

# **Standing Rules of the Coastal San Pedro Neighborhood Council**

*15 July 2019*

## **1. Governing Board Meeting Agenda**

The purpose of the Agenda Meeting is to determine which items will be placed on the Governing Board agenda. The Agenda Meeting shall be at least one week prior to each Governing Board meeting. The Governing Board may choose a different date at its discretion.

A quorum for the purpose of transacting business shall be three, at least one of whom must be a Governing Board member. All Governing Board members and committee chairpersons (or vice-chairpersons in the chairperson's absence) present at the meeting may vote. In the event of a lack of quorum, it shall be the responsibility of the Vice President to schedule another Agenda Meeting. If an agenda cannot be developed prior to 72 hours before the Governing Board meeting, the Governing Board meeting shall be postponed by one week.

The Vice President shall preside at Agenda Meetings. In his or her absence, the voting members present at the start of the meeting shall elect a chair to preside at that Agenda Meeting. It shall be the responsibility of the chair of the Agenda Meeting to prepare the Board Meeting agenda and forward it to the Secretary.

All motions should be submitted in writing. Imprecise motions may be reworded for clarity at the Agenda Meeting or referred back to the individual or group submitting the motion. Motions originating in the Agenda Meeting that do not come from committees must be moved and seconded at the Governing Board meeting.

## **2. Composition and Organization of Committees**

Committees shall require a quorum of three to transact business. Committees shall have at least three members, at least one of whom shall be a member of the Governing Board. No stakeholder may chair more than one committee.

Each committee shall have a chair and may have a vice-chair. Committee chairs, vice-chairs, and committee members shall be appointed by the Governing Board, and must be ratified by the Governing Board in order to vote at committee meetings.

The Governing Board shall appoint committee chairs, vice-chairs, and members annually, at the first meeting of a newly elected Board, and at other times as necessary.

### 3. Establishment of Standing Committees

The Governing Board establishes the following standing committees.

**Administrative Operations:** Responsible for budgetary and fiscal matters, rules and bylaws, and other administrative functions.

**Communications:** Responsible for all outreach and community relations, including website, publications, and events.

**Election Committee:** Responsible for conducting the process for election of the Governing Board.

**Emergency Preparedness and Public Safety:** Responsible for matters related to emergency preparedness and public safety.

**Environment and Sustainability:** Responsible for matters related to environmental issues and sustainability efforts.

**Homelessness:** Responsible for matters related to the alleviation of homelessness.

**Parks and Coastline:** Responsible for matters related to parks and coastal issues.

**Planning and Transportation:** Responsible for matters related to planning, zoning, and transportation issues.

**Port:** Responsible for matters related to the Port of Los Angeles.

### 4. Time Limit on Board Member Oration

Any single address by a Board member during a Board meeting shall be no longer than two minutes.

### 5. Posting of Meeting Notices

It shall be the duty of the Secretary of the Neighborhood Council to ensure that notice of the meetings of the Governing Board are posted and emailed to the stakeholder list in accordance with the Bylaws.

### 6. Grievance Process

The Coastal San Pedro Neighborhood Council waives consideration of all Grievances and shall forward Grievances to the Regional Grievance Panel, as provided by Subsection (d)(3) of Section 22.818 of Article 3 of Chapter 28 of the Los Angeles Administrative Code.

### 7. Consent Agenda

A consent agenda containing multiple motions may be part of the Board Meeting agenda. Any item may be removed from the consent agenda at the request of any Board Member or stakeholder present at the meeting. Items not removed may all be adopted by a single vote without debate. Removed items may be taken up immediately after the consent agenda or placed later on the agenda at the discretion of the Board.

## **8. Schedule of Board Meetings**

At the beginning of each fiscal year, the Board shall adopt a calendar of agenda and regular board meetings.

## **9. Beginning of Board Meetings**

The Coastal San Pedro Neighborhood Council will open every Board meeting with a voluntary opportunity to say the Pledge of Allegiance, immediately followed by Public Comment. Every Board meeting will also conclude with Public Comment before adjournment.

## **10. Representation at Harbor Alliance of Neighborhood Councils**

Any Board Member of the Coastal San Pedro Neighborhood Council (CSPNC) is authorized to vote on behalf of the CSPNC at the Harbor Alliance of Neighborhood Councils.

# Amendments of 15 July 2019

## 3. Establishment of Standing Committees

The Governing Board establishes the following standing committees.

