

CHATSWORTH NEIGHBORHOOD COUNCIL (CNC) BOARD RULES

(Adopted February 2, 2022)

The CNC Board Rules shall apply to all board members and committee members.

MEETING PREPARATION BASICS

- A. Presiding Officer (i.e., Board President, Committee Chair) - The Presiding Officer of the board or committee shall adhere to and enforce the Council Board Rules, while preserving decorum and deciding all questions of order. The decision of the Presiding Officer regarding the running of the meeting shall prevail unless reversed by the majority of members present.
- B. Public Notice of Meeting - Notification shall, at a minimum, be posted on the CNC website, chatsworthcouncil.org, and at the Chatsworth Train Depot, at 10038 Old Depot Plaza Road. Electronic notification of agendas is also available via signing up for the Early Notification System (ENS) at <https://www.lacity.org/government/subscribe-agendasnotifications/neighborhood-councils> and selecting the Chatsworth NC.
- C. Agendas
 - 1. The Board President and each Committee Chair shall plan the agenda for their respective meetings.
 - 2. Contents of Board and Committee Agendas
 - a. All committee agendas shall be referenced as a Joint Committee and CNC Board Meeting.
 - b. The agenda shall contain a brief general description of each item of business to be discussed or acted upon at the meeting. Any motions that include spending must specify the amount to be considered. That amount can be reduced but can never be increased during the meeting.
 - c. Agendas shall be of the same basic format as the CNC Board Agenda (i.e., CNC letterhead, contact phone number and email address). Board agendas shall include all current board members.
 - d. All agendas should include a statement which reads "All listed motions include discussion, possible action and or vote, Community Impact Statements and Neighborhood Purpose Grants."
 - 3. Placing Items on the Agenda - An item may be considered for placement on the agenda in any of the following ways:
 - a. By request of a board member or committee member
 - b. By recommendation of a council committee
 - c. Public suggestions for future agenda items will be considered

- d. All discussion or action items to be placed on the agenda of a board or committee meeting should be submitted to the board president or committee chair at least 5 days prior to the meeting.

4. Opportunity for Public Comment

- a. At each board meeting or committee meeting an opportunity will be provided for the public to address the board or committee on each agenda item as well as non-agenda items within the scope of the Board or Committee.
- b. The presiding officer may set a time limit and other rules of presentation for individuals addressing the board or committee.
- c. No person shall be permitted to interrupt council members during a board or committee meeting.

MEETING TYPES, FORMATION, & PROTOCOLS

D. Regular Meetings

1. Regular meetings of the Board shall be held on the first Wednesday of each month unless the meeting is cancelled.
2. The place of meetings shall be duly noticed to the public.
3. The proceedings of the regular meetings of the Board and its committees shall be limited to those items provided for on the posted agenda of the meeting.
4. The agenda for regular meetings and committee meetings shall be posted in the specified locations at least 72 hours before the meeting.

E. Special Meetings

1. Special meetings of the Board may be held upon the call of the Presiding Officer or a majority of the board members, provided that notice prescribed by law is duly given.
2. The proceedings of special meetings of the Board and its committees shall be limited to those items provided for on the posted agenda of the meeting.
3. The agenda for special meetings shall be posted in the specified locations at least 24 hours before the meeting.

F. Committee Meetings

1. Board and Stakeholder members shall be selected for council committees (also known as standing committees), under the following system:
 - a. Committees shall be reconstituted annually, at the first meeting after the Selection is certified.
 - b. The Board President shall appoint all board members of Committees, at a regular board meeting, with affirmation by a majority of board members present.
 - c. A majority of the members of each committee shall be CNC board members.

- d. The Committee Chair shall be a board member assigned to the committee and shall be elected by a majority vote of the assigned board members present at a duly noticed committee meeting.
- e. A committee meeting may be chaired by a board member on the committee in the absence of the elected chair.
- f. A committee may be created or disbanded by a majority vote of the CNC board members present.
- g. An ad hoc committee is limited to three (3) board members only and are appointed by the Board President.

G. Stakeholder Members

- 1. Committee shall elect all stakeholder members at a committee meeting with a majority approval of the committee members present.
- 2. Each committee can have a maximum of one (1) stakeholder member to every two (2) board members.
- 3. All stakeholder members of committees shall read and sign the CNC Code of Conduct in addition to any Code of Conduct mandated by the City of Los Angeles within 30 days of joining a committee. (See attachment A).

