

# **Silver Lake Neighborhood Council Standing Rules**

## **Definitions & Terms**

*Advisory Committee(s)*: For the purposes of this document, Standing and Ad Hoc Committees are referred to as "Advisory Committees." Advisory Committees are defined as being recommendation-giving to the SLNC Governing Board for the purpose of aiding Governing Board members in discussion, debate, and taking action by majority vote.

## **1. Process for Election of Board Officers**

The procedure used to elect officers for the SLNC Governing Board is as follows:

- a. Nomination will be opened from the floor for each officer position beginning with the first seat of Co-Chair, followed by the second seat of Co-Chair. Positions shall be considered separately and voted upon separately. Board members may nominate or self-nominate. Nominees must be present to accept or refuse the nomination.
- b. Each candidate will have two (2) minutes to speak on their own behalf. Members of the Board will be provided one (1) minute each to ask questions or provide a comment of any of the candidates, if so desired.
- c. A roll call vote of the Board will be taken for each seat. If there are more than two (2) candidates per seat, plurality voting will be used to reduce the field of interested persons to two (2). Plurality voting is defined as taking a poll to determine the top vote getter(s). If there are two (2) candidates per seat, a simple majority will suffice. If there is one (1) candidate per seat, a roll call vote or a vote without objection will suffice. The process will be repeated for the remaining offices of co-chair, vice chair, secretary, treasurer, second signer (non-officer position), assistance to the secretary (non-officer position), and Parliamentarian (non-officer position).

If there are more than two (2) candidates per seat, the following procedure for plurality voting will be used to reduce the field of interested persons:

1. Nomination of candidates: Person A, Person B, Person C (or more)
2. Polling of the Governing Board, each member selects (1) nominated candidate by Roll Call Vote
3. Seating of Officers positions requires a majority vote. If majority is not reached, then a second poll will be taken, followed by another vote until majority is reached in order to seat the position.
4. The process will be repeated, if required, for the remaining Officer positions of Co-chair, Vice Chair, Secretary, Treasurer, Second signer (non-officer position), Assistance to the Secretary (non-officer position), and Parliamentarian (non-officer position).

## **2. Parliamentarian**

At the beginning of each term, the Board has the authority to elect a Parliamentarian, a non-officer position.

## **3. Placement of Items on Agenda**

Agenda items may be entered for consideration on the Governing Board agenda in one of four ways:

- a. by passing a motion at a Governing Board meeting under “Agenda Items for “Next Meeting.”
- b. by Governing Board members submitting a motion to both Co-Chairs **only**, 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. Motions can be submitted on the silverlakenc.org website or via email to Co-Chairs.
- c. by a stakeholder’s request submitted to both Co-Chairs (only) for consideration for possible placement on a regularly scheduled meeting agenda eleven (11) days before the meeting and/or seven (7) days before the regularly scheduled meeting for consideration for possible placement on the agenda. Motions can be submitted on the silverlakenc.org website or via email to Co-Chairs.
- d. Advisory Committee Co-Chairs may also request committee reports, motion, and other matters for inclusion on the agenda by submitting the request to both Co-Chairs. If included, advisory committee co-chair(s) will have up to two (2) minutes to speak to their motion and answer questions from the Board.

*Note: Individuals, groups or advisory committees who submit motions(s) to the Board should include on the motion form salient points about the motion, to ensure salient points may be included, if the motion is approved by the Board, in a future SLNC Newsletter. The motion drafter(s) may also, if possible, provide an accompanying graphic/image for potential use in the newsletter.*

#### Discussion and Debate

1. Discussion on a motion can only occur after the motion is made and seconded.
2. Only “Aye” or “Nay” votes will be recorded in the minutes. “Abstain” votes are not accepted. “Present but not voting” will be recorded.
3. Board members with a conflict of interest concerning any motion may recuse themselves from both the debate and the vote on the conflicted motion. The conflicted Board member will alert the presiding Co-Chair and the Board of the need to recuse before leaving the meeting. The cause of the recusal will be reflected in the minutes.
4. If a presiding Co-Chair has submitted or is party to a submitted motion (not affiliated with an advisory committee motion) he/she must relinquish the chairing of that item to the other Co-Chair until the item is dispensed with. Co-Chairs may suggest (or entertain) a particular motion be made by a member of the Governing Board.

