

**STANDING RULES  
OF THE  
RESEDA  
NEIGHBORHOOD COUNCIL**



**As adopted originally by the RNC on October 17, 2018**

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**Section I) Absences** – As per RNC Bylaws, ARTICLE V, Section 7, Absences  
”...whereupon the Board shall determine the validity of the absences as specified in the RNC Standing Rules before taking action to remove the Board Member.” Circumstances under which the Board may determine the reason for an absence as “valid” will be as follows;

**Item A: Absences that require advance notice in writing to all board members as noted below;**

- i) Business or Work commitment require 48 hours advance notice and examples are shift changes, new project hours, newly scheduled deadline, client appointment, and other determined similar circumstance. Business or Work DOES NOT include work needed to complete your responsibility to the RNC (e.g. failing to attend a board meeting when there are actions on the Board agenda in order to plan your committee work will be deemed an invalid circumstance for an absence, regardless of advance notice to the Board.)
- ii) Scheduled Vacation – as a courtesy, please notify the Board as soon as scheduled, but no later than five (5) days prior to departure.
- iii) Family Obligation – require 5 days notice, and examples are scheduled caretaking, reunions, weddings, “Milestones.”
- iv) Scheduled Personal Commitment - require 48 hours advance notice and examples are medical appointments, surgery, jury duty, funerals, baby sitting.
- v) RNC Obligation assigned by the Board – No advance notice required since absence has been requested by the Board. Examples are scheduled City events, conferences, town halls, hearings, or data gathering from a specific source only available at a time that conflicts with the Board meeting. These circumstances are only valid if the Board has authorized sending the member for such purposes, and would not be valid if the member privately chooses to forego Board responsibilities to attend something the member determines is of more interest.

**Item B: Absences that do not require Advance Notice;**

- i) Medical, Family, Work, Personal emergencies - Do not require prior notification, but the circumstances of the absence should be submitted to the board within five (5) days of the emergency being resolved. Examples are accidents, loss, sudden illness.

**Section II) Agendas**

### **Item A: General Meeting Agenda**

i) Procedure for agenda setting - Any item to be placed onto a regularly scheduled RNC meeting agenda other than those that were requested by a stakeholder at a previous meeting shall be as follows;

(1) Requested items shall be submitted to RNC Secretary, Vice President and President seven days prior to scheduled regular meeting. Secretary shall use all items submitted to create a draft agenda.

(2) Draft agenda shall be submitted to the RNC President and Vice President no later than five days prior to the meeting.

(3) The President and Vice President will finalize the draft using their agenda setting authority, and shall submit to the ENS system no later than 4 days prior to the meeting and distribute through other required and voluntary outreach outlets.

### **Item B: Committee Agendas;**

i) All Committee Chairs are responsible for timely posting of agendas as required by the Brown act and DONE regulations.

ii) All committee agendas shall be sent to all members of the committee and all RNC Board Members 72 Hours in advance of any regular committee meeting, and 24 hours in advance of any Special Committee Meeting.

iii) All Committee Chairs shall maintain a record of the past agendas for their committee at the RNC Community Space.

### **Section III) Minutes**

#### **Item A: Committee Minutes**

i) All committee minutes are required to be sent to the RNC secretary within 72 hours of committee approval. However, if any committee recommendation is sent to the RNC Board and placed on an agenda for action, the committee chair shall send minutes (either approved or draft) that cover said recommendation to all board members 7 days prior to scheduled regular meeting.

ii) All Committee Chairs shall maintain minutes of the past meetings for their committee at the community space.

**Item B: General Meeting Minutes** – General meeting minutes shall be completed and supplied to all board members at least 72 hours prior to next regularly scheduled meeting.

## **Section IV) Officers**

### **Item A: Duties, Responsibilities, and Powers**

i) Best Practices – In the event of any officer resignation, said officer shall have all necessary paperwork and documentation completed, and shall return all RNC and City property by the date of resignation.

ii) President

(a) The President has the power to delegate duties to any board member during a meeting as needed and appropriate.

(b) All correspondence sent out by the President using the RNC Name shall simultaneously be emailed (via CC or BCC) to all RNC Board Members in addition to the concerned parties.

(iii) Vice President

(a) Responsible for oversight of Committee Record Keeping. Design and maintain a system for organizing physical record keeping of committees, make sure it is used, and coordinate with Community Space chair to setup a physical space to store same.

(b) Responsible for facilitating population of committees by doing active outreach amongst board members and Reseda Stakeholders, and announcing at each General Board meeting the names of Board members not serving on minimum required number of committees.

(c) Responsible for ensuring committees properly produce and post agendas and forward them to all board members.

(d) Responsible for ensuring committees meet minimum scheduling requirements, and should they fail to do so, shall enact provision VI) C: (i) (c) of the Standing Rules.

iv) Secretary

(a) Authorized Keyholder Status – Secretary shall be responsible for maintaining a record of who is an authorized keyholder, and who currently is in possession of Community Space and Community Storage Space keys. Secretary shall immediately notify the Community Space Chair whenever any individual loses their authorized keyholder status.

