



**North Hollywood Northeast**  
Neighborhood Council

STANDING RULES

March 20, 2024

## **North Hollywood Northeast Neighborhood Council**

Standing Rules and Community Guidelines

(Approved March 20, 2024)

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## **ARTICLE I: PURPOSE**

### **Section 1: Description**

- A) The North Hollywood Northeast Neighborhood Council's Standing Rules and Community Guidelines purpose is to clarify or better define portions of the North Hollywood Northeast Neighborhood Council Bylaws, Council procedures and processes, or to establish information about the Council's operations that may be of assistance to stakeholders of the North Hollywood Northeast Neighborhood Council.
- B) The North Hollywood Northeast Neighborhood Council Standing Rules and Community Guidelines is a living document that can be added upon and modified by action of the Council.
- C) The North Hollywood Northeast Neighborhood Council Standing Rules and Community Guidelines shall be available for review in their latest version on the North Hollywood Northeast Neighborhood Council's website.
- D) The North Hollywood Northeast Neighborhood Council Bylaws supersede the Standing Rules and Community Guidelines.
- E) The Board of Neighborhood Commissioners (BONC) is responsible for policy setting and policy oversight with respect to the Neighborhood Council system. Their operating policies and procedures, resolutions and Rules of Order are detailed at <https://empowerla.org/existing-policies/>

## **ARTICLE II: REGULAR MEETINGS**

### **Section 1: Meeting Information**

- A) The Council meets the 3rd Wednesday of every month at 7pm
- B) The Regular Council Meeting location is the Los Angeles Fire Station 89's Community Room at 7063 Laurel Canyon North Hollywood, CA 91605
- C) Directions and Parking Information: Enter the Fire Station gate to find the Community Room in the back of the Station. There is ample parking available inside the Station parking lot.

## **ARTICLE III: WEBSITE INFORMATION**

### **Section 1: Website Information**

- A) The North Hollywood Northeast Neighborhood Council's website is [www.NHNENC.org](http://www.NHNENC.org)

## ARTICLE IV: PARLIAMENTARY AUTHORITY

### Section 1: Description

Except as set forth below, and unless suspended by a vote of the Council, Robert's Rules of Order (Revised) shall be the parliamentary authority at meetings of the Council, to the extent the Brown Act is silent. Motions before the Council shall generally proceed, as follows:

A. Prior Discussion. At the discretion of the Chair, discussion on a matter may occur before a motion is made.

B. Presentation by the Moving Party. The presenter of the motion may make a brief statement, summarizing the issue and the salient points for discussion.

C. Motion and Second. The moving party states the motion (e.g., "I move that . . ."). The motion must be seconded by another member of the Council in order to move forward (e.g., "I second the motion").

D. Comments by the Council. Once the motion is made and seconded, the Chair will "state the question" (i.e., restate the motion, "It has been moved and seconded that . . .") and call for comments by Council members. The Chair will determine the order of the speakers. Speakers should address their remarks to the Chair, although the Chair may allow limited and relevant questions to be presented to the moving party (e.g., to clarify aspects of the motion). Members should not engage in a dialogue with the moving party or other Council members, unless specifically authorized by the Chair. No member may speak twice to the same issue until every other member wishing to speak has spoken to it once. The Chair may call upon the moving party at any time to respond to questions or address comments made by Council members.

E. Public Comments. Following discussion by the Council, the Chair will call for comments by the public. Each speaker generally will be limited to three minutes, although the Chair may choose to extend that period for any person. The public comment period is not meant to be a dialogue between stakeholders and the moving party or other members of the Council. The Chair may extend or limit the period of public comment and individual comments depending on the number of speakers, the time allocated for the meeting, the number of agenda items, the complexity of each item, and other circumstances.

F. Friendly Amendments. Once a motion has been made and seconded, the maker of the motion may elect to amend the motion (e.g., at the suggestion of another member). This can be done before or after the Chair states the question. If the motion is amended, it must receive a new second in order to move forward to a vote. If seconded, the Chair will restate the motion, as amended, and may allow further comments from the Council and/or the public on the motion, as amended. If an amended motion does not receive a second, the maker may either proceed with a vote on the original motion or may withdraw the motion.

G. Conflicts of Interest. Persons who have a conflict of interest in connection with any motion shall make that conflict known to the Council prior to any vote and shall abstain from any discussion and voting on the motion. A record of the notice of conflict and the member's abstention on the vote shall be noted in the minutes of the meeting.

H. Closing the Debate and Voting. Any member of the Council may move to close the debate or to limit the number or length of comments. Otherwise, the Chair may ask for closing remarks (if any) from the moving party and/or may "put the question" (i.e., call for a vote) following the comment period (e.g., "All those in favor of the motion, please raise your hands"). The Chair may call for a voice vote or a show of hands.

I. Record of Votes. All actions taken on any agenda items, including the board vote count of each board member by name, shall be noted on how they voted: for, against, abstain, recused, ineligible, or absent, in roll call or other type of notation.

J. Presiding Chair. The presiding Chair may not enter into the debate of any motion before the Council, except to suggest that a particular motion or second be made by a member of the Council, to seek clarification of the motion, or to request information. The presiding Chair may not vote on any motion before the Council unless his or her vote would affect the outcome, in which case (s) he can either vote and affect the outcome or abstain from voting. The Chair shall be counted in the number of members present in determining whether there is a quorum.

K. Unanimous Consent. In situations where there appears to be unanimity on a matter before the Council, the Chair may ask if there is any objection to a proposed action (e.g., "Is there any objection to . . ."). If there is no objection, the Chair can disregard the steps of stating the question and putting the question to a formal vote ("Since there is no objection, then . . .").

