

Sherman Oaks Neighborhood Council

**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.

A) 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 these Standings Rules, and of any officer position if so elected.
2. Participate on and attend regular meetings for at least one committee, and attend regularly scheduled meetings for the Board as specified in the Bylaws.
3. Comply with the 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.

B) 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.

C) Committees and their Duties (see bylaws Article VII, Sections 1,2,3)

(Adopted July 25, 2005 by SONC Executive Committee. Approved, Minutes of SONC Board August 8, 2005. Updated December 3, 2012)

The Council may have both Standing and ad hoc committees. A committee can appoint subcommittees or "working committees" of its members, which report to the committee. A subcommittee cannot adopt rules of its own (Robert's Rules).

A committee can only do what the organization asks it to do. A committee cannot act independently of the organization (Robert's Rules).

1. Standing Committees

A. Executive Committee: The President shall be the Chair of this committee. The Executive Committee shall consist of the Council's five officers and two Board members appointed each month by the President. At least four (4) members must be present to conduct business, at least three (3) of whom must be officers. The President shall set the agenda for the Executive Committee and for the Council meetings with input from the Executive Committee. The Executive Committee shall act as the administrative body for the Council and shall recommend actions to the Council. The Executive Committee shall also have the authority of the Council to make decisions on emergency and routine business items, and shall report all such actions and decisions to the Council, which may modify or reverse such actions upon a majority decision.

B. Finance Committee: The Treasurer shall be the Chair of this committee. This committee oversees and administers all Council financial matters, including a system of financial accountability as required by DONE.

C. Land Use Committee: The Chair of this committee shall be appointed by the President and shall be a Board member. The President may also appoint a Vice Chair or Co-Chair.

This Committee shall be composed of not more than nine (9) members to be selected by the President with consultation with the Land Use Chair, with every attempt that this committee be balanced and be representative of broad segments of the community.

The Committee shall receive and review public input and shall report on and make recommendations to the full Council on any land use and planning issues affecting the Sherman Oaks community.

D. Outreach Committee: The Chair of this committee shall be a Board member, unless the committee is co-chaired, in which case one chair may be a stakeholder and not a Board member. This committee oversees the effectiveness of the Council's communications with stakeholders and is responsible for developing ways to increase stakeholder participation in Council meetings and events.

E. Other committees?

2. Ad Hoc Committees

Ad hoc committees are created for a particular purpose and go out of existence when that purpose is completed. They shall be formed as necessary at the discretion of the President with approval by the Executive Committee.

3. Committee Creation and Authorization

A. Committee Oversight: All committees, with the exception of the Executive Committee, shall be overseen by the First Vice President.

B. Committee Authority: The function of all committees, with the exception of the Executive Committee, is to investigate and explore issues raised by stakeholders, the Council Board, or the President, and to report to the Council with their findings and to make recommendations as appropriate. Committees shall take independent action only when charged to do so by the Council, or otherwise specifically authorized to do so by these bylaws.

C. Committee Chair Appointments: With the exception of the Executive Committee, committee chairs, co-chairs or vice chairs shall be appointed by the President, with approval by the Executive Committee. Chairs are subject to reappointment by the President.

D. Committee Structure: Each committee must have at least three (3) committee members, including the committee Chair. All committee members must be comprised of stakeholders, Board members and non-Board members. With the exception of the Executive Committee, at least one (1) member of each committee should be a stakeholder who is not a Board member of

the Council. With the exception of the Executive Committee, committee members shall be appointed by the committee Chair and the President, subject to approval by the Executive Committee.

E. Committee Term: Once appointed, each committee member shall serve a one year term, and is subject to reappointment, unless the committee is terminated sooner, or unless the member is removed from the committee.

F. Committee Removal and Vacancies: Committee members may be removed in the same manner in which they were appointed. Vacancies on any committee may be filled by appointment made by the committee Chair or Co-chair, and the President, subject to approval by the Executive Committee.

