

OFFICERS:

PRESIDENT	Sheila Irani
VICE-PRESIDENT	Jim Van Dusen
TREASURER	Leslee Jones
SECRETARY	Chad McMurray



BOARD MEMBERS:

Georgette Darby	Noelle North Norris
John Schaefer	Oliver Alvarez
Maria Anna Kochoa	Paul Barbosa
Mark Millner	Shane Kalminski

Standing Rules (Rules of Order)

Approved September 11, 2023

Introduction

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 and shall use these rules to facilitate expectations and clarify operating rules.

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

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

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 @myhunc.org correspondences (subject to server restrictions)

Meeting Procedures

Board members are responsible to review meeting exhibits distributed with the agenda prior to the meeting and to prepare any initial comments or questions in advance.

Time Limits

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

As recognized by the Chair, clarifying questions from board members shall be directed to and answered by the Chair of the Committee under which the item is presented, or to whoever is presenting the item. The Chair or Presenter may call upon another board member to answer.

Unless otherwise specified in the Agenda or verbally waived by the Chair, initial board member comments during discussion of an item are limited to three minutes. Members should strive to speak only once on each item and limit follow-up comments to one minute when recognized by the Chair.

Consent Calendar

The board may use a consent calendar as described herein. A consent calendar may be placed on a meeting agenda and presented by the president or the president's designee. Items may be removed from the consent calendar on the request of a board member, if seconded. Items not removed may be adopted by a roll call vote without debate. Removed items may be taken up either immediately after the consent calendar or placed later on the agenda at the discretion of the chair. Public comment is required on the consent calendar, with individual comments limited to two minutes in total on the consent calendar. All approved items on the consent calendar are considered and shall be

recorded as individual board actions. Note: Items on the consent calendar are generally non-controversial items that do not require much, if any, discussion.

Committee Operations

Committee Chairs shall prepare and send relevant materials to committee members in advance of the meeting for review prior to the meeting.

Each Committee will report to the full Board annually with a Mission Statement and three to five committee goals for the year.

Committee Minutes

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 and Secunder
 - b. 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

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.

Participation and Training Requirements

These rules are in addition to any attendance or participation requirements from Hollywood United Neighborhood Council bylaws and Board of Neighborhood Council (BONC) commission policies. Each board member shall track and report to the board as necessary about progress related to training and outreach attendance.

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.

Whereas Planning and Land Use Management (PLUM) Issues are of community interest and importance, board members shall complete Planning and Land Use Management Training from the City to ensure PLUM items can be heard when recusals or absences occur.

Financial Procedures

So long as the as approved administrative packet and budget line items allow, the following rules apply:

1. The Treasurer may spend at their discretion up to \$350 for Board Meeting food per Board Meeting
2. The Treasurer may spend at their discretion up to \$200 for office supplies per month.
3. The Executive Committee by a majority vote may spend at its discretion up to \$1,000 for Office Equipment
4. The Treasurer may spend at their discretion up to \$500 for ad hoc printing services for any Board Meeting or Committee Meeting
5. All expenditures to be submitted to the Treasurer by a Committee Chair or Co Chair for prior approval on an as-needed basis.
6. The Treasurer may spend at their discretion up to \$150 for business cards, name plates and lanyards per each board member as needed.

Event Approval Requirements and Procedures

All motions for event proposals will be submitted to the board's regular meeting agenda at least 30 days from date of proposed event, which is the requirement set by City Clerk.

All approved events will designate an Event Chair who will be responsible for communication and document submission to the City Clerk. Unless otherwise designated by an approved motion of the board, only the Event Chair, President, or Treasurer will be in communication with the City Clerk or the Department of Neighborhood Empowerment about a specific approved event.

In order to approve an event for submission to the City Clerk, the board's minimum requirements are :

1. Completed event approval form and
2. Itemized written budget.
 - a. Itemized Budgets shall include a reasonable line item for incidental expenses

The Event Chair will be responsible for submission of these documents to the City Clerk and to provide any additional information or documentation requested by the Clerk's office for the event. These requirements are consistent with Neighborhood Council Funding Policies.

Miscellaneous Rules

Standing Committees of NC shall include: Executive; Outreach; Planning, Land Use & Management (PLUM).

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.

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 survey services currently available.