

STNC Policies, Procedures and Standing Rules
as of December 4, 2008

Article VII Committees

C. Budget and Finance Committee

1. Use of STNC prepaid card

(Brand/Stewart) moved “That anyone who uses the Sunland Tujunga NC prepaid card is required to adhere to the same rules as the treasurer regarding said card as set forth by DONE.”

Motion passed at June 14, 2006 Board Meeting.

2. Second Signer on STNC prepaid card

Ed Rock is designated as the second signer on the STNC Debit Card for the 2006 Board year.

Motion passed at June 14, 2006 Board Meeting.

3. Limits on expenditures and approvals

a. “That all expenses up to \$100 need only the approval of the committee chair from whose budget the expense will be deducted.”

b. “That all expenses over \$100 but under \$300 need the approval of the committee chair from whose budget the expense will be deducted, plus the approval of an executive board member, and that the committee chairman and executive board member cannot be the same person.”

c. “That all expenses \$300 and over need to be voted on by a quorum of the STNC board and receive a majority vote to be approved.”

(Brand) Budget Committee recommended. Unanimous vote to approve at August 9, 2006 general Board Meeting.

4. All requests for reimbursement by Board members must be submitted within 60 days for out of pocket expenditures. Any request received beyond this 60 day limit will be submitted to the board for approval.

Motion by Seigel, passed with one abstention at August 8, 2007 Board Meeting

E. Other Committees

1. By-Laws and Standing Rules Committee

Combine the rules and bylaws committees with the following task to be completed by the November 8th STNC meeting: 1) Code of Civility and 2) Bylaws, Tier 2.

Motion by Seigel/Royal carried unanimous at the September 13, 2006 Board Meeting

2. Arts & Culture Committee

Establish an ad-hoc “Arts & Culture” committee with board member Timothy Borquez as chair. “The Arts & Culture committee will consist of a minimum of 5 Sunland-Tujunga stakeholders with no more than two STNC board members. Three members of the committee, one of

them being a STNC Board member, will constitute a quorum. Meetings shall be held a minimum of once per quarter and called at the direction of the chair who will set the agenda for meetings. The Arts & Culture committee makes no decisions for the board but will advise and present motions to the board. Upon ratification of its formation by the STNC, this committee will exist through the 2007 STNC elected year, plus 2 months- through February 29, 2008 and can continue upon ratification by each newly elected STNC board before the end of February year to year until such time as it becomes a standing committee through a Bylaws amendment or it may be disbanded at the beginning of each new elected term by the STNC if no longer needed. Purpose: to discuss issues, foster collaboration on projects, and develop ideas to encourage greater community support and involvement in the arts; provide a resource focusing on artists and the creative life of the community; expand awareness of, involvement in, and access to arts and arts experiences; and to help our community use the arts to explore ideas in order to articulate community history, identity and values through telling local stories, giving voice to its citizens, and providing a forum for group action and expression.
Motion by Borquez/Cain carried 11 – 0 – 1 at the August 9, 2006 general Board Meeting

3. Community Beautification Committee
Establish the Community Beautification Committee with the purpose of getting a Welcome to Sunland-Tujunga sign across from Albertsons and also research other Community Improvement Projects.”
Seigel/Royal motion passed unanimously June 14, 2006.
4. Oversight Committee
Establish an oversight committee to investigate and gather information of any Board or Committee activities at the request of the STNC Board”.
Deborah Ray motion passed unanimously April 12, 2006.

F. Committee Administration

- 1 Sub-Committee Creation
Any Standing Committee chairman, with the support of a majority of that committee, may establish an ad hoc sub committee for a specific purpose within the scope of responsibilities of that committee. The membership of this ad hoc sub committee shall be appointed by the chairman of the standing committee and ratified by a majority of that standing committee. Recommendations made by any such ad hoc sub committee shall in all cases be submitted to the parent committee for action.
Bylaws (Skiles/Seigel) Committee recommendation to Board. On June 13, 2007 the Board met and adopted this Standing Rule unanimously.
2. Committee Member Attendance

Any committee member who has three consecutive unexcused absences forfeits his seat on that committee, at the discretion of the chairman of that committee. The committee chair shall be responsible to notify the committee member of his removal. Removal will not require the ratification of the Board, however any replacement on the committee must be ratified by the Board.

