

STANDING RULES OF THE NORTHWEST SAN PEDRO NEIGHBORHOOD COUNCIL

1. Meetings

The Governing Board meetings will be held on the date and times established on the annual calendar adopted at the July meeting each year.

2. Executive Committee

- a. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Immediate. Past President, if still a member of the Board, and anyone else appointed by the president.
- b. Roles/Functions of Executive Committee: The primary function of the Executive Committee is to assist the President in setting the agenda for upcoming meetings. The President retains the final say over the agenda allowing changes to be made after the Committee meeting.
- c. Other Functions may include:
 - Consideration of Administrative Issues such as the oversight of the Administrative Assistant and coordination among various committees.
 - Consideration of Issues which fall outside of the purview of any other committee or which the appropriate committee is unable to consider in a timely manner.
 - Development of recommendations to remove Board Members or Officers pursuant to the By-Laws.
 - Planning for future meetings

3. The Standing Committees of the Council shall be as follows :

- a. Budget and Finance: Responsible for budgetary and fiscal matters.
- b. Youth and Outreach: Responsible for all outreach and community relations, including website, publications and events, and youth and education issues.
- c. Planning and Land Use: Responsible for all planning and land use matters.
- d. Community Issues: Responsible for issues related to quality of life matters.
- e. Port: Responsible for all matters regarding the Port of Los Angeles
- f. Public Safety: Responsible for public safety and emergency preparedness matters.
- g. Sustainability: Responsible for issues regarding environment, green technology and recycling.
- h. Homelessness

4. Committee Participation

- a. All Board Members must participate on at least one committee during their tenure as a Board Member at all times.
- b. The term of appointment for all committee chairs, co-chairs or vice-chairs, if any, and committee members shall be for one year starting with the August Board meeting and ending with the August Board meeting of the following year. Additional appointments may be made during the year and their term will also end at the August Board meeting.
- c. Committees shall meet monthly and abide by Brown Act requirements. The committee chairpersons shall submit written reports of their committees' activities and

actions, except for Budget and Finance, no later than seven days following their committees' meetings, or by the ~~Wednesday~~ prior to the next Board Meeting, whichever is earlier, to the person designated by the President. The report shall include a list of those in attendance at the meeting, excused and unexcused absences, any actions taken, including any motion(s) language, and the vote on each motion.

- d. Any committee member who has two (2) unexcused absences from regular or special committee meetings may be recommended for removal. Absences shall be recorded in the Committee meeting reports and shall indicate whether or not they are excused or unexcused. An unexcused absence occurs when the committee member fails to notify the committee chair, co-chair, or vice-chair that he or she is unable to attend the meeting and states the reason he or she cannot attend.

5. Speaker Time Limits.

Because the Northwest San Pedro Neighborhood Council wishes to hear as diverse a set of stakeholder opinions as possible, and prolonged orations by Board members can inhibit that, any single address by a Board member during a Board meeting shall be no longer than two minutes. A Board Member shall not speak a second time on an issue until all other board members have had an opportunity to speak. Once an agenda item has been placed on the floor for consideration and seconded, comments from the public shall be heard before comments by members of the Board.

6. Website Guidelines.

The NWSPNC website is for dissemination of NWSPNC documents and other information that is of use to stakeholders. It is to be used for announcements of NWSPNC and other governmental meetings, a record of NWSPNC actions and positions, and background information (pros and cons) on issues of interest to the council.

7. Speaking During the Neighborhood Council Presentation Time at City Council, City Commission, and City Committee Meetings.

The President is authorized to speak during the Neighborhood Council Presentation time at any City Council, City Commission, or City Committee Meeting on issues on which the Board has adopted a formal position. In the absence of the President, the Vice President or the Chair of the Committee that has developed the position is authorized to speak. In the event that none of the above are available or want to speak, the President may authorize someone else to make the presentation.