#### **4. Time Limit On Public Comment**

Each speaker will be limited to two (2) minutes unless adjusted by the co-chairs. The co-chairs have the authority, with permission of the Board, to extend or limit the speaker time if warranted.

#### **5. Time Limits on Each Item on Agenda**

Each agenda item may have a specific time limit determined in advance by the Co-Chairs in consultation with the individual who submitted the motion for consideration. Extension of time can be provided by the passing of a simple majority of the Board.

#### **6. Procedure of Presenting a Motion to the Board**

- a. The motion is read for the record. It must be seconded before further action. The presenter makes a brief statement, summarizing the issue and salient points for discussion. If the presenter is not in attendance, the Co-Chair(s) will read the motion to the Board.
- b. Co-chairs recognize speakers on the item from speaker cards.

- c. Co-chairs will then recognize Board members for comments or questions. Board members will have 2 minutes to make comments or ask questions to the presenter. The presenter may answer each question as asked.
- d. A Board vote, if appropriate, will be taken once the discussion has concluded.

## **7. Availability of Motions, Reports & Supporting Documents to the Public**

Advisory Committee draft minutes and any requested motion must be available in writing in time for public posting as required by the Ralph Brown Act. Material deemed important by the advisory committee for community discussion and understanding shall be made available on the SLNC website. Office hours are posted on the SLNC website. SLNC documents can be available for viewing during normal SLNC office hours.

## **8. Robert's Rules of Order Newly Revised**

Robert's Rules of Order Newly Revised will be followed unless the Board has approved specific adjustments.

## **9. Board and Advisory Committee Minutes**

Minutes will include Motion/Secunder and other decisions of the Board or Advisory Committees and a brief description of what was discussed and a brief summary of individual comments by the public.

## **10. Meeting Location**

Unless otherwise notified, all regular monthly meetings of the SLNC Governing Board will be held in the auditorium of Ivanhoe Elementary School, located at 2828 Herkimer Street, Los Angeles, CA 90039.

Neighborhood Councils must comply with policies set forth by the individual agency when utilizing their facilities. Meeting locations must be ADA compliant to host Neighborhood Council meetings. Duly notified alternative locations to hold SLNC Regular or Special Meetings of the Governing Board are based on the following criterion: (a) all meetings shall be held within the Council boundaries at a location, date and time set by the Governing Board; (b) all meeting locations shall comply with laws pertaining to accessibility e.g. ADA compliant; compliance extends to, but is not limited to, bathroom(s), meeting room(s), parking; (c) all alternative SLNC Governing Board meeting locations that meet ADA compliance requirements shall be approved by the Governing Board, in accordance with the Department of Neighborhood Empowerment, and added to a formal list of compliant alternative meeting location(s); list to be maintained and updated yearly by the SLNC Secretary.

Accordingly, the Governing Board can choose to utilize for any Regular or Special Meeting of the Governing Board an alternative location from the approved list. SLNC Standing and Ad Hoc Committees can draw from this list of approved locations for meetings, in addition to regularly used locations such as: Silver Lake Recreation Center and Silver Lake Public Library.

Additionally, granting the option for SLNC Advisory Committees and/or Governing Board to schedule Zoom meetings at the discretion of the Advisory Committee and/or Governing Board in accordance with the Governor's Executive Order.

## **11. Regular Meeting Date**

Unless otherwise notified, regular meetings of the SLNC Governing Board will be held on the first Wednesday of each month.

## **12. Order of Business**

All agenda items are considered actionable unless clarified by the co-chairs. The following is the accepted order of business. (Note: The co-chairs may arrange the order of business with a majority vote of the Board or Committee).

- Call to Order
- Roll Call
- Welcoming Remarks and Rules for Action on Agenda Items [Made by presiding Co-Chair]
- Public Comment on Non-Agenda Items
- Announcements
- Special Reports or Presentations from City or State representatives
- Committee Reports
- Administrative
- Consent Calendar
- Unfinished Business
- New Business
- Approval of the Draft Minutes
- Report from Board Officers
- Future Agenda Items
- Adjournment

## **13. Advisory Committee Mission Statements to be approved by The Board**

Before any advisory committee can post or promulgate its Mission Statement, they must first submit the draft Mission Statement to the SLNC Governing Board for approval.

