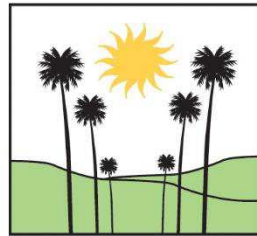


CITY OF LOS ANGELES
CALIFORNIA



LA-32
Neighborhood Council

LA-32 Neighborhood Council Standing Rules

Passed April 1, 2015 with Vote 12-0-0

1. Process for Election of Officers
The procedure used to elect officers of the Neighborhood Council Governing Board is as follows:
 - .01 Nominations will be opened from the floor for each officer position beginning with the President. Board members may nominate or self-nominate. Nominees will then accept or not accept the nomination. A list of candidates for the office will be determined.
 - .02 Each candidate will have three minutes to give his/her qualifications for the position he/she is seeking as well as stating what he/she intends to do from that position in the coming year(s). After each candidate for a particular position has had the opportunity to speak, members of the board may ask questions of any of the candidates if so desired.
 - .03 A vote by show of hands will then be taken. If no candidate receives a majority, then the name of the candidate with the fewest votes will be removed from the list of candidates and voting will proceed. The process will continue until one candidate receives the majority of the votes.
The process will be repeated for the remaining offices.
2. Time Limit on Public Comment
During Public Comment, each speaker will be limited to one minute per person. It is understood that the Chairperson could extend the time of a speaker.
3. Time Limits on Each Item on Agenda
Each agenda item shall have a specific time limit determined in advance by the President.

4. Order of Business During Presentations
The format for presentations, reports and agenda items to the board shall be as follows:
 - .01 The presenter makes a brief statement, summarizing the issue and salient points for discussion
 - .02 A question and answer period for a maximum of 10 minutes
 - .03 Public Comment
 - .04 Board discussion and action if appropriate.
5. Public Comment
Public wishing to speak to the Governing Board may fill out a Speaker Card and provide his/her name, business or organization affiliation (if any), whether they are a paid speaker and who paid him/her to speak, and the agenda item number they wish to address.
6. Schedule of Committee Meetings
Committees will report to the President on committee meeting times and will distribute the information to the known committee members. This will be a continuing activity.
7. Committee Chairs' Authority to Reserve Meeting Spaces and Post Agendas
Committee chairs or committee designee are authorized to arrange for meeting spaces and post agendas.
8. Committees Requested to Meet at Least Once per Quarter
All standing committees are requested to meet at least once per quarter. The Chair of a committee not meeting this requirement will be asked to explain why the committee has not met.
9. Board member Use of Title/Position
No officer or member of the Neighborhood Council Governing Board or any of its committees shall commit the Council to action without express approval of the Board.
10. Board member Solicitation of Donations
No Neighborhood Council Board member shall solicit donations of any sort using the board name without board approval.
11. Code of Civility
The Neighborhood Council adopts the Code of Civility Collectively and individually, the members of the Governing Board of the Neighborhood Council agree to abide by this Code of Civility to ensure that the Council's business is conducted in a respectful, courteous, and effective manner, and in a way that will generate respect and credibility for our Neighborhood Council.

The freedom to express one's views about public matters is a cornerstone of the democratic process. The Neighborhood Council welcomes the diverse views and opinions of our stakeholders and other Board members as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity. By adoption of this motion, and by affixing our signatures to this document, we collectively and individually agree to abide by our Code of Civility to the best of our abilities. By entering this

meeting of the Neighborhood Council, stakeholders also agree to abide by the Code of Civility.

- .01 I will conduct myself in a professional and civil manner at all times as a representative of the Neighborhood Council.*
- .02 I will treat each member of the board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion.*
- .03 Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public.*
- .04 Under no circumstances during Neighborhood Council meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.*
- .05 I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption.*
- .06 I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.*
- .07 Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.*
- .08 I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws*
- .09 I will commit to learn the applicable laws that govern Neighborhood Councils, including the state constitution, state legislation, the Brown Act, the City Charter, city ordinances, ethics rules, and the Neighborhood Council Bylaws and standing rules, and will not knowingly violate any of the above.*
- .010 I will abide by the Neighborhood Council's meeting procedures or rules in order to create a safe and effective environment for conducting business.*
- .011 I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow board members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.*
- .012 I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.*
- .013 I pledge to truly listen to and hear other points of view.*
- .014 I will practice the art of being able to disagree without being disagreeable.*
- .015 If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters.*
- .016 I will commit to good faith efforts to resolve any grievances that come before the board as specified in the bylaws.*

.017 *I owe it to my fellow board members, the public, and the decision-makers who we are trying to influence to make the best possible effort to understand the issues before me. I will “do my homework” by reading all meeting agendas and minutes, supplemental materials, and where appropriate, seeking dissenting viewpoints.*