

Harbor City Neighborhood Council Standing Rules 2018-2020

- I. **Executive Committee**: The Executive Committee consists of the President, Vice President, Secretary, Treasurer and Parliamentarian.

The committee is called and chaired by the President. The committee will meet no less than 5 days prior to the regularly scheduled monthly stakeholders meeting. Although the president is required to set the agenda stakeholders and committee chairs may bring and request for items to be placed on the monthly stakeholder meeting agenda. This committee will address any operational, grievance and issues that cannot be referred to a committee.

Voting: Only members of the Executive Committee may vote and motions passed by a majority vote.

- II. **Standing Committee's**: Outreach, Land-Use, Budget & Finance, Business

Chairs of all Standing Committees must be chaired by Board Members only and have completed all required trainings: Ethics, Funding and Code of Conduct.

All standing committees are required to meet at least every 60 days. Failure to do so will result in removal of the committee chair by a 2/3 vote of the full board and selection of a new chair by a simple majority vote.

Ad Hoc Committee's: Bylaws, Elections, Homelessness, Education, Youth, Community Beautification, and Legislative.

Ad Hoc Committees are allowed to be chaired by stakeholders and are required to meet as often as prescribed at commencement of their first meeting.

All committees must record minutes of their meeting and submit them to the president **72 hours** prior to the next regularly scheduled Stakeholder Meeting.

- III. **HCNC ROC Award and Neighborhood Purpose Grant Applications**:

R.O.C Award: The HCNC Recognition Of Citizen (R.O.C) Award was established to recognize Harbor City Stakeholders for their ongoing dedication for the betterment of Harbor City. a.) R.O.C award applications shall be sent to the HCNC Secretary for review and shall submit recipient recommendations to the full board for approval.

Neighborhood Purpose Grants (NPG): The Treasurer will receive NPG Applications and shall review applications to ensure all documents have been received and completed

accordingly, will act as the point of contact to communicate with the applicants and shall make recommendations to the full board for approval.

IV. **Ground Rules:**

1. On any proposed motion, the motion shall be made and seconded. No member can interrupt the maker of a motion at any time.
2. The maker of the original motion shall then explain the nature and purpose of the motion within two minutes.
3. The chair shall then call for Board Member Comment and shall be recognized by a hand raise, starting from their far left to provide any relevant comments for one minute per member.
4. After this, the chair shall call for public comment
5. If there are any follow up questions or comments after the conclusion of public comments the chair will call for a second round of Board Member Comment and begin again at their far left, allowing 1 minute each.
6. The chair shall then close comments, state the body's readiness to vote and shall take the vote.
7. No comments will be made during voting and any interference during this time it will be declared as interruption of the meeting.
8. The Chair shall warn anyone, stakeholder, guest or board member, who is out of line 2 times. A preliminary warning, and a second advising they could be asked to leave. A final warning shall ask them to leave. Should they refuse to leave, the chair shall declare a recess and call for removal.
9. Amendments to motions will follow the same rules as above.

Per CA Government Code Section 54957.9, the Brown Act does permit some leeway in dealing with disruptions during council meetings:

“In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.” (Government Code Section 54957.9) The important point to bear in mind is that mere disruption, including heckling, booing, and applauding, is not enough to clear the room. The meeting must be disrupted by such conduct, and the disruption must be so pervasive that removal of those creating the disruption is insufficient to regain order.”