## **14. Public Comment**

Any member of the public wishing to speak to the Governing Board on any agenda or non-agenda item, must fill out a Speakers Card and be recognized by the presiding Co-Chair(s). The topic of the item or the agenda item number, business or organization affiliations or whether the speaker is paid or not, must be included on the Speakers Card.

## **15. Moments of Silence**

The Board will allow meetings to be dedicated in the memory of community members, as signified by a moment of silence before adjourning. Board members should notify the presiding Co-Chair(s) prior to the meeting if they wish to designate a moment of silence.

## **16. Board Member Use Of Title/Position**

No officer or member of the SLNC or any of its Advisory Committees shall represent him/herself as speaking on behalf of the Council or committee, or act to committing the Council or its' committees to any action, unless s/he has been authorized by the SLNC Governing Board, or by the SLNC Executive Committee when approval by the full 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 any kind of action.

Such authorization may be limited or revoked at any time by the Governing Board.

All Officer(s), SLNC Board members, Advisory Committee co-chair(s), both Standing and Ad Hoc, or the like are required to follow SLNC Standing Rules procedure to seek and obtain "Official Positions" as defined by Standing Rule #39 should they be interested in making representations on behalf of the SLNC to City agencies or any other outside group, body, or entity.

### **17. Sergeant-at-Arms**

The Governing Board will appoint a fellow Board member(s) to regularly serve as Sergeant-at-Arms during Governing Board meetings. The Sergeant-at-Arms will maintain order, assist stakeholders in filling out and submitting public comment Speakers Cards, and will perform other duties as prescribed by the Board.

### **18. Advisory Committee Co-Chairs' Authority to Reserve Meeting Spaces**

Advisory committee co-chairs or committee designees are authorized to arrange for meeting spaces so long as no cost is incurred and the space is ADA-compliant.

### **19. The Board Secretary and Secretary Assistant maintain SLNC Meeting Space Calendar**

Scheduling and reserving of the SLNC office/meeting space is maintained by the Board Secretary and Secretary's Assistant.

### **20. Code Of Civility**

The Silver Lake Neighborhood Council, including its advisory committees, adopts the Code of Civility.

### **21. Limited Number of Board members on Each Advisory Committee\***

In order to comply with the City Attorney's interpretation of the Brown Act, no more than five (5) SLNC Board members may vote or participate in any advisory committee, although more may observe. If more than five (5) Board members attend an advisory committee meeting, each Board member in attendance must declare themselves as a participant or an observer, and the distinction shall be noted in the minutes. As an observer the Board member may not vote or engage in discussion during the Committee meeting. The SLNC Board recommends to Advisory Committee co-chairs that Board members be recognized in theorizer of arrival, unless the committee co-chairs, acting on the will of the committee membership, have a good reason to include a particular Board member. To be an observer means one can only listen, and cannot be recognized by the co-chairs to speak, cannot participate in any discussion, and cannot vote. If the Advisory Committee co-chairs desire to have more than five (5) Board Members participate in the discussion and vote, the advisory committee co-chairs must contact the SLNC co-chairs and work to arrange for a Joint Meeting of the advisory committee and the SLNC Governing Board.

## **22. Advisory Committees Required to Meet at least Once per Quarter\***

All active advisory committees are required to meet at least once per quarter. Advisory committee co-chairs not meeting this requirement will be asked to explain why the committee has not met. An advisory 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.

## **23. Annual Election Day**

The SLNC's annual Board election will be held when scheduled by DONE and the City Clerk.

## **24. Executive Committee to Experiment with Agenda Formats**

The SLNC authorizes the Executive Committee to experiment with agenda formats before submitting a formal advisory motion to revise the order of business to the Board for approval.

## **25. Development Guidelines**

The SLNC adopts the Urban Design and Preservation Advisory Committee Guidelines and SFR/ Duplexes as written.

## **26. Voting on Motions**

At the discretion of the Chair or at the request of a Board member and with a second to the motion, a voice vote on motion(s) [not including funding motion(s)] may be taken. Any Board member may request a Roll Call vote without a second, before or after a voice vote is taken. The scribe or designated minute taker will conduct a roll call vote for any voice vote not unanimous or record the name(s) of "nay" vote(s), and record the results of the vote. All funding motions require a roll call vote. The Board scribe or designated minute taker shall record in the minutes a roll call vote for any motion on which the Governing Board does not reach a unanimous decision. Abstentions will not be recognized. Statements of "present and not voting" will only be recorded. This applies to all Board and Committee meetings.

