

# **Silver Lake Neighborhood Council Standing Rules**

## **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 co-chair. To be eligible for co-chair, candidates must have served on the SLNC Board for one (1) full year prior to the nomination. 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. 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).

## **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.
- 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.
- 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 no 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-chairs 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. All questions for the presenter will be noted and then answered at the conclusion of the question period.
- 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.

## **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
- Public Comment on Non-Agenda Items
- Special Reports or Presentations from city or state representatives
- Administrative
- Consent Calendar
- Old Business
- New Business
- Approval of the Draft Minutes
- Report from Board Officers
- Future Agenda Items
- Announcements
- 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.

### **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 boards' 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 Ralph 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. The SLNC Board recommends to Advisory Committee co-chairs that Board members be recognized in the order 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 of approval.

## **25. Development Guidelines**

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

## **26. Roll Call**

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 an 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 four (4) weeks of the seating of the new Governing Board and every twelve (12) months thereafter.

## **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.

## **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**

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

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

The SLNC Co-Chairs and the Secretary will be granted the password to access the Early Notification System to submit Community Impact Statements (CIS).

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

- a. Definition of “Official Position: Any advisory opinion, guidance, or recommendation adopted by a majority of the SLNC 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.
- b. Governing Board members and advisory committees 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 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”. If adopted by the board, the letter, in full, shall be

considered the Official Position of the SLNC and signed by the Secretary certifying that it represents the Board's position.

- c. Responsibility of Delivery of Positions to City/State Agencies. Official Positions offered to the City or State shall be delivered by the Advisory Committee or individuals working on its behalf. The Secretary of the Governing Board shall be deemed authorized to post any letter approved 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. Such documents may include Community Impact Statements, summary letters, position papers or other documents. 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 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.)

#### **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. 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.

#### **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.

#### **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**

The SLNC Region 7 Board Representatives serve as co-chairs of the Silver Lake Reservoir Advisory Committee. If a Region 7 board member is unable to serve, the board will appoint an At-Large Board Representative to serve as co-chair until no longer needed.

### **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  
Mature Adult Advocates  
Neighborhood Business  
Outreach  
Silver Lake Reservoir  
Transportation and Neighborhood 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.

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