

UNNC STANDING RULES

1. A Parliamentarian shall be agreed upon by the Governing Board, and the duties of the Parliamentarian shall be, but not limited to, attending Governing Board and Executive Committee meetings, keeping adherence to time for speakers and agenda items, helping ensure that meeting do not get bogged down, that meetings end as close to their scheduled time, is familiar with and carries a copy of the UNNC Bylaws and Standing Rules in order to help UNNC proceed accordingly, keeps meeting from straying away from the agenda, and is familiar with and helps keep meetings in adherence to Roberts Rules of Order.
 - a. At meetings of the UNNC Governing Board, presenters for each item shall have a maximum of five minutes to present, followed by a maximum of five minutes of questions and answer from board members, after which time the Chair shall only accept (i) a motion on the issue; or (ii) a motion to refer the item back to committee; or (iii) a motion to postpone; or (iv) a motion to modify the debate rules (which requires two-thirds vote). Once a motion is introduced, the regular Robert's Rules regarding debate shall apply.
 - b. At meetings of the UNNC Governing Board, each member shall be limited to two speeches of two minutes each per day on each item under debate.
 - c. In accordance with Robert's Rules of Order, any member may ask for rules to be enforced by raising a Point-of-Order to the Chair. In accordance with Robert's Rules of Order, any member may make a motion during debate to change or suspend the debate limits on an item. Motions on debate limits are undebatable and must be seconded and passed by a two-thirds vote to take effect.
 - d. When a board member has the floor and asks a question, the Chair may recognize a person to answer that question and that person will have one minute to respond, and that response will not count against their speaking limits.
 - e. For absence of doubt, any board member may make a motion to extend the amount of time for a presentation or alter the time limits for debate at any time prior to the start of a

presentation or item. It is recommended that such motions be made as part of amending and approving the agenda.

2. All Governing Board members shall complete Ethics Training and Funding Training within four months of being seated on the board. A board member who has not completed either these trainings, or has not renewed their Ethics Training every two years, shall not be eligible to vote, and within six months shall be dismissed from the board.

3. In addition to the UNNC Bylaws stipulating the removal of board members through petition or three consecutive absences from Governing Board meetings, dismissal from the board shall be prompted by the following:
 - a. Per Standing Rule #2, failing to complete Ethics and Funding trainings.
 - b. For At Large Board Members, failure to take part in UNNC sponsored events and/or to sit on a committee as a regular attendee, which means attending the committee meeting at least every other month.
 - c. For Resident Region Representatives, failure to outreach, attend neighborhood meetings, represent UNNC at neighborhood block club associations and UNNC-sponsored events, and/or attend any UNNC committee meeting when an issue pertaining to the Representative's Region is up for review.

The board member in question shall be called before the Executive Committee and, if warranted, the Executive Committee shall bring a recommendation for dismissal to the Governing Board for a vote.

4. STANDING COMMITTEES:
 - a. Economic Development
 1. Interface with business stakeholders
 2. Beautification and improving our business corridors

 - b. Outreach Committee
 1. Outreach to community
 2. Not interface with City Departments
 3. Publicize what we've done as a Neighborhood Council
 4. Outreach to public regarding committees

- c. Planning & Zoning Committee
 - 1. Deal with land use issues
 - 2. Interface with developers and community regarding new development
 - 3. Historic Preservation issues (until such time that there is someone interested and qualified to chair a Historic Preservation Committee)

- d. Public Safety
 - 1. Deal with nuisance and blight
 - 2. Disaster preparedness
 - 3. Interface with LAPD and LAFD

- e. Public Works
 - 1. Concerned with issues such as pot holes, sidewalks, crosswalks, traffic safety
 - 2. Interface with Department of Public Works and Department of Transportation

- f. Recreation and Parks
 - 1. Include LAUSD recreation spaces
 - 2. Include greening (pocket parks, medians)
 - 3. Interface with neighboring recreational centers and sports leagues for activities for UNNC youth
 - 4. To think beyond the City's Parks and Recreation Department
 - 5. Interface with Department of Recreation and Parks

- g. Youth Committee
 - 1. Deals with issues as concerns youth in our community

- h. Community Impact Statement Committee
 - 1. Monitor the Council Motions and Proposed Ordinances, and Cases moving to City Council,
 - 2. Alert Committee Chairs and the Executive Committee to relevant items
 - 3. Follow up on agenda items and manage proper submission of UNNC Council File Statements to the Council File system.