## **27. Board Member Solicitation**

No SLNC Governing Board or committee member shall solicit donations acting as a Board or advisory committee member.

## **28. Silver Lake is Two Words**

All written materials and all communications from the SLNC to stakeholders or city/state agencies will refer to the neighborhood as "Silver Lake", using two words. The community of Silver Lake is not located in the "East Side" of Los Angeles nor is it accurate to refer to Silver Lake as an "East Side" neighborhood or community. Silver Lake is located in metro/central Los Angeles.

## **29. Advisory Committee Co-Chairs Elected Annually\***

All SLNC Advisory Committees shall elect co-chairs within six (6) weeks of the seating of the first Regular SLNC meeting of the newly elected Governing Board and every twelve (12) months thereafter. Standing Rule #29 shall apply to *any* newly formed Advisory Committee.

Advisory Committee co-chairs are required to indicate “\*\*CO-CHAIR ELECTIONS WILL BE HELD\*\*” – [to be located at the TOP of the COMMITTEE AGENDA above date/time/location]. Failure to notice the meeting and public properly of agendaized committee co-chair elections may result in: (1) cancellation of the Committee meeting and/or (2) nullifying the result of the co-chair election held, following the advice of DONE and/or the City Attorney and/or the City Clerk.

Committee Co-Chair Elections to be held as the first action taken on the Agenda.

### **30. 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 stationary, 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 the Governing Board.

### **31. Issuance of Office Keys**

The SLNC distributes keys to the outer office of the SLNC to members of the SLNC Executive Committee only. Any and all keys that are issued to Officers shall be returned to the Secretary following the end of each Officer’s term.

### **32. Advisory Committee Quorum**

A quorum of at least three (3) stakeholders is required for advisory committees to take any action.

### **33. Definition of an Advisory Committee Member\***

- a. Any stakeholder in attendance of an advisory committee meeting may debate and vote on any issue under consideration at the advisory committee meeting.
- b. The SLNC Urban Design & Preservation Advisory Committee shall establish a specifically defined process of its membership, based on the committee subject and extended responsibilities it holds on behalf of the community. In order to become an eligible UD&PAC “voting member” a stakeholder shall have attended and signed in three (3) meetings in a four (4) month period and will be eligible to vote at the third (3rd) meeting. UD&PAC “voting membership” lapses after three (3) consecutive absences. In order to encourage stakeholders’ participation in the decision-making process, a straw poll of all stakeholders in attendance, who do not have a direct conflict of interest, will be taken prior to a final vote on a given motion. The outcome of the straw poll shall be recorded into the meeting minutes, published city wide.

### **34. Cell Antenna Policy**

The SLNC adopts the “UD&PAC Rooftop and Free Standing Cellular Telephone Installation Policy.”

### **35. Parking Policy**

The SLNC 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 mitigation factors.

### **36. Statement of Beliefs Regarding Local Discretion in Matters Of Planning & Land Use.**

The SLNC adopts the statement as amended.

### **37. Excused Absences Defined for SLNC Board Members**

Governing Board Co-Chairs will be required to: (1) reach out via email to Board member(s) who have missed 3 Regular Meetings of the Governing Board in a 12 month period, and prior to the next scheduled Governing Board meeting, to address and discuss absences informally. No formal action, per SLNC Bylaws Article V, section 9. A(7), will take place prior to gathering information from individual Board member(s) regarding attendance by SLNC Co-Chairs; (2) proceeding to formal discussion of Board member attendance at an Executive Committee Meeting shall always be preceded by informal discussions between respective member(s) of the Governing Board and Governing Board Co-Chairs; (3) further actions, per SLNC Bylaws Article V, section 9. A(7), to follow if deemed necessary by the Executive Committee after an informal process has taken place.

NOTE: Secretary and/or Assistant Secretary is responsible for maintaining and monitoring attendance records to determine if a Board member had 2 or more absences. Co-Chairs shall be informed of attendance records as needed by Secretary and/or Assistant Secretary.

Stakeholder interest or inquiry into Board Member attendance will be acknowledged via email by the Governing Board Co-Chair(s) to the interested stakeholder(s) within a 2 week period of receipt and email correspondence will indicate that the Co-Chairs have initiated an informal discussion with respective Board Member(s) within this 2 week period.

