

**STANDING RULES OF THE  
WESTSIDE NEIGHBORHOOD COUNCIL**

MISCELLANEOUS

SR-1 Robert's Rules.

Any procedure not referred to herein for the conduct of meetings shall be governed by Robert Rules of Order Revised.

SR-2 No Sanctions.

No Officer nor other Board Member, nor the WNC as a whole, shall impose sanctions on any Officer or other member for expressing one's own personal opinion.

SR-3 Adding categories.

Any organization or group may be added to a category set forth in Section 1 of Article III of the bylaws by vote of two-thirds of those voting.

SR-4 Intentionally Omitted.

SR-5 Political Candidates.

The WNC does not endorse political candidates. When publically supporting a political candidate, Members of the Board should state unequivocally to the candidate that the name of the WNC must not be used in a manner that might suggest the WNC supports that candidate.

SR-6 Distribution to Alternates.

All materials mailed, faxed or otherwise distributed to voting members shall be similarly distributed to their alternates.

SR-7 Materials Available to Public.

Copies of the agenda, minutes and other materials distributed to Board Members and alternates shall be made available to members of the public at all meetings and otherwise in accordance with the Ralph M. Brown Act.

AGENDA: SETTING AND NOTICE

SR-8 Setting Agenda.

The Chair, with the approval of a majority of the officers, shall set the amount of time for the initial presentation of each agenda item, include the time on the agenda, and inform the presenter of the amount of time allotted. The officers in setting the agenda shall set a time for presenters to appear and an allotment of time for their presentation, comments, and questions. The convenience of City employees who appear at our request should be accommodated to the extent possible. The Chair or other officer shall communicate this information to all presenters before the meeting.

SR-9 Publication of Agenda.

The agenda for regular WNC meetings shall be faxed or mailed or e-mailed to all WNC Board Members and such others in the community as the WNC directs at least seven days before the meeting.

SR-10 Posting Agenda.

The agenda for the next WNC meeting shall be posted at least 72 hours in advance at the public places approved by the WNC pursuant to and in compliance with the Ralph M. Brown Act.

### CONDUCT OF BOARD MEETINGS

SR-11 Alternates' Status at Meetings.

An alternate may not sit at the Board table or vote unless that alternate's Board Member is absent. If the Board Member attends the meeting and voluntarily gives his or her seat to the alternate, which should not occur unless a Board Member will be absent for the remainder of the meeting, that Board Member's alternate sits as if a Board Member for the rest of that meeting and that Board Member may not return to the Board table or vote. Alternates are allowed two minutes each to speak to an agenda item after the initial presentation, and after public comment on that issue, even if that alternate has already spoken on that issue. This privilege is subject to the right and duty of the chair to close public comment in an appropriate case, taking into account the hour, the amount of time already devoted to that item, and the remaining items on the agenda. Once public comment and alternate comment on any agenda item has concluded and Board discussion begins, there shall be no further comment by the public or by alternates on that item. This procedure should be monitored and reviewed from time to time.

SR-12 Public Forum.

After each regular meeting has been called to order and the minutes of the previous meeting approved, the third item on the agenda shall be a "Public Forum Period," during which Stakeholders and others may make announcements, comments or requests regarding matters not on the agenda. Each such speaker shall be allowed to address the WNC for no more than two minutes. The presiding officer shall determine the order of such speakers. Public Forum Period may include reports from Board Members, from LAPD and LAFD as requested by the Chair or officers. As to each Public Forum speaker, after two minutes (or after any additional time granted by the Chair), the presiding officer shall stop the speaker and move the matter to closure. If appropriate, the presiding officer may refer the matter to a committee, put it on the agenda of a future meeting, or suggest other informal follow-through such as conferring with the Board's representative from the City Council. At the conclusion of all WNC business, if time allows, the presiding officer may, at his or her discretion, open another Public Forum Period.

SR-13 Discussion of Agenda items.

Audience members are allowed to address the WNC regarding each agenda item, immediately after the initial presentation on that agenda item, and before Board discussion on that item. Speakers from the public are limited to one presentation of two minutes per person on any one agenda item. The Chair, with the consent of the Board, shall reasonably limit the total time devoted to public comment on any agenda item, with the goals that as many stakeholders be heard from as possible, and that the meeting not be unduly prolonged. Board discussion and action, if any, follows public

comment on each agenda item. After the conclusion of public comment on an item, no further comment from the public on that item is permitted. As to presenters who are not asking us to take action, their presentation time, and the time for questions and comments shall be strictly limited. Stakeholders who have additional questions or comments shall be encouraged to speak to them privately - in the hall, at the break, or after the meeting.

SR-14 Disposition of Agenda Items.

After the presentation, audience comment, and board discussion on an agenda item, the Chair should ask if any Board Member wants to make a motion. If no motion is made, the Chair, where appropriate and with the consent of the Board, may consider and make an informal referral to the office of the City Councilmember for District 5 or to a committee. If a motion is made, the Board debates and votes, with no further statement from the audience.

SR-15 Presumptive Schedule of Board Meetings.

Meetings of the WNC Governing Board shall be conducted in a manner most likely to follow the following schedule, subject to the Chair's discretion to deviate from these procedures for good cause.

No later than

7:00	Call to order and approval of minutes
7:10	Public Forum period.
7:30	Committee and Treasurer's reports
8:00	Agenda items
9:00	Adjournment

The presiding officer shall maintain control of the meeting and, consistent with the presumptive schedule set out above, end presentations, questions, and discussion, terminate an item, or postpone it to a later meeting.

MISCELLANEOUS

SR-16 Communication with News Media.

When a Board Member other than the Chair is contacted by the news media and asked about a position that the WNC has taken, most times the media person should be referred to the WNC Chair. But a Board Member may communicate with the media information about an action that the WNC has taken. The information should be given clearly and factually without adding any personal opinions. If the Board Member is asked what action the WNC might take on a given issue, the Board Member should decline to speculate and offer to describe the process that the WNC would follow if a stakeholder wanted the WNC to consider the issue.

SR-17 Committee Chairs - Eligibility.

Only Board Member or a person who has been appointed by a Board Member as his or her alternate may serve as chair or vice-chair of any WNC committee.

SR-18 Use of WNC Assets.

WNC assets should be used only for WNC purposes.