VOTING, MOTIONS, & DISCUSSION

H. Voting

- 1. A quorum of the Board consists of eleven (11) board members for all business. Under certain circumstances a two-third majority is required for passage of a motion.
- 2. A quorum of a committee consists of a simple majority (50% plus 1) of the members of the committee.
- 3. No official action may be taken at a board or committee meeting unless a quorum is present.
- 4. Each member present shall vote for or against or may abstain or recuse from voting.
- 5. Only official members on a committee may vote on motions made in that committee's meetings.
- 6. A vote shall be decided by a majority (or two-third majority, when specified) of the voting members present.
- 7. The presiding officer or designee shall announce the result of the vote.

I. Motions

- 1. Motions may be made in written or oral form, as determined by the presiding officer.
- 2. Only those items on the agenda may be acted upon.
- 3. Final wording of a motion shall be included in the board minutes.
- 4. Committee action shall be by a majority vote (or two-third majority when specified). See Appendix B for specific requirements.

5. Motions passed by committees must be ratified by the CNC board before implementation.
6. Committee motions submitted to the Board shall include the vote count of the committee.
7. Committee motions on the board agenda do not require the motion to be seconded.

J. Discussion

1. Order - Members of the board and public may address the Board only after being recognized by the Presiding Officer. Their remarks shall be confined to the question under debate and shall maintain proper decorum.
2. No person shall be permitted to interrupt board or committee members during a meeting.
3. Time limits may be imposed on public comment, at the discretion of the presiding officer.

CONDUCT, ROLES & RESPONSIBILITIES

- K. Code of Conduct Policy – All board members and committee members shall comply with the CNC mandated Code of Conduct Policy (See attachment A). Failure to comply shall result in a 30-day suspension, i.e., including but not limited to being ineligible to vote. Further non-compliance shall result in dismissal from the CNC.

L. Committee Member Participation

1. All standing CNC Committees shall meet as needed to complete the business of the committee.
2. Each Committee shall consider what its main goals and objectives are and how to effectively achieve them.
3. All committee members are expected to participate as equally as possible in an effort to support the committee's goals and objectives or specific needs. At a minimum, committee members shall be prepared for each committee meeting's agenda and to have reviewed any relevant material provided by the Committee Chair beforehand.
4. The Committee Chair shall make an effort to ensure that any relevant documents that the Chair receives which may pertain to an agenda item are distributed in advance of the meeting to the committee members.

M. Communications

1. All motions that are passed by a committee shall be brought to the full board for consideration and final decision. An effort shall be made to ensure board members are provided relevant documents prior to the board meeting in which the item will be considered.
2. The Board President may delegate to any individual the authority to present before any public body:
 - a. CNC position previously adopted by the board; or

b. A statement that the CNC has had insufficient time to develop a position or recommendation on a matter before that body.

Such authority may be revoked at any time by the board president.

3. Any board or committee member speaking or writing to any media, including social media, or any public body must clearly state they are speaking as an individual, unless authorized by the board president to represent the board, or unless the board or committee member is quoting an adopted position of the CNC Board. Violation of this rule may result in disciplinary action.
4. No board or committee member may use their affiliation with CNC to endorse a political candidate, business or issue. It is the responsibility of the member to ensure that they are properly identified on any political-related literature, ads, flyers, etc. in any media and all media, including social media and spoken media. A member may only be listed with a disclaimer that any affiliation is for identification purposes only. Violation of this rule may subject the board or committee member to city or state ethics rule.
5. All final CNC Motions, Community Impact Statements (CIS), and any other written CNC position statements shall be maintained as part of the public record, such as in electronic archived documents on the CNC website. The Board President shall determine how this is to be achieved.

N. Attendance

1. Absence is excused when a member notifies the Presiding Officer prior to the scheduled meeting.
2. A board member or committee member may be removed from the CNC for unexcused absences of 30% or more of regular scheduled meetings in a board year or for other cause as determined by the board. This action will require a two-thirds vote of board members present.

(Scheduled meetings are defined as a scheduled board meeting or committee meeting).

O. Minutes shall be taken and maintained for each council board meeting. Committee minutes are strongly recommended.

P. The Committee Chair is responsible for maintenance of the committee's roster of members.

BOARD RULES & AMENDMENTS

Q. A copy of these rules shall be made available for public review on the CNC website (chatsworthcouncil.org) or upon request.

