



## STANDING RULES: 1 - 26

### WHWCNC Code of Civility - Standing Rule 19

#### EmpowerLA Code of Conduct

Standing rules shall be adopted by the Board of Directors to clarify and supplement the administration of the Bylaws. Such rules shall be in addition to the Bylaws and shall not be construed to change or replace any Bylaw.

(SR - 1) If there is any conflict between the Bylaws and the Standing Rules, the Bylaws shall prevail.

Standing Rules may be adopted, amended, or repealed by a ~~simple~~ majority of the Board **present and voting at any Board Meeting**.

(SR - 2) The presiding officer shall impose a stated time limit on any speaker. No Board member may speak a second time on the same issue until all Council members wishing to comment ~~speaks until all the members wishing to speak~~ have spoken. A second comment period will be determined by the presiding chair.

(SR - 3) **Stakeholder Public Comment Period on items not on the agenda.** – Per the Ralph M. Brown Act, after each Neighborhood Council meeting has been called to order, a stakeholder public comment period **on items not on the agenda** shall be held, as early as reasonably possible. Speakers shall be granted ~~two (2) minutes~~ a stated time limit as defined on the agenda. Any modifications to the time given to any speaker may be ~~extended~~ determined by the presiding chair. **Issues raised by stakeholders that are within the purview of the WHWCNC per the Brown Act, may not be discussed at the meeting but can be forwarded to a committee for review and possible submittal to the full board at a future board meeting.**

(SR - 4) **Stakeholder Public Comment on Items on the Agenda** - In accordance with the Brown Act, audience members shall be allowed to address the Neighborhood Council regarding a specific agenda item during the time it is being considered. Speakers shall be limited to ~~two (2) minutes~~, a time limit as defined on the agenda, although the presiding chair may, at his or her discretion, ~~extend~~ may further modify the public comment period.

(SR - 5) All financial **and funding matters** ~~agenda items required by~~ ~~DONE~~ require a roll call vote.

(SR - 6) ~~Copies of~~ All WHWCNC correspondence **shall be sent by the President** on behalf of the board of the Neighborhood Council. ~~shall be posted on the Neighborhood Council Website.~~ If the correspondence states a position or recommendation of the Neighborhood Council, it shall also state the number of votes for and against that position/recommendation.

(SR - 7) The ~~Officers~~ **President** shall be responsible for creating the Agenda for meetings of the full Neighborhood Council **Board**. All potential agenda items shall be submitted **by the committee chairs** to the ~~Officers~~ **President** no later than five (5) days before the meeting, no later than 5:00 p.m. Submitted **committee agenda items require a vote of approval by a majority of the committee members. The President can place an item on the agenda when needed.**

(SR - 8) All Committees shall have:

1. **agendized and publicly posted** monthly or bi-weekly meetings;
2. an agenda (properly **written and** posted **72 hours** prior to each meeting with copies provided at each meeting);
3. minutes (taken and approved);
4. ~~requests from stakeholder claims (as necessary); and~~
5. provide recommendations/**motions** to the **full Board** (as necessary).

(SR - 9) Committees shall consist of (5) appointed Board Members including Alternates, ~~not to exceed five (5), and Alternate(s) and (4) Stakeholder(s) who have submitted an application, not to exceed eleven (11) and been qualified/approved by the President and Vice President of the Board.~~ Changes to these numbers may be made with Council approval. No actions of a committee may supersede **or change** the **approved** actions of a full Board Meeting.

(SR - 10) ~~Persons~~ Members ~~placed~~ **appointed** to ~~on~~ a Committee have a responsibility to attend each meeting and to advise its Chair in advance if they are unable to attend. A Committee member who has missed two (2) consecutive meetings, without having been excused by the Committee Chair, may be ~~removed from the Committee (at the discretion of its Chair.~~ **censured.**

(SR - 11) Stakeholder ~~Action~~ Requests by telephone, mail or email ~~forms shall go to~~ **received** by the NC President **or a member of the board** ~~who shall be responsible for receiving and shall be directed~~ request forms to the appropriate Committee **Chair** (s) or Area Representatives within ~~ten (10)~~ **five (5) business** days.

(SR - 12) The Neighborhood Council Board shall meet on the second (2nd) Wednesday of the month. The President or Vice-President may, if necessary, cancel or change the date of the monthly meeting and posted as required by the Brown Act, **the Bylaws and EmpowerLA.**

(SR - 13) There is no requirement for Committee appointments to be made proportionately according to Area representation.