4. Committee Chairs

1. Are responsible for learning the functions & features of the SONC website for facilitating committee administration, committee meeting agenda publication, committee supporting document publication, committee meeting minutes publication, calendar scheduling of committee meetings (1 year in advance), publication of committee meeting locations and times and committee web page maintenance

2. Are required to provide monthly updates on Committee activities to the Outreach Committee for publication in the SONC Newsletter

3. Will conduct their committee meetings in compliance/accordance with all applicable guidelines and rules including Brown Act, Roberts Rules, etc. Establishment of a quorum at each committee meeting is essential in order for any measures to be voted/approved by committee, or for motions to be submitted for approval to the full council.

4. Committee meeting frequency - ?

D) Policy on Land Use Committee Project Reports

(Approved minutes of SONC Board November 12, 2007)

The function of the Land Use and Planning Committee as set forth in the Bylaws is to receive and review public input, report on and make action recommendations to the Council on any land use and planning issues affecting the Sherman Oaks community.

Due to the large volume of development and redevelopment plans in Sherman Oaks, and in order to encourage as many land owners and developers to seek input from and the approval of

the Sherman Oaks Neighborhood Council, through its Land Use and Planning Committee, the Council approved the following policy regarding decisions and/or recommendations to be made by the Land Use and Planning Committee:

Decisions and/or recommendations made by the Land Use and Planning Committee are not required to be presented to the full Board unless the request or specific project at issue involves one or more of the following:

- a. A request for a zone change, general plan amendment, variance or Specific Plan exception;
- b. A residential project in excess of 20 residential units;
- c. A commercial project in excess of 30,000 square feet.

This policy is subject to the following provisions:

- a. Notwithstanding the foregoing, the Land Use and Planning Committee may present for full Board approval any decision and/or recommendation.
- b. Any affected person, including any member of the Board, any member of the Land Use and Planning Committee or any applicant may appeal to the full Board for review of any decision or recommendation of the Land Use and Planning Committee permitted by this policy.
- c. All decisions and/or recommendations of the Land Use and Planning Committee that are permitted by this policy shall be issued on the letterhead and/or stationary of the Council and shall be subject to review by the Council President, pursuant to the SONC Policy on External Communications.
- d. This policy shall be effective for one year from the date of its adoption (until November 12, 2008), at which time it shall expire, unless adopted and renewed by a majority of the SONC Board.

E) Policies for Expenditures and Reimbursements

(Adopted by SONC Board, July 29, 2008, Revised September 12, 2011, Revised and approved by SONC Board, April 8, 2013)

1. A Committee Chair may authorize up to \$50.00 in expenditures in a single month for committee supplies, photocopying, etc. from a Board approved funded budget line item with notification to the Treasurer.

2. The President and Treasurer may authorize expenditures from \$50.01 to \$250.00 from Board approved funded budget line items. The President will notify the Treasurer when such expenditure(s) has (have) been authorized by her or him.
3. Any amount from \$250.01 to \$500.00 must be submitted to the Finance Committee for approval, and then authorized by the Executive Committee or the full Board.
4. Any amount over \$500.01 must be submitted to the Finance Committee for approval and then authorized by the full Board.
5. For any time sensitive expenditure or reimbursement when it isn't feasible for the Finance Committee to meet, the Finance Committee Chair/Treasurer may waive the need for Finance Committee approval and refer the matter directly to the appropriate SONC Body (Executive Committee, or the full Board) for authorization.
6. Any expenditures or reimbursements which exceed Board approved funded budget line items will require reallocating available funds from existing budget line items and Board approval.
7. Any Board Member request for reimbursement must be submitted to the Treasurer with the following:
 - 1) Original receipt/invoice showing item/service is paid
 - 2) Depending on the payment method, front and back copy of endorsed check or credit card statement showing the amount paid. Cash purchase requires only paid receipt/invoice.
8. All expenditures and reimbursements will be made in accordance with City of Los Angeles and Department of Neighborhood Empowerment (DONE) policies and procedures.