**Administrative Operations: Responsible for budgetary and fiscal matters, rules and bylaws, and other administrative functions.**

**~~Budget and Finance: Responsible for budgetary and fiscal matters.~~**

**~~Rules and Bylaws: Responsible for matters related to rules and bylaws.~~**

# Standing Rules of the Coastal San Pedro Neighborhood Council

*19 February 2019*

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**Homelessness:** Responsible for matters related to the alleviation of homelessness.

**Parks and Coastline:** Responsible for matters related to parks and coastal issues.

**Planning and Transportation:** Responsible for matters related to planning, zoning, and transportation issues.

**Port:** Responsible for matters related to the Port of Los Angeles.

**Rules and Bylaws:** Responsible for matters related to rules and bylaws.

### 4. Time Limit on Board Member Oration

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# Standing Rules of the Coastal San Pedro Neighborhood Council

*17 July 2017*

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## **8. Schedule of Board Meetings**

At the beginning of each fiscal year, the Board shall adopt a calendar of agenda and regular board meetings.

## **9. Beginning of Board Meetings**

The Coastal San Pedro Neighborhood Council will open every Board meeting with a voluntary opportunity to say the Pledge of Allegiance, immediately followed by Public Comment. Every Board meeting will also conclude with Public Comment before adjournment.

# Amendments of 17 July 2017

## 1. Governing Board Meeting Agenda

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A quorum for the purpose of transacting business shall be three, at least one of whom must be a Governing Board member. All Governing Board members and ~~stakeholders~~ **committee chairpersons (or vice-chairpersons in the chairperson's absence)** present at the meeting may vote. In the event of a lack of quorum, it shall be the responsibility of the Vice President to schedule another Agenda Meeting. If an agenda cannot be developed prior to 72 hours before the Governing Board meeting, the Governing Board meeting shall be postponed by one week.

The Vice President shall preside at Agenda ~~Committee~~ Meetings. In his or her absence, the ~~stakeholders~~ **voting members** present at the start of the meeting shall elect a chair to preside at that Agenda Meeting. It shall be the responsibility of the chair of the Agenda Meeting to prepare the Board Meeting agenda and forward it to the Secretary.

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## 2. Composition and Organization of Committees

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**Each committee shall have a chair and may have a vice-chair.** Committee chairs, **vice-chairs**, and committee members shall be appointed by the Governing Board, and must be ratified by the Governing Board in order to vote at committee meetings.

The Governing Board shall appoint committee chairs, **vice-chairs**, and members annually at the first meeting of a newly elected Board and at other times as necessary.

## 9. Beginning of Board Meetings

**The Coastal San Pedro Neighborhood Council will open every Board meeting with a voluntary opportunity to say the Pledge of Allegiance, immediately followed by Public Comment. Every Board meeting will also conclude with Public Comment before adjournment.**



# Standing Rules of the Coastal San Pedro Neighborhood Council

*1 July 2017*

## **1. Governing Board Meeting Agenda**

The purpose of the agenda meeting is to determine which items will be placed on the Governing Board agenda. The Agenda Meeting shall be at least one week prior to each Governing Board meeting. The Governing Board may choose a different date at its discretion.

A quorum for the purpose of transacting business shall be three, at least one of whom must be a Governing Board member. All Governing Board members and stakeholders present at the meeting may vote. In the event of a lack of quorum, it shall be the responsibility of the Vice President to schedule another Agenda Meeting. If an agenda cannot be developed prior to 72 hours before the Governing Board meeting, the Governing Board meeting shall be postponed by one week.

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## **3. Establishment of Standing Committees**

The Governing Board establishes the following standing committees.

**Budget and Finance:** Responsible for budgetary and fiscal matters.

**Communications:** Responsible for all outreach and community relations, including website, publications, and events.

**Economic Development:** Responsible for matters related to the commercial and economic environment.

**Election Committee:** Responsible for conducting the process for election of the Governing Board.

**Emergency Preparedness and Public Safety:** Responsible for matters related to emergency preparedness and public safety.

**Environment and Sustainability:** Responsible for matters related to environmental issues and sustainability efforts.

**Parks and Coastline:** Responsible for matters related to parks and coastal issues.

**Planning and Transportation:** Responsible for matters related to planning, zoning, and transportation issues.

**Port:** Responsible for matters related to the Port of Los Angeles.

**Rules and Bylaws.** Responsible for matters related to rules and bylaws.

#### **4. Time Limit on Board Member Oration**

Any single address by a Board member during a Board meeting shall be no longer than two minutes.

