



WEST ADAMS

Neighborhood Council

Standing Rules | November 2023

These standing rules are established to facilitate the business of the West Adams Neighborhood Council (WANC) in accordance with the Ralph M. Brown Act (California Government Code Sections 54950-54963). These rules are designed to promote transparency, fairness, and public participation in WANC's activities. As supplementary guidelines to our official bylaws, these standing rules can be amended by a majority vote of the Board at any time.

Standing Rules on Member Duties and Responsibilities

1. **Duty to Attend Meetings.** Each Member of the WANC has a duty to attend Meetings on a regular basis, but it is also understood that a Member cannot make every Meeting due to uncontrollable circumstances.
2. **Duty to Represent Constituency.** Each Member of the WANC shall be responsible for maintaining periodic contact with representatives of the respective Member's constituent Stakeholder Group or its individual Stakeholders. Such communications shall involve reporting back to the constituent Stakeholder representative or individual Stakeholders about the work of the WANC and to solicit issues such representative or individual Stakeholders would like to see addressed by the WANC.
3. **Duty to Support Outreach Activities.** As more expressly described herein, each Board Member is expected to participate in at least one outreach activity of the Council each calendar year.

Standing Rules on Notice of Member Absence

As per WANC Bylaws, ARTICLE V, Section 7, Absences, "Any Board Member who misses four regularly scheduled monthly Board meetings excused or not excused in a 12-month period will be automatically removed from the Board." 12-month periods are counted from the start of the Board Member's term. Circumstances under which the Board may determine the reason for an absence as "valid" will be as follows;

Absences that require advance notice in writing to the WANC Secretary as noted below;

1. **Business or Work commitment** require 48 hours advance notice and examples are shift changes, new project hours, newly scheduled deadline, client appointment, and other determined similar circumstances. Business or Work DOES NOT include work needed to complete your responsibility to the WANC (e.g. failing to attend a board meeting when there are actions on the Board agenda in order to plan your committee work will be deemed an invalid circumstance for an absence, regardless of advance notice to the Board.)
2. **Scheduled Vacation** – as a courtesy, please notify the Board as soon as scheduled, but no later than five (5) days prior to departure.
3. **Family Obligation** – require 5 days notice, and examples are scheduled caretaking, reunions, weddings, "Milestones."

4. **Scheduled Personal Commitment** - require 48 hours advance notice and examples are medical appointments, surgery, jury duty, funerals, caretaking & babysitting.
5. **WANC Obligation assigned by the Board** – No advance notice required since absence has been requested by the Board. Examples are scheduled City events, conferences, town halls, hearings, or data gathering from a specific source only available at a time that conflicts with the Board meeting. These circumstances are only valid if the Board has authorized sending the member for such purposes, and would not be valid if the member privately chooses to forego Board responsibilities to attend something the member determines is of more interest.

Absences that do not require Advance Notice;

1. Medical, Family, Work, Personal emergencies - Do not require prior notification, but the circumstances of the absence should be submitted to the board within five (5) days of the emergency being resolved. Examples are accidents, loss, sudden illness.

Standing Rules on File Naming

In pursuit of enhanced transparency and streamlined record-keeping within the West Adams Neighborhood Council (WANC), we introduce these standing rules for file naming conventions. These conventions prioritize clarity, uniformity, and accessibility in our digital document management, ultimately fostering informed decision-making and productive collaboration.

General Principles

1. File names should be concise, clear, and descriptive to enable quick and accurate identification and retrieval.
2. Avoid using special characters, spaces, or symbols in file names, as they can cause compatibility issues or hinder searchability.
3. File naming conventions should be consistently applied across all WANC digital assets.

Elements of File Names

1. Date: If applicable, start the file name with the date in the format "YYYY-MM-DD" to ensure chronological sorting (e.g., "2023-09-27").

2. Subject: Include a brief but meaningful description of the file's subject matter, using underscores (_) or hyphens (-) to separate words (e.g., "meeting_minutes").
3. Version: If multiple versions of a file exist, append a version number or identifier at the end (e.g., "_v1" or "_draft").
4. Author/Origin: Optionally, include the author's initials or a department/committee abbreviation to identify the source of the file (e.g., "JC" for John Smith, "EC" for Executive Committee).
5. File Format: Specify the file format using a three-letter extension (e.g., ".pdf" for a PDF document, ".docx" for a Word document).