(SR - 14) Each Committee shall take roll **call**. The rolls ~~call will then~~ **must** be included in the minutes of the meeting. The **approved** minutes of the respective Committee meeting will be ~~forwarded to the Secretary of the Board~~ **posted by the Committee Chair on the respective committee page on the WHWCNC website within (15) business days.**

(SR - 15) Every member of the Board, including Alternates, shall actively serve on a Committee for the duration of their elected term of office.

(SR - 16) All committee chairs must be **members of the board including alternates** board members. ~~Other committee members may be any stakeholder up to (4) stakeholders.~~

(SR - 17) Additional Duties and Responsibilities of the Neighborhood Council:

a. The primary duties and responsibilities of the Neighborhood Council shall be to ~~govern~~ and to carry out its mission and **responsibilities as defined in the Bylaws, Standing Rules, EmpowerLA and all City, State and Federal Rules and Regulations.**

b. ~~Return of Neighborhood Council Property.~~

In the event of a change in the status of any ~~Representative member of the board of the Neighborhood Council~~ **WHWCNC**, ALL Neighborhood Council records **property** and equipment must be turned over to the new President within ten (10) business days after such change, excepting an Act of God or approval of an extension by the new President. ~~An extension may be granted by the President for no longer than (30) business days.~~ An acknowledgement confirming receipt of Neighborhood Council property shall be provided.

c. ~~Maintenance and Inspection of Articles and Bylaws.~~

**Establishing a physical office of the Neighborhood Council**

At the time that a **physical** office location is established, the ~~principal~~ office for the Neighborhood Council shall be within the ~~Neighborhood Council~~ **WHWCNC** boundaries, ~~and listed on the Council website and comply with all rules and regulation of the Department of Neighborhood Empowerment.~~ **The Neighborhood Council shall keep the original or a copy of the Charter and Bylaws as amended to date, which shall be available for inspection by any Stakeholder at a reasonable time and location.** ~~Office location, office hours and staffing of the office shall be determined and approved by the board.~~

~~d. Maintenance and Inspection of Other Corporate Records.~~

**Maintenance and Retention of NC Documents:**

The accounting books, and minutes of proceedings of the Board and any Committee of the Neighborhood Council shall kept at such place designated by the Officers of the Neighborhood Council. **as determined by the Department of Neighborhood Empowerment.** The minutes shall be kept in typed form and posted on the website no later than **60 (15) business days** from the time the minutes are approved. ~~and the accounting books and records shall be kept in typed form.~~

**Maintenance and Retention of NC Recordings of Meetings:**

**EmpowerLA does not require NC meetings to be recorded. Should a meeting be recorded, the recording is required to be retained for only (30) days.**

- e. **Public Records Act - Inspection by Members and Stakeholders.** With the exception of those records exempt from disclosure by express provisions of law, including the California Public Records Act (Government Code Section 6250 et seq.), any member **or stakeholder** shall have the ~~absolute right at any reasonable time~~ **right** to inspect ~~all books~~ **available records**. This inspection may be made ~~in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents at the requestor's cost~~ **as determined by EmpowerLA and the City Attorney**

**(SR - 18)** If a Board member is not able to attend **any scheduled meeting of the board**, the Board member MUST notify their area Alternate **at least 24 hours prior to the meeting** ~~by reasonable means.~~

**(SR - 19) Code of Civility and Code of Conduct** - Each member of the Neighborhood Council and everyone attending any of its meetings, **events** and/or functions shall ~~follow~~ **comply with** the Neighborhood Council Code of Civility, and the ~~BONC~~ Board Member Code of Conduct ~~as follows~~. **Board members shall be called out of order for violation of the EmpowerLA Code of Conduct and WHWCNC Code of Civility by the Parliamentarian and/or presiding chair.**

The Neighborhood Council Code of Civility and the BONC Board Member Code of Conduct shall be posted on the Neighborhood Council website. All **members** in attendance at meetings are ~~expected~~ **required** to abide by the **WHWCNC Code of Civility and EmpowerLA Code of Conduct**. **Board members may be censured and removed for violations of these Codes.**

## **WOODLAND HILLS-WARNER CENTER NEIGHBORHOOD COUNCIL CODE OF CIVILITY**

Collectively and individually, all elected, appointed, or selected members of the WH-WCNC agree to abide by the Code of Civility to ensure that our NC's business is conducted in respectful and courteous manner and in a manner that will generate respect and credibility for our NC.

