



WWW.SVANC.COM

**Sun Valley Area  
Neighborhood Council**  
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## **SVANC STANDING RULES**

*Updated 2018 April*

### **1. Meetings**

The SVANC presently meets once each month on the second Tuesday of the month, at 6:30PM at the Villa Scalabrini Retirement Center, 10631 Vinedale Street, Sun Valley, CA 91352 (hereinafter all addresses are in Sun Valley)

### **2. Agendas**

- The agendas for the SVANC shall be set at the Executive Board meeting held one week before the regularly scheduled Board meeting.
- In order to place a motion on the agenda, only a board member may submit the proposed Item to the Executive Board on the form shown in "*Attachment S2.*"
- The Agenda for all meetings of the SVANC are required to be posted at the following locations:
  - **Sun Valley Area Neighborhood Council office (24 hour posting location) located at 8720 Sunland Blvd. (inside front window on left)**
  - **The DONE ENS (Early Notification System) @ [NCsupport@lacity.org](mailto:NCsupport@lacity.org)**
  - **The Sun Valley Area Neighborhood Council Website @ [www.svanc.com](http://www.svanc.com)**
  - **The Sun Valley Area Neighborhood Council Mailing List through Constant Contact.**

**The Agenda for all meetings of the Sun Valley Area Neighborhood Council (SVANC) may also be posted at the following optional locations, although not required.**

- **The Sun Valley Library (LAPL), 7935 Vineland Avenue (Bulletin board in foyer).**
- **Sun Valley Park/Recreation Center 8133 Vineland Avenue (SVANC Bulletin Board)**
- **The Donut Den, 8055 Vineland Avenue (window facing parking lot)**
- **Fernangeles Park/Recreation Center, 8851 Laurel Canyon Blvd. (SVANC bulletin board on wall near back door, facing Wicks Street.)**

### **3. Order of Business for the Agenda**

- The following items will be included in the Agenda (note: item numbers may be adjusted as necessary)

*Item 1: Call to Order, Pledge of Allegiance, Roll Call, Code of Civility*

*Item 2: Opening Remarks (President)*

*Item 3: Presentation*

*Item 4: Emergency Personnel from Fire & Police Departments (will always be allowed to address the Board when they are ready in order to facilitate their schedule)*

*Item 5: Presentation/Announcements from Elected Officials or their representatives*

*Item 6: Public Comment on matters within the Board's subject-matter jurisdiction NOT on the agenda (Note: Public Comments are limited to three (3) minutes per speaker. Public comments shall not be subject to discussion BUT issues may be recommended to be placed on the agenda for a future meeting by a Board member during the Board Member Comments period.)*

*Item 7: Board Member Comments on matters within the Board's subject-matter jurisdiction on matters NOT on the agenda (Note: Board members are limited to three (3) minutes per speaker, and additional discussion time if a request is made in writing to place an item on the agenda of a future meeting.) [see attachment "B"]*

*Item 8: UNFINISHED BUSINESS*

*Item 9: NEW BUSINESS*

*Item 10: Second Public Comment*

*Item 11: Second Board Member Comment*

*Item 12: Adjournment*

#### **4. Order of Business during PRESENTATION**

- The format for presentations, reports, and agenda items to the board shall be as follows:
  - The presenter makes a brief statement, summarizing the issue and salient points for discussion
  - A question and answer period for a maximum of 10 minutes
  - Board discussion

#### **5. Meeting Decorum**

- Votes must be cast in person. Proxy voting is not permitted.
- In the event of a tie vote, the motion fails
- Each member present must vote FOR or AGAINST an item – abstentions are not permitted.
- Board Member comments on an item are limited to three (3) unless time allows or under extenuating circumstances as determined by the President or Committee Chair. Each comment must be made in turn after each boardmember has had an opportunity to speak.

#### **6. Rules on Public Comment**

- During Public Comment, each speaker will be limited to three (3) minutes. The Chair can limit or extend the time for the speakers if the Chair deems it necessary.
- Speakers – all speakers must represent herself/himself
- All statements must be made in person, not submitted electronically or by proxy
- A short response by the President or a relevant boardmember is allowed, such as to inform the public audience and board of a speaker's context, to convey a meeting place and/or date, to correct erroneous information, or where the speaker may obtain assistance to address her/his issue.

#### **7. Time Limits on Each Item on the Agenda**

- Each item on the agenda may have a recommended time limit determined in advance by the Chair in consultation with the Board member who submitted the item for consideration. A motion, second, and a majority vote would be required to extend time for the item, or it can be continued to a later meeting.