Please refer to the SLNC Bylaws Article V, section 9. A(7).

### **38. Community Impact Statements**

The SLNC Co-Chairs, Secretary, and two selected Board members will be granted the password to access the Early Notification System to submit Community Impact Statements (CIS). DONE allows for a maximum of five (5) filers to submit CIS(s).

### **39. Policy on Communication of Official Positions to Government Agencies**

- a. Definition of "Official Position:" Any advisory opinion, guidance, or recommendation arising out of an Advisory Committee meeting or otherwise requires adoption by a majority of the SLNC Governing Board to 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 Governing Board.
- b. Governing Board members and ALL Advisory Committee co-chairs seeking adoption of an Official Position by the Governing Board are required to submit the motion in the form of a completed draft letter, stating the position and supporting arguments and any recommendation(s) for action, to the Governing Board for adoption by majority vote at a Regular or Special meeting of the Governing Board; this action is required **prior** to any letter or any form of communication submitted to appropriate government agency(ies) or individual(s). Letters shall include the signature(s) and titles(s) of the author(s) followed by



the phrase “On Behalf of the Silver Lake Neighborhood Council Governing Board” when submitted by Advisory Committees. Any letter or written correspondence (including, but not limited to electronic communications) if, adopted by the Board by majority vote, shall be considered the Official Position of the SLNC and signed and submitted by the Secretary certifying that it represents the Board’s position.

- c. Responsibility of Delivery of Positions to City/State Agencies: Official Positions, as defined above, offered to the City or State shall be delivered by the Advisory Committee or Advisory Committee members working on its behalf. The Secretary of the Governing Board shall be deemed authorized to post any letter voted upon, passed, and approved by the Governing Board.
- d. Permission to Draft Summary Statements: All Advisory Committees are authorized to draft and deliver documents detailing Official Positions of the Governing Board to appropriate city/state agency(ies) or individual(s) as necessary. NOTE: Summary Statements of the Silver Lake Neighborhood Council must be adopted as such by majority vote of the Governing Board **prior** to ANY and ALL communications between Advisory Committee and/or Governing Board to City/State Agencies or like bodies/groups/entities. Such documents may include Community Impact Statements, summary letters, position papers or other documents, recommendations or determinations from any other SLNC Committee (Ad Hoc or Standing) that is advisory to the Governing Board. The Advisory 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 SLNC letterhead (except when submitted through an electronic web-form).
- e. Statements Reported to Governing Board: All summary statements/documents/papers drafted, adopted, and delivered to the City/State by the Advisory Committee should be included in the Advisory Committee’s subsequent approved minutes to the Governing Board. Should the Board alter or amend the statement(s) or documents(s) as submitted, a revised statements/document shall be submitted in a timely fashion.
- f. Communication of Official Positions in Public Comment: A sitting Governing Board member or Advisory Committee co-chair is encouraged to communicate Official Positions (defined above) of the SLNC in public comment before the relevant city/state agency. Any individual who represents the Official Position of the SLNC before any governmental body is requested to notify the Co-Chairs of the SLNC. (Note: All stakeholders, including Board and committee members, are encouraged to provide their personal views in public comment before City/State agencies but must state for the record he/she is not speaking on behalf of the SLNC unless designated to do so by the Board.)
- g. Executive Committee Oversight of Official Position(s): The Executive Committee shall oversee ANY and ALL communication(s) of SLNC Official Positions, including but not limited to Community Impact Statements, summary letters, position papers or other documents to ensure that any and all *Official Positions* have been heard and adopted by the Governing Board by majority vote in full view of the public during a duly noticed meeting of the Governing Board (Regular or Special). If Advisory Committee co-chairs, committee members, stakeholders, and/or Board members make representations on behalf of the Silver Lake Neighborhood Council **without** following procedure, as defined above, those

parties shall be held accountable in accordance with the SLNC Bylaws (including but not limited to Article V, Section(s) 8 & 9; Article XIV).

Any action taken by the Executive Committee to hold Advisory Committee co-chairs and/or Board Members accountable will be taken in accordance with DONE and the City Attorney, and SLNC Bylaws (Article V, Section(s) 8 & 9) [NOTE: SLNC Bylaws will be applied to Advisory Committee co-chairs that have been appointed into such roles and not limited to Governing Board Members e.g. elected members]; formal action may rise to the level of removal of Advisory or Ad Hoc Committee co-chair(s) from respective roles, such action would require an agendized motion and majority vote of the Governing Board and must comply with SLNC Bylaws.

