

# STNC STANDING RULES (Draft)

February 23, 2022

## **1. BUDGET AND FINANCE STNC BOARD MEMBER REIMBURSEMENT**

For a Board Member to be reimbursed for an expense, the following is required: (*LA City NC Funding Program Policy 3.0 - Board Member Reimbursements*)

- I. A Board Action Certification (BAC) Form authorizing the use of NC funds for the NC activity or purpose for which the Board Member incurred the expense.
- II. A Board Action Certificate (BAC) Form must show it was authorized by the Board prior to the expenditure.
- III. A Board Action Certificate (BAC) Form authorizing the reimbursement payment to the Board Member.
- IV. Board Member must provide proof of purchase in the form of an itemized receipt to the STNC Treasurer.
- V. The total allowable reimbursement amount cannot exceed \$1000 per Board Member per Fiscal Year.

## **2. STNC COMMITTEE ADMINISTRATION**

### **I. Sub-Committee Creation within a Standing or Ad-Hoc Committee**

Any Standing Committee Chair, with the support of a majority of the comprised committee, may establish an ad-hoc subcommittee for a specific purpose or task within the scope of responsibilities of the committee. The appointment of this ad-hoc subcommittee shall be made by the chair and confirmed by a majority of the committee members. Recommendations and completion of tasks made by this ad-hoc subcommittee shall be submitted to that standing committee for action.

### **II. Committee Training**

All Committee Chairs or a designated committee member of that committee shall attend the City Clerks NC Funding Workshop to understand the procedures and city requirements for funding events and/or Neighborhood Purpose Grants (NPG)

Land Use Committee (LUC) members shall complete the Planning 101 Training.

All new and current sitting STNC committee chairs and committee members will be given the Code of Conduct Policy which they will be required to sign.

### **III. Committee Member Attendance**

Any committee member who has three consecutive unexcused absences forfeits their seat on that committee, at the discretion of the chair of that committee. The committee chair shall be responsible to notify the committee member of their removal. The chair will notify the STNC board of the removal of members for unexcused absences.

The STNC Board may remove any committee member from a standing or ad hoc committee when that person has violated the STNC Bylaws, Standing Rules, or the Code of Conduct Policy.

This rule may not be used to remove Board members from committees. Board members may be removed from committees by a two-thirds (2/3) majority vote of the STNC Board.

### **3. ELECTIONS SEATING OF NEW BOARD MEMBERS**

All new Board Members will be required to sign the Code of Conduct as part of their oath of office.

As a Board Member and Representative of the STNC, I agree to:

- I. Complete the Code of Conduct, and all trainings required by Empower LA and Board of Neighborhood Commissioners (BONC) within 60 days of being seated as an STNC Board Member. Consideration will be taken into account if Cornerstone or the current training company is the cause of the delay or a Board Member needs help and assistance in completing the training.
- II. Attend all meetings and be on time unless prior arrangements are made.
- III. Always conduct myself in a civil manner and always wait for the presiding officer to recognize me before speaking.
- IV. Learn the applicable laws that govern Neighborhood Councils including Bylaws, Standing Rules, Meeting Procedures, the Brown Act, Conflict of Potential Interest Laws, City Ordinances, and the City Charter.
- V. Take responsibility to fulfill my elected role as specified in the STNC Bylaws.
- VI. Support the chairperson's effort at preserving decorum.
- VII. Not use my Board position for a personal agenda outside my responsibilities as assigned by the STNC Bylaws.

### **4. POLITICAL CAMPAIGNING**

- I. All candidates running for a Public Office are allowed to speak during the STNC Neighborhood Council Board and Committee meetings' public comment time.
- II. If after the primary election a seated elected official that is a candidate and wishes to speak during the meeting outside of public comment time, their fellow candidate must be invited and allowed to have an equal amount of time to speak either at same meeting or a separate meeting before the Municipal Election.

### **5. PROCEDURE FOR A NEW STANDING RULE TO BE ADDED**

A motion to create a new standing rule will be agendized and presented to the board at the general meeting. The new rule would require a majority vote by the board to be added to the current standing rules.

### **6. AGENDA REQUESTS**

All agenda request items shall be emailed to the STNC Secretary and/or submitted through the STNC website agenda request link. Once accepted the agenda request items will go to the Executive Committee for either board agenda setting or sent to a specified committee for review.

### **7. STNC/CITY PROPERTY ACCOUNTABILITY**

All City property of the STNC Board and Committee Members must always be accounted for. A sign in and out procedure shall be used for all property, while being checked out and returned to the storage unit and/or North Valley City Hall (NVCH).

### **8. APPLICATION FOR BOARD POSITION**

All applicants must submit all the required documents to the STNC Secretary. Information and qualifications will be found on the STNC Website. The Secretary shall review the documents for required completeness. If submitted documents are missing any required information or are incomplete, it will be returned to the applicant. No application will be forwarded to the board for consideration unless it is complete.

## **9. PROCEDURE FOR REPLACEMENT OF VACATED BOARD POSITIONS**

### ARTICLE VI GOVERNING BODY

#### Section I. Vacancies on the Board

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

1. When a Board seat becomes vacant that vacancy will be announced at the next STNC meeting.
2. The appropriate section of the STNC Bylaws pertaining to the duties of that seat will be read to those present detailing the pertinent roles and responsibilities of that seat.
3. The Secretary will send an email to any STNC Stakeholder who expresses interest interested in applying for the vacant position, along with the required procedure on how to apply for the position. The information will also be available on the STNC website at: [www.stnc.org](http://www.stnc.org)
4. Stakeholders or board members interested in filling the vacant position(s) will be asked to submit a statement announcing their desire and qualifications to fill the vacant position (s). These may be submitted by email to: [secretary@stnc.org](mailto:secretary@stnc.org).
5. The stakeholder's statement of interest must be submitted at least one (1) week in advance of the next Executive Committee Meeting statement of interest will be placed on the agenda of the next STNC General Meeting for a vote by the general board.
6. At the next General Meeting, the candidates' statements of interest will be included in the general board meeting packet for the STNC board and community stakeholders to view.
7. Each candidate for the vacated position(s) will address the board and present their interest and qualifications for the position. Board members will then be allowed to ask questions of the candidates on their qualifications and interest. Time allotment for candidates and board members questions will be set and determined by the Executive Committee.
8. The STNC board will then vote.
9. If only one candidate is applying that candidate must receive a majority vote of the board, to be confirmed as a new member of the STNC board in the appropriate vacant position.
10. When there are more than one candidate(s) running for the position, the candidate who receives the majority of the votes of the board present will be appointed to the vacant seat.
11. When there are more than two candidates and none of them receives the majority of the board votes the candidate with the lowest number of board votes will be eliminated and a new vote will be taken.
12. In the event of a tie, one more round of voting will be done. If that vote is another tie then the board vacancy item will be re agendized for the next board meeting.
13. If a current member of the board applies for and wins the vacated position, they will be seated immediately. Then the newly vacated open board seat procedure will be announced and take place at the next general meeting to fill that vacancy.
14. The resignation of a board member may be reconsidered by the board and the board member may be reinstated with a two-thirds majority vote of the STNC board.