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

Updated June 2025

1. Meetings

The SVANC presently meets once each month on the second Tuesday of the month, at 6:00PM at the Sun Valley Branch Library at 7935 Vineland Ave, 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**
- **The Sun Valley Area Neighborhood Council Website @ www.svanc.com**
- **The Sun Valley Area Neighborhood Council Mailing List through Mailer Lite.**

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 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 board member has had an opportunity to speak.

6. Rules on Public Comment

- During Public Comment, each speaker will be limited to two (2) minutes. The Chair can limit or extend the time for the speakers if the Chair deems it necessary.
- Speakers – all speakers must represent themselves
- Lobbyist must publicly identify themselves based on Empower LA rules
- All statements must be made in person and/or via teleconferencing, not submitted electronically or by proxy
- A short response by the President or a relevant board member 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 themselves as speaking or acting on behalf of the Council or committee to an action unless they have 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 1st Vice President, 2nd 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 and Planning 101 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 on a Bimonthly Basis

All active committees are requested to meet at least every other month. 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 three (3) Board members, plus up to three (3) 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. Housekeeping - Room Setup for Monthly NC Meetings There will be 3 sets of teams of board members rotating quarterly to setup tables, chairs, microphone and timer for NC monthly meetings.

- Team 1 - July, August, September, October
- Team 2 - November, December, January, February
- Team 3 – March, April May, June