



STANDING RULES

OF

THE ECHO PARK NEIGHBORHOOD COUNCIL

As Adopted March 2008
Amended April 2008
Amended May 2010
Amended July 2010
Amended January 2011
Amended July 2011
Amended March 2012
Amended September 2012
Amended March 2018
Amended November 2018

The Board of Governors of the Echo Park Neighborhood Council (EPNC) will establish Standing Rules as directed by the Bylaws.

Be it Resolved by the Echo Park Neighborhood Council Board of Governors, that the following be, and the same are hereby adopted as, the Standing Rules of the Echo Park Neighborhood Council.

BOARD OF GOVERNORS MEETINGS

1. Meeting Dates and Location

The Echo Park Neighborhood Council shall meet on the 4th Tuesday of the month at its principal meeting located the EPNC Office and Community Center located at 1226 Alvarado St, Los Angeles, CA 90026 unless otherwise noted and properly posted on the EPNC meeting agenda.

2. Calling to Order

The Chair of the Echo Park Neighborhood Council shall call the General Meeting of the Board of Governors to order at the hour stated and, if a quorum is present, shall proceed with the order of business.

3. Order of Business

The order of business for the Echo Park Neighborhood Council Governing Board meetings shall be in order as practical and as follows:

(1) Administrative Items

- (a) Roll Call
- (b) Adoption of Minutes
- (c) Orders of the Day

(2) Public Comment on non-agenda items

(3) Announcements by Board members and liaisons (limited to 1 minute per person)

(4) LA City Council District 1 & 13 Reports

(5) DONE Reports

(6) Other Government agencies, Community and Stakeholder organizations' announcements and presentations

(7) Chair's Report

(8) Vice Chair's Report

(9) Treasurer's Report

(10) Committee Chair and liaison Reports (Limited to 1 minute per position)

(11) Motions and resolutions

(12) Administrative Items

Administrative items with the following template should be included in every BOG regular meeting agenda

- a. Selection of open BOG officer positions and Liaisons
- b. Formation of new committees
- c. Modification of scope of work for existing committees including possibly merging committees
- d. Confirmation/appointment of committee chairs and liaisons
- e. Confirmation of committee membership
- f. Board members eligible for removal, motions to remove for next meeting

(13) Future Agenda Items

(14) Adjournment

Please see attached flow chart (Ex. A) for a visual representation of how a motion is considered. No privileged motions or amendments may be made unless sufficient comment by Board members has already occurred.

4. Parliamentary Rules

The Chair of the Echo Park Neighborhood Council shall use the latest version of Robert's Rules of Order to conduct the meeting except as specified in these Standing Rules and the Bylaws. A motion that is defined as privileged according to Robert's Rules of Order shall require a two thirds majority in favor of all present and eligible to vote in order to carry. Great effort should be made to reach consensus on items before the Governing Board.

No one is allowed to speak on behalf of the board without authorization.

No Committee member is allowed to speak on behalf of the Board without specific authorization by the BOG.

Motions and Resolutions Protocol:

Introduction of Agenda Item by Committee chair/proponent/BOG Chair

Motion by BOG member with second

Presentation by applicant if any, at Chair's discretion

Public comment on the motion

Board comment on the motion

Amendments may be accepted at this time, not before

Privileged motions may be accepted at this time, but not before

Additional Board comment

Vote on amendment(s)

Vote on support or not for motion (post amendment)

See flowchart (Ex. A) for additional clarification.

5. BOG member responsibilities and qualifications

In addition to requirements in the Bylaws, all BOG members are encouraged to take training for Planning 101 through DONE prior to voting on any PLUC matter. At the BOG and PLUC Chair discretion, a BOG member that has been disruptive of PLUC matters may be required to take Planning 101 prior to being allowed to participate in PLUC issues.

STANDING and AD HOC COMMITTEES RULES

6. Committees Rules - EPNC Standing Committees

A Standing Committee is any committee that meets on a regularly scheduled basis to deal with on- going business of the Neighborhood Council. The Standing Committees of the Echo Park Neighborhood Council are as follows:

(1) Budget & Finance* (Minimum 3 members, Treasurer, Vice Treasurer, 1 other BOG or Stakeholder member; additional members at the discretion of the Treasurer)

BFC should meet on a monthly basis

BFC Committee members that may speak for the BOG re: BFC matters: Treasurer; Vice Treasurer.

(2) Executive Committee* (5 EPNC Members as prescribed in the Bylaws)

All Executive Committee members may speak on behalf of the BOG or the EC

EC should meet minimally on a quarterly basis

(3) Planning & Land Use (up to 9 Members; 5 EPNC Board members and 4 Stakeholders maximum)

PLUC should meet on a monthly basis

Any Board Members that serve on PLUC are authorized to advise City personnel and officials when the PLUC and/or BOG does not have sufficient time to convene, vote and submit a recommendation or statement on a planning matter before a deadline and to request additional time to do so, without seeking specific approval of the BOG; and further, are authorized to speak at any public hearings on planning matters to convey positions of the Board on which the Board has previously voted and/or submitted a written statement.