Folder Structure

1. In addition to file naming conventions, establish a clear and organized folder structure to categorize and store files by function, date, or committee.
2. Apply consistent naming conventions for folders and subfolders, following the same principles as for file names.

Standing Rules on Consent Calendar

A consent calendar is a mechanism for grouping routine and non-controversial items of business together for a single vote, allowing the Board to address these items more efficiently.

1. In order to expedite meetings and reserve time for matters that need to be discussed, the WANC can constitute a "Consent Calendar" which allows for items to be grouped together under one heading and decided upon at one time.
2. Consent calendars for regular Board meetings will be created by the Executive Committee during Executive Committee meetings.
3. Committee chairs may also recommend items under their committee's purview to be included or excluded from the consent calendar for Board meetings, and these recommendations will be considered by the Executive Committee.
4. Consent calendars will be presented at the beginning of the meeting, and Board members and stakeholders will have the opportunity to review its contents.
5. Any Board Member or stakeholder may pull an item off the consent calendar for separate discussion.

6. Items removed from the consent agenda for separate discussion shall be addressed during the regular agenda portion of the meeting, allowing for any necessary debate or deliberation.
7. The minutes of the meeting shall record the individual items included in the consent agenda and the result of the single vote to approve them.

Standing Rules on Agenda Setting

1. The Executive Committee shall set the agenda for each WANC Board meeting.
2. For the Executive Committee to consider an item for placement on the WANC Board meeting agenda, all agenda items must have a presenter and a recommendation from a WANC Committee, unless otherwise determined by the Executive Committee by majority vote.
3. All requested agenda items must be submitted in writing to any member of the WANC board and should include three sentences explaining the proposal or just over 20 words.
 - a. WANC board members are responsible for sharing the agenda request with the WANC Executive Committee.
4. Any WANC Stakeholder may request items to be placed on the WANC Board's agenda in accordance with the time limits set below.
 - a. If an item is not placed on the agenda for two (2) consecutive meetings, the President shall introduce a motion for the Board to determine whether the item will be placed on the following month's agenda.
5. The President shall be notified of Agenda item suggestions in writing by email 7 days before the next scheduled WANC Board & Stakeholder General Meeting or 5 days before the next scheduled Executive Committee Meeting.

Standing Rules on Public Comment

The Procedures for Public Comments are intended to accommodate input from community residents in a fair, reasonable, and orderly fashion.

1. Stakeholder comments on non-agenda items within the Board's jurisdiction, are permitted during "General Public Comment" and will be allocated up to two (2) minutes per speaker to address the Board.
2. Stakeholders will have the opportunity to comment on specific agenda items, with each speaker allotted up to one (1) minute per item. The maximum total speaking time for any individual speaker shall not exceed 10 minutes.

Standing Rule on WANC Board Member Use of Title/Position

1. No officer or member of the Neighborhood Council Governing Board or any of its committees shall represent him/herself as speaking on behalf of the Council or committee, or committing the Council or Committee to an action, unless s/he has been authorized to do so by the Executive Committee when approval by the full Governing Board would not be timely.
 1. Members are permitted to do research and make exploratory calls in their official capacity without express approval of the Governing Board, so long as they do not commit the Council to action. Such authorization may be limited or revoked at any time by the Governing Board.

Standing Rule on WANC Social Media

1. The Executive Committee will keep a record of the username and password for the NC's website and social media accounts. If at any point an Executive Committee member resigns, is removed, or term expires, the username and password will be provided to the new Executive Committee Member and the Department of Neighborhood Empowerment. The incoming Secretary will establish a new password to be used moving forward.
2. No individual WANC Board or Committee member shall use the title "West Adams Neighborhood Council" or any reference to the "West Adams Neighborhood Council" without posting a disclaimer that it only represents their personal opinion and reflects no opinion of the West Adams Neighborhood Council Board.

