

OFFICERS:

PRESIDENT Robert Morrison
VICE-PRESIDENT Tom Meredith
SECRETARY Brandi D'Amore
TREASURER Asher Landau



HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL
Certified Council #52,
P.O. Box 3272 Los Angeles, CA 90078

BOARD MEMBERS:

Annika Guterman Chad Manuel
Jim Van Dusen Sheila Irani
Margaret Marmolejo Michael Connolly
Tony Zimbardi Shauna Frente
Jack Zweig

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: Education, Non-Profit, Education & Arts (; Executive; Outreach; Planning, Land Use & Management (PLUM); Public Safety & Emergency Preparedness (PSEP); Transportation & Works (TW); Homelessness & Social Services, and Renters and Housing (R&H).

Financial Procedures (approved 12/18/17, updated on 12/17/18 and 1/13/20)

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: ~~(Strikethrough approved 4/11/22)~~

- ~~1. Committee Chairs may spend at their discretion up to \$100 for Committee Meeting Outreach per committee meeting and/or event. (edit to correspond with City Clerk policy; approved 4/11/22.)~~
2. The Treasurer may spend at their discretion up to \$350 for Board Meeting food per Board Meeting
- ~~3. The Treasurer may spend at his or her discretion up to \$200 for office supplies per month. (duplicate)~~
4. The Treasurer may spend at their discretion up to \$200 for office supplies per month.
- ~~5. The Treasurer may spend at his or her discretion up to \$500 for Town Hall Meeting Outreach (edit to correspond with City Clerk funding policy; approved 4/11/22)~~
6. The Executive Committee by a majority vote may spend at its discretion up to \$1,000 for Office Equipment
7. The Treasurer may spend at their discretion up to \$500 for ad hoc printing services for any Board Meeting or Committee
8. All expenditures to be submitted to the Treasurer by a Committee Chair or Co Chair for prior approval on an as-needed basis.
9. The Treasurer may spend at their discretion up to \$150 for business cards, name plates and lanyards per each board member as needed.

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 (removed 4/11/22)

Approved 12/17/18:

~Standing Committees of NC shall include: Non-Profit, Education & Arts (NPEA); Executive; Outreach; Planning, Land Use & Management (PLUM); Public Safety & Emergency Preparedness (PSEP); Transportation & Works (TW); Social Services & Homelessness (SSH); and Renters and Housing (R&H).

Approved 11/8/21:

~Executive Committee members in order of succession, or Chair of Transportation and Public Works or PLUM committees are allowed to present an official position that has been approved by the President with regards to tree removals, if the full Board cannot meet before the tree removal notice or hearing deadline.

Approved 3/14/22:

Board participation requirements for Outreach events of twelve (12) hours a year beginning at start of fiscal year. Should someone be appointed within the year, then participation is pro-rated within the fiscal year.

All board members obtain Planning training. Current board members to obtain training within next thirty (30) days. Newly selected (elected or voted by board) obtain training within sixty (60) of being seated. Standing Rule does not apply to ex-officio Youth Representative.

Approved 4/11/22

Correction and Removal of terms under Budget Allocations to comply with City Clerk funding policy.

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Approved 5/9/22

Board meeting shall be limited to 3.5 hours maximum, no minimum. To proceed beyond the limit, the board may vote by simple majority to extend the meeting.

Approved 8/8/22

~Standing Committees of HUNC shall include: Executive; Outreach; Planning, Land Use & Management (PLUM); Public Safety & Emergency Preparedness (PSEP); Transportation & Works (TW); Renters and Housing (R&H), Community, Cultural and Volunteer Services (CCVS)

Approved 9/12/22

Whereas the Hollywood United Neighborhood Bylaws (Approved August 22, 2022) require Committee Chairs to be responsible for keeping "minutes" for all meetings,

Whereas timeliness, content, and ease of understanding are important to the mission of HUNC to promote transparency in local government,
The establishment of a minimum standard for content of committee minutes is necessary.

Committee Minutes will contain at minimum:

1. Name of the Committee
2. Date of the Meeting
3. Start Time of Meeting (Actual)
4. Name of Committee Members in Attendance, noting any absences or partial absences including time members joined or left the meeting after the meeting start
5. Results of any Voting Items,
 - a. Including Mover
 - b. Including Seconder
 - c. Final Vote Tally and member names for each type (Yes, No, Absent, Ineligible, Recusals, Abstention)
6. Any other items the Chair deems necessary to be noted in the minutes
7. End Time of Meeting

Approved Committee Minutes will be submitted to the Secretary within three days of their approval.

The Executive Committee may establish a standard minute template to ensure consistent formatting.