

CALIFORNIA
NEIGHBORHOOD
COUNCIL
OFFICERS
Paul Michael Neuman
Lorin Colin
CO-CHAIRS
Michael Ray Menjivar
VICE-CHAIR
Crissi Avilla
TREASURER
Kim Jones
SECRETARY



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STANDING RULES Adopted by the Governing Board as of May 2009

1. Process for Election of Officers The procedure used to elect officers of the SLNC Governing Board is as follows:

.01 Nominations will be opened from the floor for each officer position beginning with the co-chair. Board members may nominate or self-nominate. Nominees will then accept or not accept the nomination. A list of candidates for the office will be determined.

.02 Each candidate will have three minutes to give his/her qualifications for the position he/she is seeking as well as stating what he/she intends to do from that position in the coming year. After each candidate for a particular position has had the opportunity to speak, members of the board may ask questions of any of the candidates if so desired.

.03 A vote by show of hands will then be taken. If no candidate receives a majority, then the name of the candidate with the fewest votes will be removed from the list of candidates and voting will proceed. The process will continue until one candidate receives the majority of the votes. The process will be repeated for the remaining offices of co-chair, vice chair, secretary and treasurer. (Adopted October 8, 2003; Revised November 3, 2004)

2. Parliamentarian

The co-chair who is not presiding will serve as parliamentarian, working to educate the Board on issues of Parliamentary procedure and settling minor disagreements on points of order, until such time as the Governing Board determines who should perform that role. (Adopted October 29, 2003)

3. Placement of Items on Agenda Agenda items may be entered for consideration on the Governing Board agenda in one of four ways: .01 by passing a motion at a Governing Board meeting under "Agenda Items for Next Meeting"

.02 by Governing Boardmembers submitting a request to both Co-Chairs and the Secretary (only – not the full board) for the draft agenda 11 days before the meeting and for the final agenda, 7 days before the meeting, for consideration for possible placement on the agenda (Adopted 12/7/05)

.03 by a stakeholder's request submitted to both Co-Chairs (only) for consideration by the Co-Chairs for possible placement on the agenda

.04 Committee Chairs may also request committee reports, motions, and other matters for inclusion on the agenda by submitting the request to both Co-Chairs. (Adopted October 29, 2003; revised March 2, 2005)

05. Committee Chairs are to submit their Committee Report for inclusion of the Governing Board agenda 11 days prior to the next Governing Board meeting. Committee Chairs will have up to 2 minutes to elaborate on the reports and/or answer questions from the board and it will be posted on the website. (Adopted December 7, 2005)

4. **Time Limit on Public Comment** During Public Comment, each speaker will be limited to two minutes. It is understood that the Board could extend the time of a speaker by action of the Board. (Adopted October 29, 2003)
5. **Time Limits on Each Item on Agenda** Each agenda item shall have a specific time limit determined in advance by the Co-Chairs in consultation with the individual who submitted the item for consideration. A Motion and second and majority vote would be required to extend time for the item, or it can be continued to a later meeting. (Adopted October 29, 2003)
6. **Order of Business During Presentations** The format for presentations, reports and agenda items to the board shall be as follows:
 1. The presenter makes a brief statement, summarizing the issue and salient points for discussion
 2. A question and answer period for a maximum of 10 minutes
 3. Public Comment
 4. Board discussion and action if appropriate (Adopted October 29, 2003)
7. **Availability of Motions, Reports & Supporting Documentation to the Public** Committee Reports and any requested motions should be available in writing in time for posting as required in the Brown Act. Materials deemed important by the Committee for community discussion and understanding shall be made available in a binder at a location specified by the Governing Board. Such location to be available during normal hours for public review on silverlakenc.org for public review. (Adopted October 29, 2003)
8. **Robert's Rules of Order Newly Revised** Robert's Rules of Order Newly Revised will be followed with the following adjustments:
 1. Discussion can occur before a motion is made.
 2. The number of Aye, Nay, and abstentions will be stated by the presiding co-chair at the conclusion of each vote and will be included in the minutes of the meeting.
 3. Persons having a conflict of interest concerning a M/S that makes it impossible for the person to vote will make such conflict known to the presiding co-chair and that information will be included in the minutes.
 4. The presiding co-chair may not enter the debate on a Motion but may suggest that a particular M/S be made by a member of the Governing Board. (Adopted October 29, 2003; Revised May 4, 2005)

9. Minutes

Minutes will include M/S and other decisions of the Board, a brief description of what was discussed, and a summary of individual comments by the public. The minutes will not contain the debate leading up to the M/S and vote. (Adopted October 29, 2003)