The Freedom to express one's views about public matters is cornerstone of the democratic process. The WH-WCNC 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, we shall treat others with courtesy and dignity.

By adoption of the code of civility and by incorporating this code of civility into our Standing Rules, we collectively and individually agree to abide by our Code of Civility.

1. As representatives of the WH-WCNC, we shall conduct ourselves in a professional manner, including treating each member of the Board and members of the public with esteem and deference;
2. During Neighborhood Council meetings, functions, or events we will not engage in or threaten to engage in any verbal or physical attack on any individual. We will not use language or physical gestures that are abusive, threatening, intimidating, obscene, or slanderous including using profanities, insults, or other disparaging remarks. We believe that derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable;
3. We will promote and enforce a safe meeting environment at all times. If members of the Board or the public become disruptive and violate the code of civility, we will join our fellow Board members in demanding that the person(s) conduct themselves in a respectful and orderly manner even if we do not agree with the point of view being expressed.  
The President will have the authority to mitigate the disruption by any reasonable and professional manner available to them;
4. We will commit to communicate our ideas and points of view clearly, and allow others to do the same without interruption. We will practice the art of being able to disagree without being disagreeable;
5. We will commit to learn the applicable laws that govern Neighborhood Councils, including, but not limited to, the bylaws, standing rules, meeting procedures, the Brown Act, conflict of interest laws, applicable city ordinances, and the City Charter, and will not knowingly violate any of them thereby fostering and maintaining a professional environment for conducting business;
6. We will present information truthfully, and will not knowingly misrepresent, mischaracterize, misstate, or misquote information received from others;
7. If we find ourselves representing our personal interests before our community's interests, we will publicly disclose the differences and recuse ourselves from voting on such matters, and we will ask for advice from the City Attorney wherever we have doubts;
8. We will commit to good faith efforts to resolve grievances that come before the Board as specified in the Bylaws or Standing Rules;
9. Out of respect to our fellow Board members, the public, and the decision makers who we are trying to influence, we will make the best possible effort to understand the issues before us.

(SR - 20) Additional Duties of the President - The President shall be the primary spokesperson of the Neighborhood Council and shall sign **and submit all** correspondence from the ~~officers~~ board as prescribed by the bylaws. (Article VI §2A)

(SR - 21) **T r a i n i n g** : All seated ~~Board Members~~ of the board, elected and appointed must take all training(s) as required by ~~the Department~~ EmpowerLA and the City. Lack of training can be cause of removal from the board.

(SR - 22) **Meetings and Minutes**: All Board and Committee meetings shall comply with the following procedures.

- In accordance with the ~~Ralph M. Brown Act~~, all agendas for regularly scheduled meetings shall be posted at least 72 hours in advance of the meeting and agendas for special meetings shall be posted at least 24 hours prior to the meeting.
- All board and committee meetings must have written and approved minutes. The approved minutes must be posted on the respective committee page within (15) business days of final approval.
- All agendas must be posted to the WHWCNC website and to ENS, with All supporting material documents prepared by Board or committee members to be reviewed by the Board or committee at the date and time specified on the agenda must also be provided to the stakeholders for review. All supporting material must also be by posted these documents with the agenda on the website at [www.whcouncil.org](http://www.whcouncil.org) in PDF format, not exceeding 18mb. Any document in excess of 18mb must be separated into PDF files that do not exceed 18mb. A copy of these documents must be provided at meetings for stakeholder review.

#### **At In Person Meetings:**

- Copies of the agenda and at least one (1) copy of all supporting documents must be publicly available at the Board or committee meeting at on a separate table near the entrance to the meeting room.
- A sign-in sheet and speaker cards must also be available at all Board and committee meetings at the same location as the agenda and supporting documents.
- A Board Officer or committee chair shall announce the availability of such material at the start of each meeting.
- ~~All board and committee meetings shall have minutes that must be posted on www.whcouncil.org within 10 (15) business days following approval of the minutes. Minutes shall be presented for approval at the next regularly scheduled meeting of the Board or committee.~~

(SR 23) All members of the board must represent the neighborhood council to the community by participating in **staffing the NC booth at one** Concert in the Park plus one additional non-concert neighborhood council **board approved** public event, such as a job fair, senior symposium, health fair, public clean up or other event for each calendar year.