Standing Rules on WANC Official Positions to Government Agencies

1. Any advisory opinion, guidance, or recommendation adopted by a majority vote of the West Adams Neighborhood Council Board shall be considered an "Official Position" of the council. No opinion, guidance, or recommendation offered to any governmental agency, body or official by a Board member shall indicate that it is the Council's Official Position unless it has been adopted by a majority vote of the WANC Board.
2. Official Positions offered to the City may be delivered by the Committee or board members working on its behalf. The WANC Secretary shall be authorized to disseminate any letter approved by the Board.

Standing Rules on The West Adams Neighborhood Council Committees

Committees address topics of continuing interest of the Board. They define goals, issues, and concerns for the board, investigate possible activities to help further those goals, select appropriate actions and propose those actions to the Board for approval and funding, and implement any official action the Board approves.

1. All committees shall be Chaired by a WANC Board Member, who will be chosen in accordance with WANC ByLaws.
2. The committee chair shall serve at the pleasure of the committee and can be replaced through a majority vote of voting eligible committee members. In the event that a majority of committee members express a vote of no confidence in the chair's leadership or performance, a new chair shall be elected through a majority vote of the committee members during the next scheduled committee meeting. The current chair shall have the opportunity to address the committee prior to the vote, and the replacement shall assume their responsibilities immediately upon the successful vote of the majority.
3. No actions of a Committee may supersede the actions of a regular Board Meeting.
4. It is the responsibility of each Standing Committee to:
 1. Monitor the proposed actions of the City Council or committees, and the proposed actions, programs, projects and performances of the City departments, boards and commissions for which each Standing Committee has subject matter jurisdiction; Invite City officials and others to Committee meetings and hear presentations on topics germane to the subject matter jurisdiction of the Committee
 2. Consider recommending to the Board on a regular basis positions on proposed actions of the City Council and proposed actions, programs, projects and performance of City departments
 3. All Standing Committees shall meet at least twice every quarter, with no less than eight (8) meetings per year.
 4. The standing committees shall provide detailed reports on the current status of goals and general activities at every board meeting. In the event that there are no updates to report, the committee chair shall provide a brief report indicating the absence of new developments or changes in committee activities.
 5. Board members on a Committee have a responsibility to attend each meeting and to advise its Chair in advance if they are unable to attend. A Committee member who has missed two (2) consecutive meetings, without having been excused by the Committee Chair, may be removed from the Committee (at the discretion of its Chair and Executive Board.)

6. All Committee Chairs must maintain a complete and up-to-date list of Committee members and their contact information, submitted to the Secretary and updated immediately upon any additions, changes, or resignations. A record of Committee members shall be permanently kept by the Secretary and their names made public through the DONE & WANC website.

Standing Rule on WANC Committee Agenda Setting

1. The Committee Chair shall set the agenda for each committee meeting.
2. For the Committee Chair to consider an item for placement on a committee meeting agenda, all agenda items must have a presenter and a recommendation from a committee member, unless the item is referred to the committee during a WANC Board Meeting.
3. All requested agenda items must be submitted in writing to the Committee Chair or Secretary of the WANC board and should include three sentences explaining the proposal or just over 20 words. The WANC Secretary is responsible for sharing the agenda request with the WANC Committee Chair.
4. Any WANC Stakeholder may request items to be placed on a WANC committee's agenda in accordance with the time limits set below.
 1. If an item is not placed on the agenda for two (2) consecutive meetings, the Committee Chair shall introduce a motion for the Committee to determine whether the item will be placed on the following month's agenda.
5. The Committee Chair shall be notified of suggested Agenda items in writing by email 7 days before the next scheduled Committee Meeting.

Standing Rule on WANC Committee Reports

1. Each committee within WANC is required to prepare a comprehensive report on its activities, including policy recommendations and status updates, on a monthly basis.
 1. These reports should reflect the committee's progress and actions over the previous month and be submitted in a timely manner to facilitate informed decision-making by the Board.
2. Prior to submission, the committee shall hold a vote to approve the report content and recommendations. The approval process ensures that the report accurately represents the committee's work and goals.