10. Meeting Location

Because DONE is able to arrange fee waivers with the LAUSD, and because of its ability to handle large crowds, the availability of microphones and lecterns, and its central location, the Micheltorena Street School will be our regular meeting location. (Adopted October 29, 2003)

11. Regular Meeting Date

Regular meetings of the SLNC Governing Board be held on the first Wednesday of each month. (Adopted October 29, 2003)

12. Order of Business

We will use the following order of business. A majority vote can rearrange the agenda to accommodate a guest speaker. We recommend the Co-chairs use the following order of business when creating the agenda. We will follow the order of business per the agenda for each meeting. The presiding Co-chair can rearrange the agenda without objection from the Board, or the Board can rearrange the agenda by majority vote.

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Welcome and rules for actions on agenda items

V. Public Comment on Non-Agenda Items

VI. Correspondence

VII. Special Presentations and Reports

VIII. Old Business

IX. Consent Calendar

X. New Business

XI. Reports of Officers

XII. Committee Reports

XIII. Agenda Items for Next Meeting

XIV. Announcements

XV. Adjournment

(Adopted October 29, 2003; revised November 19, 2003)

13. Committee Mission Statements to Be Approved by Board

Motion to approve or disapprove committees tonight but wait to approve mission statements until proposed mission statements are received from the committees. (Adopted October 29, 2003)

14. Public Comment

Public wishing to speak to the Governing Board must fill out a Speaker Card and be required to provide his/her name, business or organization affiliation (if any), whether they are a paid speaker and who paid him/her to speak, and the agenda item number they wish to address. (Adopted October 29, 2003)

15. Moments of Silence

We will allow meetings to be dedicated to the memory of community members, as signified by a moment of silence before adjourning. Board members should notify the presiding co-chair prior to the meeting if they wish to offer a memorial. (Adopted October 29, 2003)

16. Board Member Use of Title/Position

No officer or member of the Silver Lake Neighborhood Council Governing Board or any of its committees shall represent him/herself as speaking on behalf of the Council or committee, or committing the Council or Committee to an action, unless s/he has been authorized to do so by the Silver Lake Neighborhood Council Governing Board, or by the SLNC Executive Committee when approval by the full Governing Board would not be timely. Members are permitted to do research and make exploratory calls in their official capacity without express approval of the Governing Board, so long as they do not commit the Council to action. Such authorization may be limited or revoked at any time by the Governing Board. (Adopted November 19, 2003)

17. Stakeholder Sergeants-at-Arms

The Governing Board will ask for one or more stakeholder volunteers to regularly serve as Sergeant at Arms during Governing Board meetings. The Sergeants at Arms will maintain order, assist stakeholders in filling out and submitting Public Comment cards, and will perform other duties as prescribed by the Board. (Adopted November 19, 2003)

18. Committee Chairs' Authority to Reserve Meeting Spaces

Committee chairs or committee designee are authorized to arrange for meeting spaces so long as no cost is incurred. (Adopted November 19, 2003)

19. Executive Committee Maintains Schedule of Committee Meetings

Committees will report to the Executive Committee on committee meeting times and the Executive Committee will distribute the information the board. This will be a continuing activity. (Adopted November 19, 2003)

20. Community Liaison Committee to Send Monthly Email to Stakeholders

In order to avoid overwhelming stakeholders with announcements from individual committees, the Community Liaison Committee will send a single email to the full database a few days before the beginning of the month which will include the dates, times and locations of all Board and Committee meetings for the month and a basic summary of the Committee's function. Wherever possible, this description will also include key items for discussion. Committee chairs and/or secretaries will be responsible for providing this information to the Community Liaison committee in a timely manner. (Adopted November 19, 2003)

21. Code of Civility The SLNC adopts the Code of Civility. (Adopted January 7, 2004)

22. Limited Number of Board Members on Each Committee

In order to comply with the City Attorney's interpretation of the Brown Act, no more than five members of the SLNC Governing Board may vote or participate in any committee, although more may observe. If more than five board members attend a committee meeting, then each board member in attendance at the meeting must declare themselves as participant(s) or observer(s), and the distinction shall be noted in the minutes. The SLNC Board recommends to the Committee Chairs that Board Members be recognized in the order of arrival, unless the Committee Chair, acting on the will of the committee membership, has a good reason to include a particular Board Member. To be an observer means one can only listen, and cannot be recognized by the Chair to speak, cannot participate in any discussion, and cannot vote. If the Committee Chair desires to have more than 5 Board Members participate in discussions and voting, then the Committee Chair should contact the SLNC Co-chairs and work to set up a joint meeting of the committee and SLNC Governing Board. (Adopted January 7, 2004; Revised January 4, 2006)

