

NORTH HOLLYWOOD NORTHEAST NEIGHBORHOOD STANDING RULES

On Standing Rules

- a) The North Hollywood Northeast's Standing Rules purpose is to clarify or better define portions of the North Hollywood Northeast Bylaws, Board procedures and processes, or to establish information about the Board's operations that may be of assistance to stakeholders of the North Hollywood Northeast.
- b) The North Hollywood Northeast Standing Rules is a living document that can be added upon and modified by action of the Board.
- c) The North Hollywood Northeast Standing Rules shall be available for review in their latest version on the North Hollywood Northeast's website.

Meeting Information

- a) North Hollywood Northeast meets the 3rd Thursday of every month at 7pm
- b) The General Board Meeting location is the Los Angeles Fire Station 89's Training Room 7063 Laurel Canyon North Hollywood, CA 91605

Website Information

- a) The North Hollywood Northeast's website is NHNENC.org

Time-limitations

- a) During public comment, each public speaker is limited to no more than 3 minutes of comments per specific agenda item or during general public comments period.
- b) In the event that there are too many speakers on an item to accommodate within the given time-frame allocated to the item, the President may limit the time further to allow each speaker to have a chance to comment, have speakers cards written into the public record or to conduct a straw poll as is necessary to receive comment from stakeholders.
- a) Each Board member has no more than 3 minutes on each agenda item or during Board member comment.

Executive Officers

- a) Since Executive Officers cannot hold two roles at the same time, in the event that an Executive Officer assumes the role of the President in absence of the President, they will temporarily abandoned their role as Executive Officer under any other title.

Rules for Participation on a Committee

- a) Board Members shall serve on a minimum of two (2) committees.
- b) Each council member shall be appointed to a Standing Committee. No member shall be removed from a committee once appointed to it except by the consent of the Board.
- c) Committee Chairs: The President shall appoint one member to serve as Chair of each Standing Committee no later than the second meeting of the new term. The Chair of a committee shall be considered a full voting member of the committee.
- d) Additional Committee Officers: Each Committee shall elect a Vice Chair from its membership at its first meeting following the complete appointment of elected members to committees, and again at such times the office might become vacant. Additionally, members may be designated by the committee or the Chair.
- e) Standing Committee Chairs shall be responsible for such duties typical of the office chair, including coordinating committee meetings, recording the attendance of committee members, and preparing committee reports for the Council. All committee Chairs shall provide the President and Board a strategic plan within thirty (30) days of assuming role per committee approval. Standing committee Chairs shall also perform duties pertaining to their committees by request of the President, not inconsistent with the Bylaws.
- f) The Vice-Chair shall fulfill the duties of the Chair in absence of the Chair.
- g) Standing Committees shall be responsible for the consideration of all questions referred to them by the council or the President, as well the creation of reports and making of recommendations in the interest of the stakeholders of North Hollywood Northeast.
- h) Membership size requirements for standing committees: At no time shall any standing committee be composed of less than three (3) board members and any stakeholders, or less than prescribed elsewhere in these rules. Should membership of a committee fall below its allotted minimum, the President shall inform the council and seek members who wish to transfer to the committee.
- i) Any new Standing Committee amended, shall be re-assessed mid-year to ensure effectiveness. No committee can be dissolved without a vote from the majority of the Board.

Standing Committee Definitions

a) Executive Committee: Consists of only Executive Officers and all meetings of its members will be agendized as joint "Executive Committee and General Board" meetings as long as the Board's quorum remains seven (7). The purpose of the Executive Committee is to recommend agenda items and craft the agenda.

b) Budget and Finance Committee: Shall ensure the responsible expenditure of public funds. The committee shall review expenditures, advise the Treasurer and other officials on spending practices, regularly review the current monthly expenditure report and bank statements. The Committee shall be composed of at least three (3) members, including the Treasurer who shall be a member and any stakeholders.

c) Outreach and Community Development Committee: The Committee shall help promote council and committee meetings and stakeholder opportunities such as: community clean-ups, community events, committee opportunities and upcoming town halls. The Committee shall be responsible for planning Neighborhood Council sponsored events and beautification projects. The committee shall be responsible for maintaining the website and its content, newsletter and language translations.

d) Planning and Land Use Committee: The Committee coordinates with the Planning Department, developers and stakeholders to provide feedback on proposed projects within the council boundaries. The Committee meets periodically with representatives of the City of Los Angeles Planning Department and works with other community groups with a vested interest in the community planning and development. The committee will also recommend to the board a liaison the LA City Services, pending Board approval.

e) Youth and Minority Empowerment Committee: Shall advocate on behalf of the youth and minority groups (of North Hollywood Northeast. The committee will provide, ~~but not limited to,~~ information to youth and minority organizations, organize and encourage activities such as: after school programs, city-wide events, community service events to create an inclusive environment that promotes equitable access to opportunities and resources

f) Bylaws and Rules Committee: Shall review and recommend amendment to the neighborhood council's Bylaws and the creation of any Standing Rules. The Committee shall meet regularly to discuss any necessary changes for recommendation to the full council for review and consideration by the Department of Neighborhood Empowerment.

g) Elections Committee: Shall be responsible for promoting the scheduled election for the North Hollywood Northeast Neighborhood Council held every two years.

Process for Filling a Vacancy

a) The written application as prescribed by the Board shall be a maximum 100-word statement indicating their interest in being appointed to the Board.

b) If multiple applications for one seat have been submitted, the candidate with the most votes wins. If they tie, the process will be repeated until a winner is named.

Agenda Setting Procedure

a) All agenda items shall be submitted in writing to the President and Secretary two (2) weeks prior to the date of the next meeting and must appear on that agenda for consideration.

b) All Standing Committee Meeting Agendas shall be set by the Committee Chair. Items on an agenda may be based on a referral from the Board, a committee member, and individual board member or stakeholder. All agendas items shall be submitted in writing to the Chair two weeks prior to the date of the next meeting and must be placed on the agenda for consideration.