

OFFICERS:

PRESIDENT Susan Swan
VICE-PRESIDENT George Skarpelos
TREASURER Tom Meredith
SECRETARY Erin Penner



BOARD MEMBERS:

Sheila Irani Brandi D'Amore
Robert Litomisky Luis Saldivar
Margaret Marmolejo Greg Morris
Robin McWilliams Adam Miller
Jim Van Dusen Coyote Shivers
Anji Williams Chona Galvez
Youth Rep: Violet Williams

**HOLLYWOOD UNITED
NEIGHBORHOOD COUNCIL
P.O. Box 3272 Los Angeles, CA 90078**

Standing Rules (Rules of Order)

Approved 2/27/17

~ Code of Civility/Conduct Collectively and individually, the members of the Board of Directors of the Hollywood United Neighborhood Council will ensure to the best of their ability that the Neighborhood Council's business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for the Neighborhood Council. The freedom to express one's views about public matters is a cornerstone of the democratic process. The Hollywood United Neighborhood Council welcomes the diverse views and opinions of our Board Members and Stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, the Board should treat others with respect and dignity.

~ Conflict of Interest: Financial information specifically to the Agenda Item before the Neighborhood Council must be disclosed.

~ Any written communication representing itself to be an official communication or position of HUNC must be approved by the President.

~ Outreach is the responsibility of each Board member. Each Committee will come back to the full Board annually with a Mission Statement including when, how and where for outreach, and 3-5 bullet-pointed goals. Written updates will be submitted periodically to the full Board for follow-up and assistance in outreach.

~All emails, writings, letters, and correspondence will be purged after 6 months of their creation. This will not include Board meeting minutes or notices sent out through Constant Contact (subject to Constant Contact restrictions) or official @hunc.com correspondences (subject to server restrictions)

~Standing Committees of the HUNC shall include: Business; Education, Non-Profit & Arts; Executive; Outreach; Planning, Land Use & Management (PLUM); Public Safety, Works & Transportation (PSW&T); and Renters Issues.

Financial Procedures (approved 12/18/17)

Budget allocations of up to \$3000 per month for use by the Standing Committees (Business; Education Non Profit & Arts; Executive; Outreach; Planning Land Use & Management (PLUM); Public Safety, Works, & Transportation; Renters and Housing Issues) for outreach and/or refreshments as specified in current Financial Procedures:

- 1. Committee Chairs may spend at their discretion up to \$100 for Committee Meeting Outreach per committee meeting and/or event.*
- 2. The Treasurer may spend at his or her discretion up to \$200 for Board Meeting Outreach per Board Meeting*
- 3. The Treasurer may spend at his or her discretion up to \$200 for office supplies per month.*

4. The Treasurer may spend at his or her discretion up to \$500 for Town Hall Meeting Outreach

5. The Executive Committee by a majority vote may spend at its discretion up to \$1,000 for Office Equipment per month.

6. The Treasurer may spend at his or her discretion up to \$500 for ad hoc printing services for any Board Meeting or Committee Meeting

All expenditures to be submitted to the Treasurer by a Committee Chair or Co Chair for prior approval on an as-needed basis.

Approved 12/18/17:

A designated member of the Executive Committee may approve proposed Survey questions to be sent to HUNC Stakeholders in order to expedite Survey timing. Should there be any disagreement re potential questions, those specific questions would go to the full Board for approval. Designee would assist in crafting, publishing and administering HUNC stakeholder-relevant surveys utilizing HUNC Survey Monkey's product and services.