23. Committees Requested to Meet at Least Once per Quarter

All active committees are requested to meet at least once per quarter. The Chair of a committee not meeting this requirement will be asked to explain why the committee has not met. A committee that does not meet once in a quarter and does not have a meeting scheduled for the fourth consecutive month will be reviewed for removal at the next Governing Board meeting. (Adopted February 4, 2004)

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Items 24, 25, Establishing "official advisors" were deleted by unanimous vote on May 6, 2009.

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26. Annual Election Day

The SLNC's annual elections will be held on the third Saturday in September. (Adopted March 3, 2004)

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27. Executive Committee to Experiment with Agenda Formats

The SLNC authorizes the Executive Committee to experiment with agenda formats before making a final motion on a revised order of business. (Adopted March 3, 2004)

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28. Funding/Event Questionnaire

The SLNC adopted the funding/event questionnaire. (Adopted April 7, 2004)

29. Development Guidelines

The SLNC adopts the UD&PAC Guidelines for Developers and SFR/Duplexes as written. (Adopted April 7, 2004)

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30. Maker of Motion Reads Motion into Record During the SLNC's General Board Meetings, each Motion shall be read by the Presenter of the Motion. If the Presenter of the Motion is not in attendance or unavailable, then the presiding Chair shall read the Motion with full due respect (Adopted April 7, 2004)

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Item 31, Establishing "Official Advisor" deleted by unanimous vote on May 6, 2009.

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32. Roll Call

The Secretary shall record in the minutes a roll call vote for any motion on which the Governing Board does not reach a unanimous decision. (Adopted July 7, 2004)

33. Board member Solicitation of Donations

No SLNC Board member shall solicit donations of any sort using the board name without board approval. (Adopted July 7, 2004)

34. Silver Lake Is Two Words

All written materials and all communications from the SLNC to stakeholders or city agencies will refer to the neighborhood as "Silver Lake," with two words. (Adopted September 1, 2004)

35. Committees Chairs Elected Annually in November

In keeping with the Bylaws dictates for the Governing Board, all SLNC committees shall hold chairperson elections at their November meetings. (Adopted October 6, 2004)

36. Executive Committee's Authority to Make Expenditures

The Governing Board authorizes the Executive Committee to approve reasonable expenditures toward the establishment and maintenance of the SLNC office in the following

categories: telephone; internet; software; signage; maintenance service contracts; office supplies, business cards, and stationery; and other basic needs to maintain a working office. Such expenditures shall not exceed corresponding remaining balances in the SLNC budget without prior approval of Governing Board. (Adopted December 1, 2004)

37. Issuance of Office Keys

The SLNC distributes keys to the outer office of the SLNC to the Executive Committee and committee chairs, and distributes keys to the inner office to the Executive Committee. Boardmembers and community group leaders are eligible to check out keys from the SLNC Secretary based on room availability. (Adopted December 1, 2004)

38. Committee Quorum

A quorum of at least three (3) stakeholders is required for committees to hold a meeting or take action. (Adopted January 5, 2005)

39. Definition of Committee “Member”

Any stakeholder in attendance at a committee meeting may debate and vote on any issue under consideration at that committee meeting. (Adopted February 2, 2005)

40. Cell Antenna Policy

The SLNC adopts the “UD&PAC Rooftop and Free Standing Cellular Telephone Antenna Installation Policy” (Adopted February 2, 2005)

41. Parking Policy

The Silver Lake NC does not support granting parking variances and uniformly recommends that all applicants shall meet the number of spaces required per city code, except upon the determination of special circumstances or alternate mitigating factors. (Adopted February 2, 2005)

42. Statement of Beliefs Regarding Local Discretion in Matters of Planning & Land Use

The SLNC adopts the Statement as amended. (Adopted March 2, 2005)

43. Excused Absences Defined

Absences shall be deemed “excused” with prior notice to the Secretary in the event of (a) Board member’s or family member’s illness; (b) a death in the Board member’s family, (c) attendance at an alternate function as an official SLNC representative, or (d) work/school/civic conflict. (Adopted May 4, 2005)

44. Community Impact Statements

The Co-chairs and the Chair of the Governmental Affairs committee will be granted password access to the Early Notification System to submit Community Impact Statements (CIS). (Adopted October 5, 2005; Revised December 7, 2005)

45. Policy on Communication of Official Positions to Government Agencies

(Adopted February 1, 2006)

01. Definition of “Official Position”

Any advisory opinion, guidance, or recommendation adopted by a majority vote of the Silver Lake Neighborhood Council Governing Board shall be considered an “Official Position” of the council. No opinion, guidance, or recommendation offered to any governmental agency, body or official by a Governing Board member shall indicate that it is the Council’s Official Position unless it has been adopted by a majority vote of the Board.