No Committee of the EPNC shall ever have more than 5 members of the BOG sitting on the committee.

7. Committees Rules- EPNC Ad Hoc Committees

An Ad Hoc Committee is defined as any committee created to deal with community issues on an ongoing or temporary basis. The formation of an Ad Hoc Committee shall be moved at a BOG meeting and confirmed by a majority vote of the Board. Ad Hoc Committees have a continuing ability to meet and do business after an election of a new BOG, until such time as the BOG can confirm or discuss the work of the Ad Hoc Committee.

Ad Hoc Committees are subject to Brown Act notification and rules unless the following condition is met:

All the members of the Ad Hoc Committee are BOG members, and there are four or fewer members of the committee.

No Committee of the EPNC shall ever have more than 5 members of the BOG sitting on the committee.

Ad Hoc Committees that fail to meet at least quarterly are not considered active, for purposes of determining whether a Board member is actively serving on a committee as required by the Bylaws.

8. Committees Rules - Appointment of Standing and Ad Hoc Committee Chairs

The Chair of the Echo Park Neighborhood Council shall have the authority to appoint standing, special, and/or ad hoc committee chairs and Co chairs. The Board of Governors shall confirm the appointments at a BOG meeting in accordance with the Bylaws.

A stakeholder may co-chair a committee when a BOG member serves as the other co-chair. Committee chairs must, within 60 days of being seated, obtain a certificate of completion for “Ethics and Open Government Training for Neighborhood Councils” or other ethics training required by DONE of Board members.

8a. Committees Rules-Removal of Members and Chairs

The Executive Committee may permanently remove a committee chair or member, subject to confirmation by the BOG at the next regular or special meeting. This action takes effect immediately.

Committee Chairs may be temporarily removed by the BOG Chair or by two officers of the BOG.

This temporary removal shall prohibit the Committee Chair from holding a committee meeting or speaking on behalf of the Committee. Such an action shall be confirmed by the BOG at the next regular or special meeting. If the action is not confirmed by the BOG, then the Committee Chair is restored to their original position and powers.

Temporary removal is considered a drastic measure and is intended to suspend the work of a Committee until the BOG can hear the matter.

9. Committees Rules - Committee Participation

Each member of the Echo Park Neighborhood Council Governing Board member is required to actively participate in at least one Standing or Ad Hoc Committee. Active participation is defined in section 10 (and other sections) of these standing rules.

10. Committees Rules - Committee Membership

Membership of a standing, special and/or ad hoc committee may include governing board members and stakeholders. Permanent committee membership may not be larger than 9 members. In accordance with the Brown Act, no committee may have more than five BOG members.

Standing and Ad Hoc Committee chairs may appoint members of their committee

Under some circumstances a town hall type committee may convene where all stakeholders and board members are allowed to vote on issues at the meeting. These meetings shall be noticed in accordance with the Brown Act as a joint meeting of the BOG, and all matters decided by consensus of those present and voting shall be brought before the BOG for approval.

Committee Chairs may change the membership and structure of their committees as needed. Such changes may occur at any Brown Act noticed meeting. Any changes by the chair of a committee shall be confirmed by BOG vote at a regular or special meeting. Any changes by the chair of a committee must be supported by the Chair of the BOG or two other officers in order to take effect immediately.

Changes in Committee membership, chairmanship, or structure may be moved at a BOG meeting by an officer in accordance with the Bylaws, and if deemed necessary by an officer.

Changes to committee membership or structure may be moved at a BOG meeting by a committee chair, co chair, or vice chair, if any.

When removal of a Committee member is moved, the moving party shall provide a written explanation of the basis for removal to the Executive BOG members and the person being removed. The explanation shall accompany the agenda of any meeting confirming such an action.

11. Committees Rules - Committee Member Responsibilities

Committee members are expected to:

- a) attend all committee meetings, or as defined by the committee rules and regulations
- b) participate in the formation of committee recommendations to the general board,
- c) volunteer or accept reasonable assignment from the committee Chair, to assist the committee in the work required to fulfill its mission.