**(SR - 24) Stakeholder Committee Member Training** - All stakeholder committee members must take **and sign** the Code of Conduct and **take** Funding training ~~upon~~ ~~appointment and~~ Ethics training and Non-Bias Training ~~biannually~~. ~~This provision will be effective 60 days from approval by the Board.~~ **within (60) days of being appointed to a committee. Stakeholder committee members may be removed by the officers of the board for failing to follow the Code of Conduct and other rules of the City and EmpowerLA.**

~~(SR - 25) All Board and stakeholder committee members may be censured or removed for failing to follow the Code of Conduct pursuant to the discipline process described in the Bylaws.~~

~~(SR - 26) All committee chairs must be Board members. Other committee members may be any stakeholder up to (4) stakeholders per committee. This provision will be effective following the 2019 Council elections.~~

**(SR - 25)** As members of the board serve a (4) year term: On June 1, prior at the start of each new fiscal year, all members of the board including elected, appointed and alternate members are required to show proof of their continuing board member qualifications to continue to serve in their area seat and At-large seat of the WHWCNC. Proof of qualification shall be submitted to the Secretary of the Board by June 1 and verified by the Governance Committee and submitted to the board at the July Board Meeting.

Members who can no longer qualify for their position because they no longer retain, per Bylaws Article IV Section 1, their area status as CBO, Business, Residential or At large representative shall be automatically removed from the board as the member no longer qualifies to hold a seat in that area on the board of the WHWCNC.

Any board member may submit a new application to be appointed to a vacant area seat on the board by showing proof they qualify for that seat. The application will be reviewed by the Governance Committee for verification of qualification and submitted to the Board at the next Board Meeting.

**(SR - 26)** Quorum - Board Member attendance ensures a quorum is available to conduct board business, therefore, board members must attend NC board and committee meetings from roll call to adjournment to guarantee a quorum.

Arriving late or leaving early twice will be counted as one missed board meeting.

Any board member who arrives late after roll call or leaves early prior to adjournment (6) times will therefore have missed three board meetings during a fiscal year and will be subject to removal as a Neighborhood Council Representative by a two-thirds vote of the Board present and voting.

**(SR - 27)** Alternate Notification - to ensure a quorum, any board member who plans to arrive late, leave early or be absent must notify their alternate at least 24 hours prior to the Board Meeting so their alternate will be present and voting.





## **Empower La, Department of Neighborhood Empowerment Board Member Code of Conduct**

### **ATTACHMENT A**

1. Neighborhood Council Board Members should conduct themselves in a professional and civil manner.
2. Neighborhood Council Board Members should treat other Board Members and members of the public with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowner status, renter status or political affiliation.
3. Neighborhood Council Board Members should not, during meetings, functions or events engage in or threaten to engage in any physical attack on any other individual.
4. Neighborhood Council Board Members should not use language that is threatening, obscene, or slanderous, including profanities, insults or other disparaging remarks or gestures directed toward other Board Members.
5. Neighborhood Council Board Members should promote and, if necessary, enforce a safe meeting environment. If other Board Members become disruptive or violate the Code of Conduct Neighborhood Council Board Members have agreed to abide by, Board Members should demand that the offending Board Member conduct themselves in a respectful and orderly manner.
6. Neighborhood Council Board Members should not engage in "bullying" or harassment which is generally defined as follows:
  - a) "Bullying" is conduct that meets all of the following criteria:
    - i. is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
    - ii. is directed at one or more Board Members;
    - iii. is conveyed through physical, verbal, or technological means;
    - iv. substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;

v. adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities by placing the Board Member in reasonable fear of physical harm or by causing emotional distress; and,

vi. is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.

b) "Harassment" is conduct that meets all of the following criteria:

i. is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;

ii. is directed at one or more Board Members;

iii. is conveyed through physical, verbal, or technological means;

iv. substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;

v. adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities because the conduct, as reasonably perceived by the Board Member, is so severe, pervasive, and objectively offensive as to have this effect; and,

vi. is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.

I have read and understand the Neighborhood Council Board Member Code of Conduct. I understand that if I fail to provide the Department of Neighborhood Empowerment with a signed and dated copy of this Neighborhood Council Board Member Code of Conduct I may be subjected to suspension and/or removal from my Neighborhood Council Board.