L. These meeting procedures may be amended, suspended and/or supplemented from time to time by a vote of the Governing Council.

## **Section 2: 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 the 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 comments from stakeholders.

C) Each Council member has no more than 5 minutes on each agenda item or during Council member comment.

## ARTICLE V: EXECUTIVE OFFICERS

### Section 1: 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 the absence of the President, they will temporarily abandon their role as Executive Officer under any other title.

## ARTICLE VI: COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Council. Suggestions for committees may come from Stakeholders or from members of the Council, and all such suggestions shall be voted upon by the Council.

**Section 1: Standing Committees** – The Standing Committees of the Council are:

- The Executive Committee,
- The Outreach and Youth Engagement Committee,
- The Beautification and Public Safety Committee,
- Minority Empowerment and Cultural Affairs Committee,
- The Bylaws and Rules Committee.

**Section 2: Ad Hoc Committees** – The Council may create an Ad Hoc Committee as needed to deal with temporary issues and report its findings, conclusions or recommendations to the Council. An Ad Hoc Committee must have a defined purpose and limited timeframe, carry out a specific task, be composed of only Council Members that constitute less than a majority of the Quorum, and cease to exist upon the completion of its specific task. If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act. The Council may create Ad Hoc Committees as needed to deal with temporary issues.

### Section 3: Committee Creation and Authorization

**A. Committee Creation** - Additional committees shall be formed with approval of the Council.

**B. Committee Authority** - All committee recommendations shall be brought back to the full Council for discussion and action.

**C. Committee Structure** – With the exception of the Executive Committee, Committee members shall be appointed by the Chair of the committee and ratified by the Council. Standing Committees shall be comprised of no more than (4) Council Members and may include any interested Stakeholders. The exception is the Executive Committee, which is comprised of five (5) Council Members, including the President, Vice President, Secretary, Treasurer and Parliamentarian.

**D. Ad Hoc Committees** - Shall be comprised of three (3) Council Members or less.

**E. Committee Appointment** –

1. All Committee Chairs shall be appointed by the President and confirmed by the Council.
  - a. Only those Committee members who are eligible to serve as Chair of a committee
  - b. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Council
2. Committee Members shall be designated by the Chair and ratified by the Council

**F. Committee Meetings** – Committee meetings are subject to and shall be conducted in accordance with the Brown Act. Committee meetings for the Standing Committees shall establish a consistent date and time for their meetings. Standing Committees shall meet no less than once a quarter. Minutes should be taken at every Committee meeting.

**G. Changes to Committees** - The Council may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Council shall be noted in the Council meeting minutes.

**H. Removal of Committee Members** – Committee members shall be removed in the same manner in which they were appointed.

**I. Removal of Standing Committee** – Any Standing Committee that does not meet for two (2) consecutive quarters shall be considered for removal at the next Regular Board meeting in the same manner in which they were created.

**Section 4: Rules for Participation on a Committee**

A) 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 Council.

B) 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.

C) 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 shall be designated by the committee or the Chair.

D) 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 Council 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.

E) The Vice-Chair shall fulfill the duties of the Chair in absence of the Chair.

F) Standing Committees shall be responsible for the consideration of all questions referred to them by the council or the President, as well as the creation of reports and making of recommendations in the interest of the stakeholders of North Hollywood Northeast.

G) Membership size requirements for standing committees: At no time shall any standing committee be composed of less than three (3) Council 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. If after two (2) Regular Council Meetings, the Committee still falls below the allotted minimum, then a vote shall be agendized to dissolve said committee.

H) 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 Council.

### **Section 5: 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 Council" meetings. The purpose of the Executive Committee is to recommend agenda items, craft the Regular Council Meeting agenda, and lead the Council by responding to matters accordingly.

B) **Outreach and Youth Engagement 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. The committee will provide, but not limited to, information to youth 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. All meetings of its members will be agendized as joint "Outreach and Youth Engagement Committee and General Council" meetings.

C) **Beautification and Public Safety Committee:** The committee shall be responsible for planning Neighborhood Council beautification and Community Impact Projects. The committee will work with public safety representatives including the local LAPD Senior Lead Officer(s) to provide, but not limited to, information to the public. All meetings of its members will be agendized as joint "Beautification and Public Safety Committee and General Council" meetings.



D) **Minority Empowerment and Cultural Affairs Committee:** Shall advocate on behalf of the minority groups of North Hollywood Northeast Neighborhood Council and create an inclusive environment that promotes equitable access to opportunities and resources. Shall advocate and commemorate diverse cultures and groups of North Hollywood Northeast. The committee will provide, but not limited to, information to cultural organizations, organize and encourage activities such as: live music and art programs, city-wide events, community service events, host cultural solidarity workshops, to create an inclusive environment that promotes cultural competence and builds bridges across communities. All meetings of its members will be agendized as joint “Minority Empowerment and Cultural Affairs Committee and General Council” meetings.

E) **Bylaws and Rules Committee:** Shall review and recommend amendments 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. All meetings of its members will be agendized as joint “Bylaws and Rules Committee and General Council” meetings.

## **ARTICLE VII: COUNCIL VACANCIES**

### **Section 1: Process for Filling a Vacancy**

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

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.

## **ARTICLE VIII: AGENDA SETTING PROCEDURE**

A) All agenda items for Regular Council Meetings shall be submitted in writing to the President and Secretary no later than 11:59pm on the Wednesday 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 or Vice Chair. Items on an agenda shall be based on a referral from the Council, a committee member, an individual Council member, or stakeholder.