02. Signing Policy

Governing Board members and Committees seeking adoption of an Official Position by the Governing Board are encouraged to submit the motion in the form of a completed letter, detailing the position and supporting arguments and any recommendation(s) for action, to the appropriate government agency(-ies) or individual(s). Letters shall include the signature(s) and title(s) of the author(s) followed by the phrase, "On Behalf of the Silver Lake Neighborhood Council Governing Board." If adopted, this letter, in full, shall be considered the Official Position of the Silver Lake Neighborhood Council and signed by the Secretary of Board certifying that it represents the Board's position.

03. Responsibility for Delivery of Positions to City Agencies

Official Positions offered to the City shall be delivered by the Committee or individuals working on its behalf. The Secretary of the Governing Board shall be deemed authorized to post any letter approved by the Board, with a copy to the Chair of the Governmental Affairs Committee.

04. Permission to Draft Summary Statements

The Governmental Affairs Committee is authorized to draft and deliver documents detailing Official Positions of the Governing Board to the appropriate city agency(-ies) or individual(s) as necessary. Such documents may include Community Impact Statements, summary letters, position papers or other documents. The Committee shall not deliver a summary of any position unless it has been previously adopted by the Board. Such documents shall be submitted on the Silver Lake Neighborhood Council letterhead (except when submitted through an electronic webform).

05. Statements Reported to Governing Board

All summary statements/documents/papers drafted, adopted, and delivered to the City by the Committee should be included in the Committee's subsequent report to the Governing Board. Should the Board alter or amend the statement(s) or document(s) as submitted, a revised statement/document shall be submitted in a timely manner.

06. Communication of Official Positions in Public Comment

A sitting Governing Board member or Committee Chair is encouraged to communicate Official Positions of the Silver Lake Neighborhood Council in public comment before the relevant City agency. Any individual who represents the Official Position of the Silver Lake Neighborhood Council before any governmental body is requested to notify the Chair of the Governmental Affairs Committee so that the appearance can be noted in the Committee's monthly report to the Board. [Note: All stakeholders, including Board members, are encouraged to provide their personal views in public comment before city agencies, and to note whether the SLNC supports their position on the issue(s).]

46. Board Vacancy and Resignation of Board Members

01. Preparation of an announcement issued by email and web posting, and communicated through additional efforts such as fliers in prominent locations in the

affected area and by announcements at meetings in the area that might reach affected stakeholders.

02. The Secretary of the SLNC Board will receive applications for the vacant seat on the Silver Lake Governing Board from stakeholders of the affected area as defined in the SLNC bylaws via fax, letter, mail, email, or hand delivery to the SLNC office by a date fixed by the Governing Board.

03. To be successful, applicants must attend a board meeting designated by the Governing Board and present at least their stakeholder status and there may make a verbal presentation, and that applications will be considered at that meeting.

04. The SLNC board may consider these applicants in alphabetical order at the board meeting designated, and that candidates may present their candidate declaration form, a candidate's statement of no more than 200 words, and a verbal presentation of no more than 3 minutes and up to 3 minutes of questions from board members may be allowed.

05. The vote by the board in this matter would follow the same procedure as the election of SLNC officers.

06. The successful applicant may be seated immediately if so voted by the board at that time. (Adopted April 5, 2006)

47. Semiannual Goals Meetings

The SLNC will hold two goals meetings per year, the second of which would serve as a time to review committee progress. (Adopted October 5, 2005)

48. Website/Mailing List as Required Posts

All agendas and minutes must be posted to the SLNC website and distributed to the appropriate mailing list. (Adopted October, 2006?)

49. Event Outreach Policy

The SLNC Committee putting forth a motion to sponsor an event is the responsible party for organizing and establishing the SLNC presence at the event. This includes (but is not limited to):

- A minimum of one (1) SLNC Banner displayed
- A supply of the most current SLNC Brochure and in-stock premiums for distribution
- Organizing booth hours and making sure booth has a representative during event (Adopted November 1, 2006)