#### **40. Board Vacancy and Resignation of Board Members**

- a. Preparation of an announcement issued by email and web posting, and communicated through additional efforts and by announcement at meetings in the area that might reach affected stakeholders.
- b. The Secretary of the SLNC will receive applications for the vacant seat on the SLNC Governing Board from stakeholders of the affected area as defined in the SLNC Bylaws, via letter, mail, email or hand delivery to the SLNC office by a date fixed by the Governing Board.
- c. To be eligible for nomination, applicants must attend a Board meeting designated by the Governing Board, present their stakeholder status, and provide a verbal presentation.
- d. The SLNC Board may consider these applicants in alphabetical order at the Board meeting designated. Candidates may email their declaration of intent to the SLNC Board prior to the designated Board meeting or provide a written declaration of intent, not to exceed 200 words, to the SLNC Boards' secretary prior to the calling to order of the designated Board meeting. A verbal presentation of no more than two (2) minutes per candidate, with questions, comments and final vote not to exceed five (5) minutes per elected position.
- e. The vote by the Board in this matter will follow the same procedure as the election of SLNC officers.
- f. The successful applicant may be seated immediately if so voted by the Board at the time. The newly elected applicant must have taken the required Funding Training before voting on any funding motions.

#### **41. Semi-Annual Goals Meeting**

The SLNC will hold two goals meetings per year, the second of which will serve as a time to review committee progress.

#### **42. Posting of Agendas and Minutes**

Agendas for all regularly scheduled Board and Advisory Committee meetings must be posted 72 hours in advance of the meeting as follows: to the SLNC website, the Board designated physical posting location, and emailed to NC Support/ENS with the Board copied.

In addition, any Advisory Committee holding co-chair elections must list "and Co-Chair Elections" along with the date of the meeting and name of the advisory committee, in the email subject line: "[Advisory] Committee, [Month, Day, Year] & Committee Co-Chair Elections will be held". Draft minutes from the previous meeting must be posted on the SLNC website prior to

holding a subsequent meeting. Failure to abide by all of these requirements may, based on a determination of DONE and the City Attorney, invalidate any action taken at the meeting in question.

ENS communications shall reflect in the subject/title line of the ENS email and body/content of the email that **\*\*Co-Chair Elections will be held\*\***, this notice will accompany the name of the Committee [e.g. SUBJECT/TITLE LINE: XX/XX/20XX 07:00PM – Silver Lake NC Bylaws and Standing Rules Committee meeting **\*\*Co-Chair Elections will be held\*\***]. The SLNC Website will also indicate on calendar page(s) that respective **\*\* Co-Chair Elections will be held\*\***. These notification measure shall be undertaken by current Committee co-chairs when submitting Agendas for public noticing procedure and are intended to provide information to the public along with the date/time/location of the Committee meeting.

Further, to properly notice the public of items for consideration on SLNC Agendas: any and all SLNC Agendas (Governing Board and Committees) are required to include supplementary information to support agenda items. Supplementary information shall be labeled, where applicable, to match the agenda item being considered and agenda items shall reflect the intent of the motion as related to the supplementary information and documentation provided. Documentation for any and all Agendas, including documentation provided to the Governing Board Co- Chairs, Committee co-chairs, members of SLNC committees and/or Governing Board shall be provided to the public on the posted agenda.

#### **43. Event Outreach Policy**

The SLNC Advisory Committee putting forth a motion to sponsor an event is the responsible party for organizing and establishing the SLNC presence at the event. This included (but not limited to): a. minimum of one (1) SLNC banner displayed. b. supply of the most current SLNC brochure and in-stock premiums for distribution. c. organizing booth hours and making sure booth has a SLNC representative during the event.

#### **44. Advisory Committee Co-Chairs**

Advisory Committee co-chairs must complete the ethics and funding training and sign the Code Of Civility. Failure to abide by all of these requirements will invalidate any action taken at any Advisory Committee meeting.