(1) Community Space Authorized Keyholders – All members of the Reseda Neighbourhood Council Governing Board, and every RNC Committee Chair who is not also on the Governing Board shall be an authorized keyholder. When a keyholder no longer holds authorized status, they shall return their key within 72 hours to the Community Space Chair.

(2) Community Space Storage Area Authorized Keyholders – Only the RNC President, Vice President, Secretary, Treasurer and the Community Space and Outreach Committee Chairs shall be authorized keyholders. When a keyholder no longer holds authorized status, they shall return their key within 72 hours to the Community Space Chair.

(b) It shall be the responsibility of the Secretary to monitor the Council mailbox and pick up and distribute any mails received, as necessary. Secretary may assign this task to the Assistant Secretary, should there be one, or any other designee.

(c) It shall be the responsibility of the Secretary to produce and supply copies for all General Meetings, and will coordinate for payment of same with the designated Bank Card Holder.

(d) It shall be the duty of the Secretary to make sure that any draft minutes under consideration for approval at any General meeting shall be supplied to all Board Members 96 hours in advance of such meeting. If these minutes are approved as amended, the Secretary shall distribute the amended minutes within 7 days after approval.

## **Section V) Board Members**

### **Item A: Duties and Responsibilities**

i) Committee Membership – All Board Members with the exception of the Youth Members shall serve on a minimum of two committees. At each General Board meeting the Vice-President shall announce the names of every Board Member not serving on the required number of committees.

ii) Email – All Board Members shall use the official RNC Email System for all official RNC business. Board Members are encouraged to avoid using the “reply all” option when replying to any official communication.

## **Section VI) Committees**



**Item A: Structure** – All committees, with the exception of the Youth and Senior Advocacy Committee, shall be structured with one and only one Chair, a Vice-Chair who shall act as chair in case of chair’s absence, and a Secretary. The Youth and Senior Advocacy Committee shall be permitted to have two co-chairs, only one of which shall be a Youth Board Member.

**Item B: Membership**

i) Any committee member who misses 3 consecutive regular committee meetings is subject to removal from the committee at the committee chair’s discretion, subject to Board Appeal.

(ii) On Leave Status – Any non-board committee member who requires a temporary leave of absence from a committee for health or other personal reasons must submit the request in writing to committee chair, who may grant the status at their discretion. This status is granted in 4 month increments, and any extensions of this status must be reviewed by the entire committee and results recorded in meeting minutes. While holding this status, member may not vote in any committee matters, and they do not count towards the quorum.)

(iii) Member Emeritus Status – Any non-board committee member who has performed valuable service to a committee, but is unable to continue to participate in the committee for an extended period of time (longer than 4 months) may be given the status. This status may only be conferred by committee discussion and vote, and the results recorded in the minutes. This is a non-voting status, and does not count towards the quorum.)

**Item C: Meetings**

i) Scheduling

(a) All Standing Committees shall be required to meet at least once a quarter, with the exception of Outreach, Finance, and Community Space which shall meet at least monthly. If any committee fails to meet this requirement, the RNC vice-president shall cause to be put on the next general meeting held after such failure a recommendation that the Committee Chair be removed subject to Board Approval.

(b) Committees shall establish a set day of the month and time for regular meetings which meet their Committee’s minimum meeting requirements, for example every third Wednesday of the month, 6 PM, or the fourth Tuesday of every other month at 7 PM.

(c) Failure to meet minimum scheduling requirements may subject committee

chair to removal, and possible disbanding of committee as allowed by Article VII Section 3 paragraphs F & G of the RNC Bylaws.

ii) Calling Meetings – The committee chair may call a meeting by preparing an agenda and properly posting it as per mandated guidelines. In the event a committee chair is derelict in calling a meeting, any two committee members may create an agenda, cause it to be posted as per mandated guidelines, and then hold the meeting.

iii) Supplemental Notification – All meeting agendas and supporting documents shall be delivered to all board members either directly, or via electronic link by committee chairman or their designee.

#### **Item D: Ad Hoc Committees**

i) Six (6) months after creation of any ad hoc committee, the Board shall review the committee and decide if the ad hoc committee’s activities warrant disbanding the committee, renewing its ad hoc status, elevating it to a permanent RNC committee, or merging it with an existing committee.

**Item E: Training** – Where possible, and as allowed by DONE policy, all committee chairs and members shall complete ethics training, sign the code of conduct, and, where applicable, complete financial training.

#### **Item F: Duties and Responsibilities**

i) All Committees shall come up with a mission statement and a plan of action to implement it. The plan of action shall include yearly and quarterly goals.\*

ii) Community Space;

(a) Duties of Chairman

(1) Community Space Keys – CS Chair shall be responsible for distributing keys to authorized keyholders, as well as retrieving keys as necessary, and keeping a record of who is in possession of any key(s) for the Community Space front door, and the Community Space Storage Room. He shall supply a copy of these records to the RNC Secretary.