- i. Executive Committee
 1. Comprised of the Officers of the Governing Board
 2. Reviews Funding Requests and makes recommendations to the Governing Board
 3. Reviews Governing Board agenda
 4. Reviews members' absences
 5. Takes care of UNNC business as needed
 6. Meets with Committee Chairpersons to deal with any problems, issues, and/or projects
 7. Deals with administrative issues of the organization

6. How Standing Committees Work:

- a. Standing Committees shall work on issues and projects raised by its members, stakeholders, referred by the Executive Committee or Governing Board, or special projects that the committee identifies as falling under its mission
- b. Each Standing Committee shall meet monthly in a public place on a regular standing meeting night
- c. Each Standing Committee shall draw up a Mission Statement to be approved by the Governing Board
- d. Standing Committees shall submit agendas to the Executive Committee by a prearranged schedule so that the agenda can be posted at least 72 hours in advance of meetings
- e. Minutes shall be taken at each meeting
- f. UNNC will maintain email lists for all committees
- g. The appointment of Committee Chairpersons is not limited to only Governing Board members; any interested stakeholder may serve as a Committee Chair

5. STANDING COMMITTEE CHAIRPERSONS

- a. All Committee Chairpersons agree to agenda their meetings and supply the Exec Committee with a copy of the agenda the week before the date of the meeting so that the agenda can be noticed in the community.
- b. All Committee Chairpersons agree to supply the Exec Committee with updates on contact information of their committee members and participants in committee activities for UNNC outreach purposes.
- c. Each year, Committee Chairs are voted on by the Governing Board for a one year term
- d. Committee chairpersons shall keep records of sign-in sheets, agendas and minutes

- e. Any committee correspondence, flyers, any written materials, etc., shall be approved by two of the UNNC officers
- f. Chairpersons shall do due diligence in outreaching for committee members
- g. Chairpersons shall promote contact-building for UNNC email list
- h. Committee chairpersons shall prepare agendas for meetings in a timely manner so that it can be posted at our posting locations and sent out by email
- i. Committee chairpersons shall attend Executive Committee and Governing Board meetings as needed
- j. Committee chairpersons shall give 72-hour notice to Resident Representative Governing Board members when an issue particular to that member's region is on that committee's agenda

6. Committee Membership

- a. Any Stakeholder who is in attendance of the Standing Committee meeting shall have a vote at that meeting
- b. Elected Resident Region Representative Governing Board members shall make themselves available to attend committee meetings as issues pertaining to their region arise; it is also that board member's responsibility to outreach to their region stakeholders to notify them of the issue and the committee meeting
- c. At Large Governing Board members shall choose a Standing Committee to become a participating member and regular attendee of, especially pertaining to their area of interest and designation on the board.

7. Rules for Use of UNNC Online Accounts and UNNC Name

- a. All board members or committee chairs who create an online account used for UNNC business or with the UNNC name in the user or account name must provide the administrative login information (i.e., website, username and password) to the Executive Committee within one week of account creation or upon request of the Executive Committee.
- b. UNNC Online Publishing Accounts (e.g., Twitter, Facebook, etc.) used by UNNC Board members as part of their duties should be used to promote UNNC events, announce community events, announce city hearings and events, link to UNNC agendas and relevant items on the UNNC website. Such real time feeds should NOT include any summary of board deliberations, summaries of motions or summaries of votes, because these cannot be written, checked and vetted in real

time. Of course, this policy does not in any way limit the rights of any board member or meeting attendee to post their own realtime updates using their own accounts.

8. Code of Civility – Collectively and individually, the members of the Board of Directors of the United Neighborhoods of the Historic Arlington Heights, West Adams, and Jefferson Park Communities Neighborhood Council (UNNC) 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. This includes the following:
 - a. Conducting oneself in a professional and civil manner at all times as a representative of the UNNC, including treating each member of the board and members of the public with respect at all times.
 - b. Even in the face of disagreement or differences of opinion, esteem and deference for colleagues and the public will be demonstrated. During Neighborhood Council meetings, functions or events board members will not engage in or threaten to engage in any verbal or physical attack on any individual. No language that is abusive, threatening, obscene, or slanderous, including profanities, insults, or other disparaging remarks or gestures. No derogatory language about an individual’s ethnicity, race, sexuality, age, disability, or religion is acceptable.
 - c. Board members 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, the board members will join together to demand that persons conduct themselves in a respectful and orderly manner even if the point of view that is being expressed is not agreed with.
 - d. Board members commit to communicate one’s ideas and points of view clearly, and allow others to do the same without interruption. Board members agree to truly listen to and hear other points of view, and practice the art of being able to disagree without being disagreeable.
 - e. Board members agree to take responsibility for their actions, and work to fulfill their role and responsibilities as specified in the bylaws.
 - f. Board members will commit to learn the applicable laws that govern Neighborhood Councils, including bylaws, standing rules, meeting procedures, the Brown Act, conflict of interest

laws, city ordinances, and the City Charter, and will not knowingly violate any of them in order to maintain a safe and effective environment for conducting business.

- g. Board members will see to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
- h. If a Board Member represents his/her personal interests before the community's interests, he/she will publicly disclosed the differences and recuse his/herself from voting on such matter, and ask for advice from the Office of the City Attorney if there is any doubt.
- i. Board Members commit to good faith efforts to resolve grievances that come before the board as specified in the bylaws.
- j. Out of respect to fellow Board Members, the public and the decision-makers who UNNC is trying to influence, Board Members will make the best possible effort to understand the issues before them.
- k. No Board Members shall give out any personal information or personal contact information about any other Board Members unless permission is given.