8. Election and Terms of Officers.

- a. The election of officers shall be conducted by a non-board member, selected by the out-going President.
- b. In Board Election years, officers shall be elected at the first meeting of the Board following certification of the Governing Board election. Their term shall be begin July 1 or upon election, whichever date is later, and end June 30 of the following year. In non-Board Election years, officers shall be elected at the June Board meeting and their term will start on July 1 and end on June 30 of the following year or upon election of the new officers, whichever date is later.
- c. In the event that there are more than two candidates for an office and no one receives a majority of the votes, there shall be a runoff between the two highest vote

getters. In the event that this results in a tie, the tie shall be broken by a flip of a coin by the administrator of the election.

- d. Officers may be removed from their office without removing them from the Board in accordance with the Bylaws. If the vote to remove an officer is affirmative, the position shall be deemed vacant and filled in accordance with the Bylaws Article VI, Section 3, Selection of Officers.
- e. The following language is specific to the 2021 s/election and shall be deleted after that time:

In 2021, the term of office will be 4 years for the following positions: 1 seat from each geographic area, 1 business representative, 1 representative from a non-governmental organization, 1 at-large representatives, and 1 education representative. The remaining members will receive 2-year terms including 1 from each geographic area, 1 business representative, 1 representative from a non-governmental organization, and 2 at-large representatives. The higher vote getter in each category, will receive the 4-year term and the second highest vote getter will receive the 2-year term. For the at-large seat both the second and third highest vote getters will receive 2-year terms.

9. Filling Vacancies

The filling of vacancies in accordance with Article V, Section 6(F) shall be interpreted to mean that the seat will be declared vacant again at the time of the next regular election and filled as a part of that election, i.e. treated the same as all other terms expiring at that time.

10. Recusals

For purposes of Article V, Section 3, a recusal shall be counted as an abstention in determining the number of votes needed to constitute a majority of those cast.

11. Responsibilities of Board Liaisons

Board appointed liaisons are expected to regularly attend and submit written reports of all meetings, activities and issues pertaining to the liaison position to be included in the Board agenda packet; help keep communication between the two organizations open and transparent; actively identify issues of mutual concern and develop proposals for board action; and advocate in good faith for official Board positions and recommendations. The liaison may not vote to endorse or otherwise publicly represent a position on an issue without prior Board adoption of the position.

12. Partial Absences

A member arriving to any regular or special board or committee meeting more than 30 minutes after the start of said meeting, or leaving 30 minutes prior to the scheduled end time of said meeting, shall be marked in the minutes as having an unexcused absence if no prior excuse was obtained.

13. Funding Requests

The Budget and Finance Committee compiles a yearly fiscal budget, as required by the City Clerk's Office, to be presented to the full Board for approval. Once the Board approves the budget, all line items falling under the operations category of the budget are pre-approved and no further approval is needed within the amount approved. All proposed submissions of Events/ and or Sponsorships must first be reviewed and recommended by a committee other than the Budget and Finance Committee. Once recommended, the proposed documents and requested amount shall be forwarded to the Budget and Finance

Committee for their review to bring to board for vote. The purpose of the Budget and Finance Committee review shall be to determine if the funds are available including consideration of moving funds from one-line item to another. If the funds are available, the Budget and Finance Committee so advises the board. All requests must be forwarded to the Board even if the funds are not determined to be available. The Board votes on the recommended expenditure and may reject the expenditure, even if the funds are there, or may change the recommended amount.

14. Neighborhood Purpose Grants (NPGs)

The Board may, at its discretion, decide to consider Neighborhood Purpose Grant (NPG) requests. The process for administering NPGs must be determined by the Board on an annual basis and posted on the website after approval.

If the Board decides to accept NPG requests, the Budget and Finance Committee NPG will screen all applications for compliance with City Clerk's requirements and for the Committee to make a recommendation to the Board for the distribution of funds. All applications meeting the City Clerk's requirements will be brought to the Board.

15. Youth Member Selection

The Youth and Outreach Committee is responsible for setting the process for the selection of the youth representative. The Committee shall develop an application and set the deadline for submission, solicit applications, interview all qualified applicants, and make a recommendation subject to a final vote at the next Board meeting. The term of office shall be one-year from the time of appointment.

16. 2021 Election

This rule shall apply only to the 2021 election and shall be removed from the standing rules after that time. Due to the unique circumstances surrounding the 2021 Election, the Bylaws provision that the Elections Committee be comprised of members who are not themselves candidates for the Board is suspended.