3. Committee reports should include copies or links to all supplementary information needed for the Board to make an informed decision. This includes but is not limited to relevant documents, research findings, data, and any other materials that support the report's recommendations and provide context.
4. Committee chairs are responsible for submitting their reports to the WANC Secretary no later than five (5) days before the next scheduled monthly WANC Board Meeting.
 1. In the event that a committee report is not complete within the stipulated five (5) day period, the committee chair shall promptly notify the WANC Secretary of the delay.
 - i. The committee is then required to present or furnish copies of the report for distribution to the Board and the public at the Board meeting.
 - ii. The committee chair should provide a brief verbal update during the meeting to supplement the report.
5. Committee chairs have the authority to delegate the responsibility of preparing and presenting the report to another committee member. However, the chair remains ultimately accountable for the accuracy and timeliness of the report.
6. Committee reports, once submitted and approved, shall be made accessible to the public through the WANC website or other appropriate means.

Standing Rules on WANC Committee Consent Calendar

A consent calendar is a mechanism for grouping routine and non-controversial items of business together for a single vote, allowing the WANC committees to address these items more efficiently.

1. In order to expedite meetings and reserve time for matters that need to be discussed, WANC Committees can constitute a "Consent Calendar" which allows for items to be grouped together under one heading and decided upon at one time.
2. Consent calendars for WANC Committee meetings will be created by the Committee Chair, at a minimum of 96 hours prior to a Committee meeting.
3. Consent calendars will be presented at the beginning of the meeting, and committee members and attending stakeholders will have the opportunity to review its contents.
4. All documentation associated with consent items must be provided to board members so that they can still make an informed vote on all grouped items.

5. Any member of the Board Member or stakeholder may pull an item off the consent calendar for separate discussion.
6. Items removed from the consent agenda for separate discussion shall be addressed during the regular agenda portion of the meeting, allowing for any necessary debate or deliberation.
7. The minutes of the meeting shall record the individual items included in the consent agenda and the result of the single vote to approve them.

Standing Rule on WANC Committee Resignations

1. A committee member who intends to resign from their position must provide written notice of their resignation to the committee chair and the WANC Secretary. The notice should include the effective date of the resignation.
2. Upon receiving a resignation notice, the committee chair shall promptly inform the alternate board members of the committee.
3. In the event of a committee member's resignation, the committee chair will invite one of the alternate board members from the same committee to assume the vacant seat.
 1. If the alternate board member accepts the invitation, they shall immediately assume the duties and responsibilities of the vacated committee member seat.
 2. If the alternate board member declines the invitation, the committee chair or WANC Executive Board shall inform the WANC Board of the vacant committee member seat during the next regularly scheduled board meeting.

Standing Rule on WANC Committee Minutes

In accordance with the Brown Act (California Government Code Sections 54950-54963), all WANC committees are required to maintain accurate and comprehensive minutes for each committee meeting they conduct.

1. The committee chair is responsible for appointing a member to keep minutes for each committee meeting. This appointed minute-taker shall be responsible for accurately recording the proceedings.
 - a. In the event that no appointee is available or willing to serve as the minute-taker, the committee chair shall assume the responsibility of recording committee meeting minutes.
2. Committee minutes must be voted on and approved by the committee members before submission to the WANC Secretary.
 - a. Approved committee minutes shall be provided to the WANC Secretary promptly, within a reasonable timeframe following each committee meeting.
3. The WANC Secretary shall be responsible for collecting and archiving all committee minutes.
4. Committee minutes should accurately capture the proceedings of committee meetings, including but not limited to the date, time, location, attendees, discussions, decisions, and any votes taken.
 - a. Minutes should be clear, concise, and free from editorializing.

Amendments & Adoption of The West Adams Neighborhood Council Standing Rules

Amendments to West Adams Neighborhood Council Standing Rules

1. These standing rules may be amended by a majority vote of WANC members at a regular meeting, provided that notice of the proposed amendments is included in the meeting agenda. Drafts of new standing rules shall be initially formulated and reviewed by the Rules Committee before being presented for consideration at a regular meeting.
2. These standing rules shall remain in effect until amended by a majority vote of WANC members in accordance with WANC Bylaws and the Brown Act.

Adoption of the West Adams Neighborhood Council Standing Rules

By adopting these standing rules, the West Adams Neighborhood Council aims to ensure transparency and accountability in its operations, consistent with the requirements of the Brown Act. These standing rules can be amended by a majority vote of the Board at any time.

These Standing Rules come into immediate effect upon receiving a majority vote from the WANC Board.

Adopted on the 20th day of November, 2023.