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## Rules Committee Discussion 2/28/23

1 message

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To: Harold Shapiro <Harold.Shapiro.SONC@gmail.com>

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So glad to see the Rules committee finally getting off the ground. Here are the notes I took from today:

2023 Document to be Created

### **Standing Rules, Policies & Procedures**

*The executive committee shall review and affirm and/or modify these documents at least once every other year. The committee may establish an ad-hoc rules (sub)committee for the purpose of amending these Standing Rules. All such amendments shall be subject to Board approval, pursuant to Robert's Rules of Order, and shall be considered during no less than two consecutive Board meetings before final adoption.*

#### **1) Neighborhood Council Member Rules and Responsibilities**

1. Serve the designated term and accept the responsibilities of a Member of the SONC Board as outlined in the SONC Bylaws and Standings Rules, and of any officer position if so elected.
2. Participate on and attend regular meetings for least one committee, and attend regularly scheduled meetings for the Board as specified in the Bylaws.
3. Comply with Brown Act and all City requirements for Neighborhood Council Members, including but not limited to Anti-Bias, Ethics, Finance/Funding, Code of Conduct, and any other trainings required by the City, such as Planning 101 for Land Use Committee members.
4. Participate and represent SONC during community outreach events, such as the Sherman Oaks Street Fair, Movies in the Park, Spring Tree Giveaway, and other events in which SONC sponsors or chooses to participate in.
5. Participate and assist with SONC elections in years when not a candidate for re-election.

#### **2) Policy on External Communications**

To ensure proper and effective representation and that the council speaks with one voice:

It is the policy of the Sherman Oaks Neighborhood Council that the President, at their discretion, reviews and approves all printed, audio, and/or visual material that will be published as official communication of the SONC Board or its committees.

It is the policy of SONC that the President is the official spokesperson of the Council. At the discretion of the President, or as provided in these rules, another Neighborhood Council member may be designated as spokesperson on a specific issue.

Individual Board and Committee members who wish to speak, write, or express their own individual opinions in public venues or media outlets shall proclaim that their communication is solely theirs and not intended to represent the views of SONC.

While an individual Board or Committee member may freely speak, write, or express their own individual opinion in a public venue or media outlet, no Neighborhood Council member or committee member shall, through use of SONC marks (such as branded apparel or badges/cards), verbal or written words, or otherwise, explicitly or implicitly represent their personal opinion as representative of the Neighborhood Council or its committees.

Neighborhood Council Members and committee members shall comply with any additional guidelines or rules published by the City of Los Angeles regarding external or digital communications.

#### **3) Committees and their Duties**

- > Standing Committees
- > Ad Hoc Committees
- > Committee Creation and Authorization
- > Committee Chairs

#### **4) Policy on Land Use Committee Project Reports**

#### **5) Policies for Expenditures and Reimbursements**

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