12. Committees Rules - Committee Chair Responsibilities

Committee Chairs responsibilities include:

- a) to ensure all committee affairs are compliant with the Brown Act,
- b) to moderate meetings and participate in all recommendations from the committee to the general board,
- c) ensure by action or delegation:
 - 1) the public posting of committee meeting agendas,
 - 2) documentation and public posting of committee minutes,
 - 3) forward minutes and official documents to Secretary and CIO

- 4) the drafting of motions based on the committee’s findings for the general board to consider,
 - 5) forward committee recommendations to be considered by the general board to the Executive Committee, so they may be placed on the general board meeting agenda, and if possible mailed with the monthly general board meeting agenda, and
 - 6) draft final recommendations of the general board on committee issues, with these recommendations forwarded to appropriate parties.
- d) Committees are expected to meet at least once per quarter

Committee Chairs are authorized to communicate with City officials and speak at any public hearings to convey positions of the Board on which the Board has previously voted and/or submitted a written statement that are within the jurisdiction of that Committee.

13. Committees Rules - Conditions for Committee to Meet and Take Action

No Committee shall be able to make a recommendation to the BOG without at least three members present and voting.

A quorum of the committee will consist of the presence of 50% plus one of the committee. A committee may meet, but may not formulate recommendations to the general board without a quorum.

CONSENT CALENDAR RULES

14. Consent Calendar Rules - Purpose

The purpose of the Consent Calendar Rules is to create a mechanism whereby items coming before the Echo Park Neighborhood Council (EPNC) for consideration that are clearly understood and uncontroversial by all board members may be bundled into a single motion and voted on without discussion.

15. Consent Calendar Rules - Qualifications

Items may be placed on the Consent Calendar if they have fulfilled all of the following: a) Items must come from a Standing or Ad Hoc Committee, b) Items must have been included in properly posted meeting agenda and discussed in a properly noticed public meeting according to EPNC Bylaws, Rules, Codes and City laws, c) Items must have received a Unanimous c vote by the committee recommending the item be approved by the Board of Governors.

16. Consent Calendar - Procedure

Agendizing Consent Calendar Items shall follow this procedure: a) Items will be placed on the Consent Calendar by request from the submitting committee, by vote of the Executive Committee, or at the discretion of the agenda maker.

b) all items placed on the consent calendar shall appear together in one section of the agenda and labeled "Consent Calendar". This section will be placed at the top of the Motions and Resolutions ,
c) Items in the consent calendar will include the recommending committee, the recommendation

for consideration, and the committee's vote. (example: "Outreach Committee: Budget and Plan Town-Hall Meeting, Consensus.")

17. Consent Calendar - Board Consideration

Any member of the Board of Governors may request that an item be removed from the Consent Calendar for any reason. An item removed from the Consent Calendar will be considered after the consent calendar is considered as a whole, or at the Chair's discretion.

18. Consent Calendar - Voting

Upon the motion of any member of the Governing Board, all items remaining on the consent calendar may be acted upon together, and each shall be deemed to have received the action recommended.

EXECUTIVE COMMITTEE RULES

19. Executive Committee Rules - Make Up

The Executive Committee will consist of the EPNC Chair, Vice Chair, Secretary, Treasurer and Chief Information Officer.

20. Executive Committee Rules - Standing Meetings

In accordance with the EPNC Bylaws, the Executive Committee will meet at least quarterly

The Executive Committee will meet at a date and time as prescribed by the committee. In addition to the quarterly meeting, the Executive Committee may at its discretions choose to hold special meetings, with public notice in compliance with EPNC Bylaws and the Brown Act.

21. Executive Committee Rules - Quorum

A minimum of three Executive Committee Members must be present for this committee to have a quorum.

22. Executive Committee Rules - Setting EC and General Board Meeting Agenda

In accordance with the EPNC Bylaws, the Executive Committee may be charged with setting the agenda for the monthly Board of Governors meeting. Items may be set using the following outline:

A) Possible Agenda Items

i) Items from EPNC Committees

Items from committees (Standing or Ad Hoc) will be placed on the agenda for the next General Board Meeting unless evidence is presented to the Executive Committee, and the Executive Committee agrees, that the discussion and recommendation of the item may not have complied with proper notice or open discussion according to State law and EPNC Bylaws & Rules. In such cases, the Executive

Committee will be charged in investigating the actions of the committee, and the items will be sent back to the committee. The merits of the item will not be discussed at the EC meeting. Items may be referred back to committee if the motions are deemed by majority vote to be insufficiently clear.

ii) Items from Stakeholders or Board Members

If the Executive Committee is presented an item that is being requested to go directly to the General Board without committee review, the Executive Committee will use the following test against the item before placing in on the General Board Meeting Agenda:

- a.) Is the item addressing an issue that the City of Los Angeles or its agencies is considering; or is the item addressing an issue that another government body is making that specifically pertains to EPNC stakeholders; and
- b.) Does a recommendation from EPNC need to be formulated prior to the next General Board Meeting in order for the recommendation from EPNC to be considered in the decision making bodies' actions?

