



## **SYLMAR NEIGHBORHOOD COUNCIL**

### **Board Rules**

#### **Behavior**

- One person speaks at a time.
- Respect all persons and their comments.
- Address the Presiding Officer once called upon.
- Code of Conduct is to be followed.
- A warning notice shall be given to individual's exhibiting disruptive behavior during meetings, prior to any request to ask them to leave the meeting.

#### **Decision Making**

- The majority rules.
- Standard Code of Parliamentary Procedures will apply for motions, discussion, and voting unless the Bylaws differ.
- No secret ballots.
- Prior to any vote, the Presiding Officer restates the motion.
- Show of hands for most voting requirements.
- Funding items require roll call votes.
- The Presiding Officer customarily votes last or not at all, and does not participate in debate.
- The Presiding Officer announces the results of the vote.
- A Director may choose to provide a rationale or explanation if they elect to abstain on a vote.

#### **Absences/late/leave early**

- If a Director will be absent or late to a Board meeting, they will notify at least one member of the Executive Committee in advance of the meeting.
- If a Director needs to leave a meeting early, they will notify the Board prior to doing so.

#### **General Board Operations**

- The Neighborhood Council Oath of Office (Appendix A) shall be administered to all newly elected or appointed Directors.
- Items to be agendaized must be within the jurisdiction of the Council and consistent with the stated Purpose of the Council in its Bylaws.
- Personal electronic devices are to be turned off or put on vibrate mode.
- The Council shall follow DONE's record retention guidelines for the maintenance of records, including email history for current/past Directors.
- The Council shall strive to hold no more than one meeting per day to allow maximum participation in Council meetings by Directors and Stakeholders.

- Sign in sheets from all Council meetings shall be turned in to the Vice President of Administration, who will see to it that the stakeholder database and Council records are updated.
- At least two Directors will be authorized to submit Community Impact Statements on behalf of the Council, upon Board approval to do so. These Directors should arrange to receive login credentials, including passwords from DONE for the online CIS system.
- At the beginning of each Board term, the Board may choose to select a representative or delegate and an alternate representative or delegate to attend LANCC and/or VANCC meetings.
- No individual Member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time.

### **Social Media / The Brown Act**

- To avoid serial meetings from occurring at Committee meetings, the first 5 Directors, including those who are members of the Committee, and who sign in at the meeting, may participate in discussion. Additional Directors, in excess of 5, should not participate in discussion and may observe only.
- With the uncertainty of how many people may join in a social media conversation forum, it is best not to discuss items that are subject to the Brown Act. Serial communications may occur if more than 5 Directors participate.

### **Committees**

- Directors should participate on at least one Council committee.
- As part of the formation process for Ad Hoc or non-Standing Committees that are not listed in the Council Bylaws, the Committee's purpose/goals and term shall be clearly stated and approved by the Board.
- A current Committee roster / Committee Structure Form for each Committee shall be kept on file with the Council records.
- Committees are advisory and make recommendations to the Board. They may not communicate a position on any matter without Board approval in support of such a matter, along with the authority granted to do so.

### **Training**

- Directors shall notify the Executive Committee when receiving certification or attending classes from DONE.

### **Personal information of Directors and Stakeholders as it relates to confidentiality**

- Databases – SNC shall keep all databases which include contact information confidential and not released to person/s other than for SNC business unless authorized by the SNC Board.
- Documents – The Public Records laws and regulations/guidelines from DONE shall govern SNC documents.

### **Executive Committee**

- Will meet as needed between Board meetings to address administrative and logistical needs of the Council
- Prepares the agenda
- Executive Committee is composed of President, Vice President of Administration, Vice President of Communications, Treasurer and Secretary (Officers).

### **Sergeant at Arms**

- To maintain meeting control by ameliorating situations which jeopardize the regular functioning of the Board and its Committees
- To request law enforcement assistance at meetings if necessary
- To serve as the liaison in matters requiring law enforcement assistance at NC meetings
- General training will be provided by the Executive Committee.

### **Parliamentarian**

- The President shall have the authority to hire a professional Parliamentarian to confer with or attend meetings as the need arises.
- The Parliamentarian will act in an advisory capacity to the Board and the Presiding Officer.
- The Parliamentarian will research all rules and laws which govern the Council and provide reference and advise when necessary.

### **Staff (if applicable)**

- May take the Minutes of the SNC meetings.
- May bring the necessary information and documents to Board meetings.
- Tapes the Minutes of the Board meetings.
- Reports to the V.P. of Administration or their designee.
- May take roll call at the meetings and maintains the records of attendance.
- May assist with maintenance of the SNC records.
- May furnish identification for Directors and speakers.
- May maintain record book of Bylaws, Board Rules, Minutes, and attendance records and will have the current record book at all Council meetings.
- May summarize and read SNC correspondence at meetings.
- May furnish committees with whatever documents are needed for their performance.
- May have on hand a list of all committees and their members and contact information for each meeting.
- May maintain speaker cards and include them for record keeping.



**SYLMAR NEIGHBORHOOD COUNCIL**  
**Oath of Office**  
(Appendix A)

I will faithfully and impartially promote participation in City governance, actively carry out my responsibilities, and will observe the laws, Bylaws and policies of the Sylmar Neighborhood Council.

I pledge to represent my neighborhood with dignity, integrity and pride.

I will encourage other points of view, even when they differ from my own.

I will respect, value, and consider everyone's opinion.

I will find the good in my neighborhood, and praise it and promote it.

To my neighbors, and to the neighborhoods throughout the City of Los Angeles, I pledge to do these things to the best of my ability.