

GLASSELL PARK NEIGHBORHOOD COUNCIL

STANDING RULES

(updated 8/21/2018)

GPNC BOARD

1. These Standing Rules are to be reviewed annually by the Bylaws Committee after the election of a new Glassell Park Neighborhood Council (GPNC) Executive Committee. Recommendations from the Bylaws Committee will be presented to the GPNC Board at the following GPNC Board Meeting.
2. The Treasurer will submit the records of the GPNC's financial actions to the GPNC on a monthly basis.
3. All Board & committee rosters shall be posted on the GPNC website with email contact information.
4. Official minutes of the GPNC Board Meetings shall be made as follows:
 - a. The Secretary shall maintain a record of the actions of the GPNC Board by agenda Item, Motion, Second, and tally of votes.
 - b. All approved minutes and vote tallies shall be posted on the GPNC website.
5. The GPNC Executive Committee shall meet on the 2nd Tuesday of every month.
6. The GPNC Board Meeting shall happen on the 3rd Tuesday of every month.
7. The GPNC Executive Committee shall respond to all stakeholder emails and communications. All such emailed communication must also be sent to the full Board in the email's "bcc" line noting that "reply-all" constitutes "serial communication" and therefore should not be used. Non-Executive Committee Board members shall not respond unless specifically delegated.

KEYS

1. The GPNC executive committee will be provided a GPNC office key, community center door key, storage closet key, and a UPS mailbox key set upon election.
2. All keys will be returned to the incoming Vice President at the election of the new Executive Committee.
3. The Vice President shall maintain a record of all key distribution.
4. Committee Chairs, or Recorders, may request their own keys from the GPNC Board. Keys to be provided at the Board's discretion.

COMMITTEES

1. Committees may be created by action of the GPNC Board. Any Glassell Park stakeholder, GPNC Board member, or existing committee may request the formation of a committee.
2. The GPNC Board will establish the scope, duties, and responsibilities of each committee.
3. The GPNC Board will accept any and all nominations to a newly formed committee at the

time that said committee is formed. Any Glassell Park stakeholder, or GPNC Board member, present at the meeting that said committee is formed, may request to join the newly formed committee.

4. The GPNC Board President shall appoint an interim committee Chairperson for newly forming committees. Committee members will elect officers at the committee's first meeting. Committees may approve the addition of other members with a simple majority vote.
5. Committees shall be comprised of no fewer than three (3) and no greater than nine (9) members.
6. In the event that more than nine (9) people, including the interim Chairperson, wish to become members of any committee when it is first populated, or re-populated, a random drawing will be held and the first eight (8) names drawn shall constitute the committee along with the appointed interim Chairperson.
7. In the event that any committee falls below 3 members, the GPNC Board shall review the committee and determine further action.
8. The GPNC Board may vote to dissolve, or repopulate, a committee.
9. A GPNC Board member, or other stakeholder, may be the Chairperson of more than one committee.
10. Committee officers shall consist of a Committee Chairperson and a Recorder. For all committees, the term of office of the Chairperson shall be one year. Election of committee officers for existing committees shall take place at the first committee meeting following the election of the GPNC Executive Committee.
11. Committee members may submit their resignation to the Committee Chairperson. A committee member may also be removed for cause, such as a serious breach of the City's Ethics Ordinance, or egregious behaviors which thwart the GPNC from meeting its stated purposes.
12. The quorum for a committee shall be three (3) members, and recommendations shall be made by majority vote of those present.
13. All Ad-hoc committees shall be reviewed by the Board after a new Executive Committee is elected to determine whether or not they are still needed.
14. Committees may not take any action outside of committee meetings in the name of the GPNC Board.
15. All committees shall function according to the requirements of the Brown Act. In the event that there are four or more Board Members on a Committee, the meetings shall be posted as a Joint Board Meeting and Committee Meeting.
16. A committee seat is considered abandoned if:
 - a. The incumbent is no longer a stakeholder in Glassell Park.
 - b. If they do not attend three (3) consecutive committee meetings.
 - c. If they are absent for four (4) committee meetings total in the course of one (1) year.
17. Committee Chairpersons, or designated representatives, should report on committee activity at every GPNC Board meeting. Whether present or not present at the GPNC Board meeting, every Committee Chairperson should submit a brief statement informing the board of the committee's activities.

18. It is recommended that all committee members complete the DONE Ethics Training (per instructions here: glassellparknc.org/training)

COMMITTEE RESPONSIBILITIES

1. All committees must post agendas 72 hours in advance in accordance with the Brown Act.
 - a. Agendas must be emailed to the WIT Committee (wit@glassellparknc.org) for online posting.
 - b. Agendas must be physically posted inside the GPNC Bulletin Board.
 - c. Agendas must be emailed to their corresponding committee members, GPNC Board and alternates (board@glassellparknc.org), NC Support (ncsupport@lacity.org), and the DONE representative (John Darnell: john.darnell@lacity.org).
2. It is the committee's responsibility to reserve a room within the GP Community & Senior Center if needed.
3. It is the committee's responsibility to establish a meeting day.
4. If no committee member has keys to the GP Community & Senior Center, contact the GPNC Executive Committee.
5. The Committee Recorder maintains an up-to-date committee roster.
6. The Committee Recorder maintains an up-to-date record of committee member attendance.
7. Committee Chair, or Recorder, submits their items to the GPNC Executive Committee for Agenda inclusion and Board consideration.

PLANNING & LAND USE COMMITTEE (PLUC) SPECIFIC RESPONSIBILITIES

1. All PLUC members must take DONE ethics training (per instructions here: glassellparknc.org/training).
2. All documents received from City Planning, applicants, developers, or any other source must be shared with entire committee upon receipt.
3. The PLUC Chair or designated PLUC member shall communicate with applicants, primarily by email, and copy all communications with applicant to full committee (PLUC@glassellparknc.org).
4. All materials that will be presented at a PLUC meeting, pertaining to agenda items, must be shared with the committee and placed online prior to the committee meeting.

GRANTS & FUNDING COMMITTEE SPECIFIC RESPONSIBILITIES

1. All Grants & Funding Committee members must take DONE ethics training (per instructions here: glassellparknc.org/training).