The Board may remove any committee member from a standing or ad hoc committee when that person has violated the STNC Bylaws, the STNC's code of responsibilities (adopted by the board on Oct. 11th 2006), or when that person has repeatedly engaged in dilatory tactics.

This rule may not be used to remove Board members from committees. Board members may be removed from committees by a majority vote of a quorum of the STNC Board.

Bylaws (Skiles/Seigel) Committee recommendation to Board. On June 13, 2007 the Board met and adopted this Standing Rule unanimously.

Article VIII Elections

F. Accession of New Board Members

1. all new board officers to be given this Code of Civility as part of their oath of office:

“As a Board Member and/or Committee Representative of the STNC, I agree to

- Attend all meetings and be on time unless prior arrangements are made.
- Conduct myself in a civil manner at all times and always wait for the presiding officer to recognize me before speaking.
- 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.
- Take responsibility to fulfill my elected role as specified in the bylaws.
- Support the chairperson's effort at preserving decorum.
- Not use my Board position for a personal agenda outside my responsibilities as assigned by the STNC bylaws.”

The ByLaws Committee recommended the board approve this motion. (Borquez/Van Es) amended the motion to strike Rule #2, (which states that Board Members remain seated at their designated area during the entire meeting unless excused by written request to the chairperson through the parliamentarian.) The amendment also stated that all new board officers be given this Code of Civility as part of their oath of office. **Motion to amend motion passes: 11-1-1.** (Blue/Cain) then moved to further amend the proposed Code of Civility to strike Rule #4 (which states the Board members 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.) **The motion to amend failed: 4-8-1**
The Board then voted on the motion to accept the Code of Civility as amended. **The motion as amended passed: 8-5-0 on October 11, 2006**

Procedure for Replacement of Vacated Board Positions
March 11, 2009

ARTICLE VI GOVERNING BODY
Section I. Vacancies on the Board

In the event that a board seat becomes vacant the STNC will fill that vacancy through the following procedure:

- 1 During the same meeting of the board where a seat on the STNC is confirmed as vacant, an announcement shall be made to the board and stakeholders in attendance that the seat/position is vacant.
- 2 The appropriate section of the STNC bylaws will be read to those present that pertain to the vacant position(s), detailing the pertinent roles and responsibilities.
- 3 When the meeting is complete, the Secretary will send an email to the STNC mailing list detailing the vacant position, the bylaws sections that were read at the meeting relating to the position(s), the appropriate response deadlines, and the accepted methods of submitting interest in the position and a candidate statement.
- 4 Stakeholders or board members interested in filling the vacant position(s) will be asked to submit a statement announcing their desire to fill the vacancy and their qualifications to do so. These may be submitted in person to the STNC office or by email to secretary@stnc.org. They must be submitted at least 24 hours in advance of the next General Meeting.
- 5 An item will be placed on the agenda of the next General Meeting of the STNC to complete the replacement procedure.
- 6 At the next General Meeting, the candidates' statements will be copied and handed to the assembled board members. Additional copies will be made available for stakeholders in attendance.
- 7 Each candidate for the vacated position(s) will be given 2 minutes to address the board in order to present their interest and qualifications. Board members' questions will be limited to 2 minutes per candidate unless the presiding officer determines that an extension is needed.
- 8 The board will then vote by show of hands for each candidate.
- 9 If one of the candidates receives a majority vote of the board (50% of those in attendance plus one – with an appropriate quorum in attendance), they will be confirmed as a new member of the STNC board in the appropriate position.
- 10 If none of the candidates receives a majority vote, the candidate with the lowest vote tally will be removed from the running and another round of voting will commence.
- 11 If one of the candidates receives a majority vote of the board (50% of those in attendance plus one – with an appropriate quorum in attendance), they will be confirmed as a new member of the STNC board in the appropriate position.
- 12 If none of the candidates receives a majority vote, items #10 and #11 will be repeated until a candidate receives a majority vote and is appointed to the board.
- 13 If a current member of the board applies for and wins a vacated position, they will be seated immediately in that position, vacating their original seat and triggering step one to commence for the newly vacated seat.
- 14 The resignation of a member of the Board may be reconsidered and the member may be reinstated with a vote of the board.