#### **8. Board Member Use of Title/Position**

No Officer or member of the SVANC or any of its committees shall present him/herself as speaking or acting on behalf of the Council or committee to an action unless he/she has been authorized to do so by the SVANC Board of Directors, or by the Executive Committee when

approval by the Board of Directors would not be timely. Members are permitted to *do advance* research and make exploratory phone calls or correspondence without the express permission of the Board so long as they do not commit the Council to action. Such authorization may be limited or revoked at any time by the SVANC Board of Directors, or the Executive Committee when such action by the Board of Directors would not be timely.

### **9. Social Media**

No individual SVANC Board or Committee member shall use the title "Sun Valley Area Neighborhood Council" or any reference to the "Sun Valley Area Neighborhood Council" without posting a disclaimer that it only represents their personal opinion and reflects no opinion of the Sun Valley Area Neighborhood Council Board.

### **10. Reconsideration**

Any member of the Council may move to "reconsider" any vote on any item on the agenda except to adjourn, suspend the rules, or where an intervening event has deprived the Council of jurisdiction, provided that said member originally voted on the PREVAILING side of the item. The motion to reconsider shall be in order once during the meeting, and once during the next regular meeting. The member requesting the reconsideration shall identify for all members present the agenda item number and subject matter previously voted upon. A motion to reconsider is not debatable and shall require an affirmative vote of the majority of the quorum present.

### **11. Process for Election of Officers**

- The procedure used to elect Officers of the SVANC Executive Board is as follows:
  - Nominations will be opened from the floor for each officer position, beginning with the President. Board members may nominate or self-nominate. Nominees will then accept or not accept the nomination. A list of candidates for the office will be determined.
  - Each candidate will have three (3) minutes to give his/her qualifications for the position(s) he/she is seeking, as well as stating what he/she intends to do from that position in the coming year. After each candidate for a particular position has had the opportunity to speak, members of the Board may ask questions of any of the candidates.
  - A roll call vote will then be taken. If no candidate receives a majority, then the name of the candidate with the fewest votes will be removed from the list of candidates and the voting will proceed. The process will continue until one candidate receives the majority of the votes.
  - The process will be repeated for the remaining offices of 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer.

### **12. SVANC Code of Civility**

The SVANC adopts the DONE Code of Civility collectively and individually. The members of the governing Board of the SVANC agree to abide by this Code of Civility to ensure that the Council's business is conducted in a respectful, courteous, and effective manner, and in a way that will generate respect and credibility for our Neighborhood Council. (*See attachment #S1*)

*I pledge to represent my neighborhood with dignity, integrity, and pride.  
I will encourage other points of view, even when they differ from my own.*

*I will respect, value, and consider everyone's opinion.  
I will find the good in my neighborhood, and praise it, and promote it.  
To my neighbors, and to neighborhoods throughout the city of Los Angeles,  
I pledge to do this to the best of my ability.*

### **13. Annual Election Day for the Executive Board**

Officers shall be elected by the Board of Directors annually. The elections shall be held at the first regular meeting of the SVANC after the biannual general board member election, and each year on the anniversary of that election.

### **14. Minimum Voting Age for Board Appointments**

Board members must be age eighteen (18) years or older to participate in board appointments.

### **15. Executive Committee Authority**

The Board of Directors may delegate to the Executive Committee any of the powers and authority of the Board in the management of the business and affairs of the SVANC except with respect to:

- A. The approval of any action, which, under law or the provisions of the Bylaws, requires the approval of a majority vote of the Board of Directors.
- B. The appointment of committees of the Board or members thereof.

### **16. Executive Committee's Authority to Make Expenditures**

The Governing Board authorizes the Executive Committee to approve reasonable expenditures toward the establishment and maintenance of SVANC operations in the following categories: telephone, internet, software, signage, maintenance service contracts, office supplies, business cards and stationery, and other basic needs to maintain working operations. Such expenditures shall not exceed the corresponding remaining balance in the SVANC budget without prior approval of the Governing Board.

### **17. Issuance of Office Keys**

The SVANC distributes keys to the office of the SVANC to the Executive Committee members and committee chairs.

### **18. Standing Committees of the SVANC**

- The Standing Committees of the SVANC are: Executive, Outreach, Finance & Budget, Beautification, Planning & Land Use, Public Safety and Emergency Preparedness. The above motioned committees may consist of Stakeholders who are not also members of the Board, with the exception of the Executive Committee. (See Committee Membership Requirements)
- *Finance Committee*: Stakeholders who apply to be members of the Finance Committee must take and be current with Ethics and Funding training before being able to vote.
- *Planning & Land Use Committee*: Stakeholders who apply to be members of the Planning & Land Use Committee must take and be current with Ethics training before being able to vote.

## **19. Ad Hoc Committees of the SVANC**

The SVANC shall have such other committees as may be designated from time to time by resolution of the Board of Directors. Such committees may consist of Stakeholders who are not also Board members.