If the answer to this test is affirmative for both questions 1 and 2, the Executive Committee shall place the item directly to the General Board Meeting Agenda.

iii) Response to Stakeholder request

If a Stakeholder makes a direct request of the EC or an officer of the BOG for consideration of a matter by the Board, the EC shall refer the item to an appropriate committee. If no referral is possible, the item shall be included on the agenda for one of the next three consecutive regular meetings, time permitting, unless the item meets the standard defined in section ii above.

23. Executive Committee Rules – Order of Business and Scope of Work

The EC meets to set the agenda for BOG meetings and not to reach consensus or approval on items proposed for the BOG agendas. The EC may also discuss matters of strategy and policy that inform efficient work for the NC and move community representation forward.

The Agenda will be presented in the following order:

- (1) Administrative Items
 - (a) Roll Call

- (b) Adoption of Minutes
- (c) Orders of the Day
- (2) Public Comment on non-agenda items
- (3) Motions & Resolutions relating to agenda for upcoming BOG meeting
- (4) Administrative items
- (5) Adjournment

MEETING MINUTES

24. Correction and Distribution of the Draft BOG Minutes

The Secretary is responsible for the collection and distribution of draft BOG minutes to Board members and the public as necessary.

The Secretary is responsible to collect corrections to the BOG minutes prior to BOG consideration.

The Secretary is responsible to correct the BOG minutes based on BOG approval.

The Secretary is responsible to distribute the corrected and approved BOG minutes to the CIO for archival and posting purposes.

25. Publishing of the Approved Minutes

The CIO is responsible for archiving the approved BOG and Committee minutes in a permanent way electronically and to direct the Public to points of access to archived documents including minutes when requested. If there is no link to allow access to archived documents, the CIO is responsible to do everything possible to provide the requested documents to the requesting party.

Board Approved Minutes will be published by the Chief Information Officer, with an electronic copy posted to the EPNC official web site, and/or DONE web site.

BOARD REMOVAL RULES

26. EPNC Board Member Removal Rules - Cause

A BOG member may be removed as set forth in the Bylaws.

Notification in writing includes email.

When possible removals shall occur at a regular BOG meeting.

GRIEVANCE COMMITTEE RULES

27. EPNC Grievance Committee Rules -Filing Grievance & Transmittal to EPNC

A grievance may be filed by a stakeholder against a BOG member or an action of the BOG. The grievance needs to be filed with the Department of Neighborhood Empowerment in accordance with its guidelines. Please see www.empowerla.org for details.

After a grievance is received and accepted, DONE shall notify Executive Committee members of EPNC and recommend a course of action to address the grievance. The EC of EPNC shall in turn notify the BOG members and the stakeholders about the grievance, course of action, and next steps.

It is the policy and recommendation of EPNC that a permanent Grievance Committee be constituted by BONG and/or DONE to act on behalf of stakeholders and NC Boards in the best interests of addressing Grievances. Further, this committee should be empowered to settle differences within Boards when Board member complaints are made against individuals within their own Board, as BOG members may not file grievances against each other.

CODE OF CONDUCT

28. Code of Conduct

Collectively and individually, the members of the Board of Governors of the Echo Park Neighborhood Council agree to abide by a Code of Civility to ensure that our Neighborhood Council's business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for our Neighborhood Council.

The freedom to express one's views about public matters is a cornerstone of the democratic process. The Echo Park Neighborhood Council welcomes the diverse views and opinions of our other board members and stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and in a dignified manner.

1. I will conduct myself in a professional and civil manner at all times as a representative of the EPNC.
2. I will treat each member of the board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability/ability, gender, gender identity, and/or religion.
3. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and

deference for my colleagues and the public.

4. Under no circumstances during Neighborhood Council meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.

5. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption. Further, I will confine my comments to the subject at hand as described in the meeting agenda.

6. I will follow the prescribed order of operations as defined in the Bylaws and these Standing Rules as much as possible.

7. I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.

8. Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.

9. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the Bylaws.

10. I will commit to learn the applicable laws that govern Neighborhood Councils, including bylaws, standing rules, the Brown Act, ethics rules, city ordinances, and the City Charter, and will not knowingly violate any of the above.

11. I will abide by the Neighborhood Council's meeting procedures or rules in order to create a safe and effective environment for conducting business.

12. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow board members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.

13. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.

14. I pledge to truly listen to and hear other points of view.

15. I will practice the art of being able to disagree without being disagreeable.

16. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters.

17. I will commit to good faith efforts to resolve any grievances that come before the board as specified in the bylaws.

18. I owe it to my fellow board members, the public, and the decision-makers who we are trying to influence to make the best possible effort to understand the issues before me. I will "do my homework."

19. I will support and acknowledge that the community deserves a rigorous public discussion, and understand that while civility and respect is critical to this process, I will respect and engage passionately with issues that matter to the community.