public, and the decision-makers who we are trying to influence, I will make the best possible effort to understand the issues before me.
- (Adopted February 8, 2022)