(2) Re-Keying – CS Chair shall immediately have the front door of the Community Space rekeyed if any front door key is lost or cannot be retrieved and shall have sufficient copies of keys made to supply each authorized keyholder with one key.

(3) Enforcement of Terms of Use – It shall be the responsibility of the CS Chair to enforce the terms of use of the CS. Should any group violate the Terms of Use as specified in the RNC Community Space Application (Attachment A), CS Chair shall issue a written notice of violation.

(b) Duties of Committee

(1) Committee shall maintain a schedule of events and meetings that will be taking place in the space, and will make this schedule available upon request to any Board Member or Committee chair.

(2) Committee shall strive to identify an authorized keyholder who will facilitate a group's use of the space. Facilitating shall include, but not be limited to, locking and unlocking the facility, and insuring the space is left in a clean and orderly manner..

(3) If committee approves a group's use of the space, but is not able to identify an authorized keyholder to facilitate the group's use of the space, any motion sent to the board must include the requirement that an authorized keyholder facilitator be identified by the board before the group's use of the space is approved.

iii) Outreach;

(a) Events – Outreach shall maintain a packet to explain and guide how to have an event with RNC involvement. That packet shall include, but not be limited to, the following:

(1) A list of RNC committees, the current Chairs and their contact information, and the types of events that would be under each committee's purview.

(2) An approximate expected timeline and chain of contact the process will require to achieve approval for events that don't require RNC funding, as well as ones that do.

(3) Samples of completed event applications and itemized budgets.

(b) Branding – Outreach shall ensure cohesive branding for the Council, providing templates when necessary for Committees and Events when needed, and ensuring any flyers and advertisements include necessary requirements.

iv) Finance;

(a) All financial requests shall be made to the Finance Committee before being

presented to the full Board.

(1) When finance requests come via a committee motion, the Finance Committee shall make its decision based upon funds being available in the appropriate budget category, and not judge the merits of the item for which funds are being requested.

(2) When finance requests come via Stakeholder, Finance Committee shall direct Stakeholder to appropriate committee to evaluate request. If there is no appropriate committee then the Finance Committee shall judge the merits of the request in addition to determining if sufficient funds are available before forwarding recommendation to the Board for approval.

(3) In the case of NPG requests, Finance Committee shall vet the legitimacy of all requests and other technical merits before sending to RNC Board for community evaluation, provided funds are available. In no case shall an NPG be approved if applicant is not in attendance at Finance or Board meeting where it is being heard.

(b) P-Card Usage – The P-Card Holder must be present at time of purchase for any charge to be made to the P-Card. No “after-the-fact” exemptions shall be allowed.

## **Section VII) Procedures**

**Item A: Disputes** - In the event of any dispute concerning any Board action, the concerned Board member shall follow grievance process as outlined in the RNC Bylaws before escalating further.

### **Item B: Stakeholder Agenda Item Requests**

i) Should a stakeholder make a request outside of a General Board meeting that an item be placed on a regular general meeting agenda, whenever possible, the item shall be sent first to be heard by the appropriate committee. If necessary, it shall then go to the finance committee. It shall then be placed onto a regular Board agenda with the committee(s) official recommended Board action.

ii) Should a stakeholder make a request at a General Board meeting, the request shall be handled as per Bylaws protocol (Article 8, Section 2). Should there be no concurrence by the Board to place the item on a future General Board agenda, the Board President shall direct the stakeholder to the appropriate committee to consider the item.

### **Item C: Record Keeping**

i) Assistant Secretary – The board shall assign an Assistant Secretary whose duty

shall be Record Keeping.

ii) Board Member duties;

(a) Any receipts or financial invoices received by a board member shall be handled as follows:

(1) An electronic copy shall be immediately sent to the Secretary.

(2) The original physical paper shall be maintained on site in a location designated by the Secretary and approved by the Treasurer.

(b) Certifications – Any certifications received after required Board Member trainings, including, but not limited to, Ethics, Finance, Conduct, shall be supplied to the Secretary, and thence to the RNC Compliance Officer, the Parliamentarian.

iii) Committee duties;

(a) Minutes – Approved minutes shall make a note of all Board Members present and shall be forwarded to the Secretary within 72 Hours.

(b) Agendas – Finalized agendas shall be sent to President, Vice-President, Secretary, Newsletter Editor and submitted to the LA City ENS system no later than 96 hours prior to any meeting.

(c) Speaker Cards and Sign-in Sheets – It shall be the responsibility of the Committee Chair to take possession of any sign-in sheets or Speaker Cards completed at their meetings, and supply same to the Secretary as soon as possible. They shall maintain an electronic copy of same in their own records of the meeting.

## **Section XCVII) Popcorn**

**Item A: Popcorn Colonel** – The RNC shall assign a Popcorn Colonel who shall be in charge of all things popcorn related at every General Meeting. It shall be the PC's duty to make sure that popcorn is prepared 30 minutes in advance of every General Meeting, and any Committee meeting that requests it.

i) Private of Popcorn – The PC shall identify a POP who shall be responsible for cleaning of the popcorn machine at any meeting at which it was used.