Advisory Committees are defined as being *Advisory* (e.g. recommendation-giving; nonactionable), including both Standing and Ad Hoc Committees, to the SLNC Governing Board. Recommendations are to aid Governing Board members, who are solely empowered as members of an elected body, to take action upon agendized items (e.g. motions for consideration) via majority vote that come before the Board at Regular and/or Special Meetings of the SLNC Governing Board.

Advisory Committees are considered to be part of the SLNC, including Advisory Committee co-chairs who are either seated Governing Board members OR stakeholders who are **NOT** currently sitting on the SLNC Governing Board.

Accordingly, Advisory Committee co-chairs shall follow the SLNC Bylaws and Standing Rules in their entirety as written.

The roles and responsibilities of Advisory Committee co-chairs shall be in accordance with SLNC Bylaws: Article XIV Compliance: The SLNC [including Advisory Committee co-chairs] and its Governing Board will comply with all DONE guidelines, and with all local, state, and federal laws, including but not limited to the Ralph W. Brown Act regarding Open Meeting Forum Laws, all applicable Conflict of Interest Laws, the Political Reform Act, and all applicable regulations including the City of Los Angeles Governmental Ethics Ordinance. In the event of a conflict with these Bylaws, Los Angeles City Charter, Los Angeles City Code, and DONE regulations supersede SLNC bylaws.

NOTE: Stakeholders serving on the Urban Design & Preservation Committee shall complete the Project Planning 101 training that is required of *all* serving on Neighborhood Council Planning and Land Use Committee per the Leadership Orientation Policy. Completion of required training(s) for SLNC Standing Committees shall be monitored and maintained by Committee co-chairs.

#### **45. Email Policy**

[SLNC@silverlakenc.org](mailto:SLNC@silverlakenc.org) email accounts are provided to sitting SLNC Governing Board members, and to stakeholders serving as chairs or co-chairs of SLNC advisory committees. SLNC email account shall be disabled when a stakeholder:

- No longer serves on the SLNC Governing Board and/or
- No longer serves as a chair or co-chair of a SLNC advisory committee.

#### **46. Advisory Committees Required to Submit Committee minutes with Motions**

Advisory committees are required to submit either draft or approved minutes or a link to committee meeting minutes on the SLNC website when submitting a motion for consideration to be placed on the SLNC Governing Board agenda.

#### **47. Silver Lake Reservoir Committee**

One (1) of two (2) Silver Lake Reservoir Advisory Committee co-chair positions is open to a SLNC Governing Board Member and the other (1) co-chair position is open to either: a SLNC Governing Board Member *or* a Silver Lake stakeholder.

#### **SLNC Advisory Committees**

- Arts and Culture
- Budget and Finance
- Bylaws and Standing Rules\*\*
- Elections\*
- Executive\*
- Governmental Affairs
- Green
- History Collective
- Homelessness In Silver Lake
- Housing and Tenants
- Latinx Representation
- LGBTQIA Advocates
- Mature Adult Advocates

Local Business  
Outreach  
Reimagining Public Safety and Justice  
Silver Lake Reservoir  
Transportation and Safety  
Urban Design & Preservation Advisory  
Youth

**\*Elections Committee**

An Election Committee, consisting of seven (7) Stakeholders (one (1) from each Region) will be selected by the Board. Any Stakeholder may vote and serve on the Election Committee unless and until the Stakeholder has declared his or her candidacy for the Governing Board. Board Members who declare their candidacy for the next election of the Governing Board may serve on the Election Committee only as non-voting members through Election Day. Board members may not make up a majority of the Committee.

At least one Board Member selected by the Governing Board shall actively serve on the Election Committee. If that Board Member declares that he or she is running in the next election for the Governing Board, that Board Member shall be a non-voting advisor to the Election Committee.

If there is a vacancy on the Election Committee for one of the seven regional representatives selected by the Board, either the Board or the Election Committee may fill the vacancy. Both the Board and the Election Committee shall actively seek to find a Stakeholder to fill the vacancy for that region.

The Election Committee will assure that the elections are conducted in a fair and open manner. The Election Committee may continue to function as a committee until a year after the election. During such time, the Election Committee may vote for leadership positions just like any other committee of the Neighborhood Council. The Election Committee will dissolve one year after the election, and the Board shall begin to select the seven (7) Stakeholders to serve on the Election Committee for the next election.

**\*Executive Committee**

Is comprised of the five (5) Executive Officers

**\*\*Bylaws and Standing Rules:** Meetings held on an as needed basis.