## **20. Committee Capacity**

All "standing" and "ad hoc" committees shall act only in an advisory capacity to the board.

## **21. Committee Creation and Authorization**

Committee creation and authorization is to be done by resolution of the SVANC Board of Directors.

## **22. Committee Chairs Election/Responsibilities**

- Election of all SVANC committee chairs shall take place annually at the same time that the Executive Board members are elected, or as soon thereafter as practicable.
- Committee Chairs must be SVANC board members.
- Committee Chairs are responsible for taking notes of their respective committees including attendance and maintaining specifics on any votes taken, ensuring all members meet required criteria for voting eligibility, and to produce Minutes of the meeting if requested by the Executive Board. Any records must be filed in the SVANC office and be available on request.
- Committee Agenda Items must be specific on any funding related vote and include types and estimates of any intended expenditure(s).

## **23. Committees Requested to Meet at Least Once Per Quarter**

All active committees are requested to meet at least once per quarter. The Chair of a committee not meeting this requirement will be asked to explain why the committee has not met.

## **24. Executive Committee Maintains Schedule of Committee Meetings**

Committees will report to the Executive Committee on committee meeting times, and the Executive Committee will distribute the information to the board. Committees should strive to maintain a regular time and day of month for meetings.

## **25. Committee Membership Requirements**

- Committee appointments are made for the current fiscal year or part thereof.
- Applications for Committee membership must be reviewed by the Election Committee and approved at the following Executive Board meeting. Applications are due on the same schedule as Appointments, generally the last Tuesday of the month. Applications submitted in February or March will be reviewed after April's annual committee re-creation process.
- Those applying for Committee Membership must provide proof that they have fulfilled the same requirements as board members for Ethics, Finance training, and Code of Conduct, and any other DONE mandated obligations, prior to their applications being considered at the following Executive Committee meeting. If approved, applicants will be approved by the board at the following regular meeting.
- Due to board quorum limitations, Committees are limited to five (5) Board members, plus up to four (4) qualifying stakeholders.

- Members are entitled to voting privileges and must conform to Ethics and Conflict of Interest rules, Finance and Ethics trainings to be eligible to vote for finance items, as specified in Committee Membership Requirements. Such trainings must be kept current.

## **26. Definition and Appointment of Alternates**

An "alternate" of a SVANC election is one who is in the top five (5) highest vote receivers who did not win a seat in their stakeholder category in the election (i.e. 2nd through 6th place). Alternates are chosen in order of the highest to lowest vote receivers in their stakeholder category, with exceptions made as specified in "selection of alternates for vacant board seats" when the alternate pool in a specific category has been exhausted.

In the case of a tie (matching number of votes in the election), the alternate will be ordered by ascending alphabetical order, by last name, then first name if necessary, using the name as listed on the election ballot. Blanks (nulls) in any name field will be considered as following after those with entries.

### **• Selection of alternates for vacant board seats:**

When a board vacancy exists in Resident, Business, At-Large, or Community interest categories, the alternate who ran in the category of the vacated board seat will be selected in the order defined under "definition and appointment of alternates." Senior Advocate and Youth Advocate categories are board appointed and do not have alternates.

The alternate will be contacted as soon as practicable after the vacated board seat becomes available and will be given 10 calendar days to accept or reject the board seat.

*If the seat is accepted*, the alternate will be seated at the next monthly board meeting that is at least 72 or more hours following, to allow the seating item to be placed on the meeting agenda.

*If the seat is rejected* or no response is given after the 10-day period, the next alternate (if one exists) will be contacted as specified above.

Seats vacated after the opening of a two-year citywide election cycle candidate filing period will be filled by alternates in the upcoming election.

When no alternate exists in a particular category, alternates in other categories will be contacted to see if they cross-qualify for the category of the vacant seat. If the individual qualifies, the individual can accept or reject the seat as specified above. The alternates will be determined by highest vote receiver as above, except that the number of votes from all election categories will be used to determine the order.

Alternates who reject a seat in the category in which they ran will no longer be considered as alternates of the election in which they ran for any future board vacancy. However, alternates that do not respond to the cross-qualification request will be eliminated from the alternate pool.

Alternates must maintain current contact information with the SVANC Secretary.

Alternates must maintain their stakeholder status in order to be considered for seating.

It is highly recommended for alternates to attend monthly board meetings, so they are informed on neighborhood issues when called to be seated.

If a board seat remains vacant after all potential alternates have been exhausted, the seat shall be advertised to stakeholders on the SVANC website and meeting announcement newsletter, referred to the Outreach Committee for further advancement if time allows, and the vacancy will be filled by the standard board appointment policy.

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