R. An amendment or adjustment to the Board Rules requires a two-thirds vote of board members present.

REMOVAL AND REPLACEMENT OF OFFICERS

- S. A duly seconded motion to remove the President, Vice President, Secretary, Treasurer or other officer shall be distributed to each board member and shall be placed on the agenda for the next regular council meeting.
 - 1. A two-thirds vote of all board members present is required to remove a board officer.
 - 2. A motion to replace an officer who was removed must be included on the agenda.

REMOVAL AND REPLACEMENT OF A BOARD MEMBER (See the CNC Bylaws Section regarding Censure and Removal for more details).

Attachment "A" – Chatsworth Neighborhood Council Mandated Code of Conduct

Attachment "B" – Voting Matrix

ATTACHMENT A

CHATSWORTH NEIGHBORHOOD COUNCIL CODE OF CONDUCT

All items apply equally to CNC Board Members and Committee Members

1. Chatsworth Neighborhood Council Board Members and Committee Members shall conduct themselves in a professional and civil manner.
2. Members shall treat all CNC Board Members and Committee Members as well as members of the public with respect regardless of the other's opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowner status, renter status or political affiliation.
3. Board Members and Committee Members shall not, during meetings, functions or events, engage in or threaten to engage in any physical attack on any other individual.
4. Members shall not use language that is threatening, obscene, or slanderous, including profanities, insults or other disparaging remarks or gestures directed toward any CNC Board Members or Committee Members.
5. Board Members and Committee Members shall promote and, if necessary, help enforce a safe meeting environment. If others become disruptive or violate this Code of Conduct, Members should encourage the offending individual to conduct themselves in a respectful and orderly manner.
6. Board Members and Committee Members shall not engage in "bullying" or "harassment," which are generally defined as follows:

"Bullying" and "harassment" are conduct that meets all of the following criteria:
 - a. is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical and/or emotional distress;
 - b. is directed at one or more individuals;
 - c. is conveyed through physical, verbal, or technological means;
 - d. substantially interferes with participation opportunities, benefits, or programs of one or more Members at CNC-sponsored activities or events;
 - e. adversely affects the ability of a Member to

participate in or benefit from the CNC programs or activities by placing the Member in reasonable fear of physical harm or by causing emotional distress; and,

f. Is based on a Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.

I have read and understand the Chatsworth Neighborhood Council Code of Conduct. I understand that if I fail to provide a signed and dated copy of this CNC Code of Conduct to the Presiding Officer of each committee on which I wish to serve within 30 days of joining the committee I shall be subject to disciplinary action as outlined in the CNC Board Rules.

Print name

Sign name

Which CNC Committee

Full date signed

Appendix B: Action on Motions

	Need For <u>Second</u>	Required Number of <u>Votes</u>	<u>Debatable</u>	<u>Can Be Reconsidered</u>
a. Amend or substitute:	Yes	Majority present.	Yes	Yes
b. Adjourn	Yes	Majority present.	No	No
c. Adjourn (proceed to)	Yes	Majority present.	No	Yes
d. Close Debate (previous question): If all had opportunity to speak twice:	Yes	Majority present.	No	Yes
If they did not:	Yes	2/3 present	No	Yes
e. Continue (postpone) to a certain time or date certain	Yes	Majority present.	Yes	Yes
f. Divide Question	Yes	Majority present.	No	No
g. Suspend Rules	Yes	2/3 present	No	No
h. Lay on Table temporarily or remove	No	Chair	Yes	No
i. Point of order or privilege	No	Chair	No	No
j. Overrule the Chair	No	Majority Present	No	No
k. Reconsider a vote (by member of prevailing side only)	Yes	Majority Present	No	No
l. Withdraw from Committee Over 2 weeks	Yes	Majority present	Yes	Yes
Less than 2 weeks	Yes	2/3 present	Yes	Yes
m. Suspend the Rules (or take out of order)	Yes	2/3 present	No	No
n. Vetos **	Yes	Variable	Yes	No
o. Removal of Board Member	Yes	14	Yes	Yes

** On veto votes, an "aye" vote overrides, a "no" vote sustains the Presiding Officer on the question.
E.g.: "Notwithstanding the veto (or objections) of the Presiding Officer, I move the re-adoption of the
motion (other)."