#### **5. Posting of Meeting Notices**

It shall be the duty of the Secretary of the Neighborhood Council to ensure that notice of the meetings of the Governing Board are posted and emailed to the stakeholder list in accordance with the Bylaws.

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#### **8. Schedule of Board Meetings**

At the beginning of each fiscal year, the Board shall adopt a calendar of agenda and regular board meetings.

# Amendments of 1 July 2017

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## 2. Composition and Organization of Committees

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**Communications:** Responsible for all outreach and community relations, including website, publications, and event ~~operations~~.

~~**Education and Cultural Affairs:** Responsible for all matters regarding education and cultural affairs.~~

**Economic Development:** Responsible for matters related to the commercial and economic environment.

~~**Parks, Land Use, and Coastline:** Responsible for matters regarding~~ **related to** parks, land use, and coastal issues.

~~**Port and Environment:** Responsible for all matters regarding~~ **related to** the Port of Los Angeles and environmental issues.

**Environment and Sustainability:** Responsible for matters related to environmental issues and sustainability efforts.

**Emergency Preparedness and Public Safety:** Responsible for **matters related to emergency preparedness and** all public safety matters that affect the coastal area.

**Planning and Transportation:** Responsible for all matters **related to planning, zoning, and** concerning private and public transportation **issues**.

**Budget and Finance:** Responsible for budgetary and fiscal matters.

**Rules and Bylaws.** **Responsible for matters related to rules and bylaws.**

~~**Se**~~**Election Committee:** Responsible for conducting the process for selection of the Governing Board.

#### **4. Time Limit on Board Member Oration**

Any single address by a Board member during a Board meeting shall be no longer than two minutes, and

Once an agenda item has been placed on the floor for consideration and presented, comment from the public shall be solicited before comment by members of the Board.

#### **5. Website Guidelines**

The Secretary shall be responsible for determining what shall be posted on the website of the Coastal San Pedro Neighborhood Council.

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#### **9. Interim Leadership**

In the interim between July 1 and the first regular meeting of the Council, the officers of the previous term shall continue in their duties. In the event that the Presidency is vacated on July 1, the Vice President shall serve as President. If the position of Vice President is also vacated, the Secretary shall serve as President. If the position of Secretary is also vacated, the Treasurer shall serve as President. If the position of Treasurer is also vacated, the position shall be filled by lot.

#### **10. Regularly Scheduled Board Meetings**

The standing meeting of the Board of the Coastal San Pedro Neighborhood Council shall be on the third Monday of each month, or on another date at the Board's discretion.

#### **11. Pledge of Allegiance to the United States of America**

The Coastal San Pedro Neighborhood Council will begin Board meetings with the Pledge of Allegiance to the United States of America.

#### **Schedule of Board Meetings**

**At the beginning of each fiscal year, the Board shall adopt a calendar of agenda and regular board meetings.**

# **Standing Rules of the Coastal San Pedro Neighborhood Council**

*27 February 2017*

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**Port and Environment:** Responsible for all matters regarding the Port of Los Angeles and environmental issues.

**Public Safety:** Responsible for all public safety matters that affect the coastal area.

**Transportation:** Responsible for all matters concerning private and public transportation.

**Budget and Finance:** Responsible for budgetary and fiscal matters.

**Rules and Bylaws.**

**Selection Committee:** Responsible for conducting the process for selection of the Governing Board.

### **4. Time Limit on Board Member Oration**

Any single address by a Board member during a Board meeting shall be no longer than two minutes, and

Once an agenda item has been placed on the floor for consideration and presented, comment from the public shall be solicited before comment by members of the Board.

### **5. Website Guidelines**

The Secretary shall be responsible for determining what shall be posted on the website of the Coastal San Pedro Neighborhood Council.

### **6. Posting of Meeting Notices**

It shall be the duty of the Secretary of the Neighborhood Council to ensure that notice of the meetings of the Governing Board are posted and emailed to the stakeholder list in accordance with the Bylaws.

### **7. Grievance Process**

The Coastal San Pedro Neighborhood Council waives consideration of all Grievances and shall forward Grievances to the Regional Grievance Panel, as provided by Subsection (d)(3) of Section 22.818 of Article 3 of Chapter 28 of the Los Angeles Administrative Code.

## **8. Consent Agenda**

A consent agenda containing multiple motions may be part of the Board Meeting agenda. Any item may be removed from the consent agenda at the request of any Board Member or stakeholder present at the meeting. Items not removed may all be adopted by a single vote without debate.

## **9. Interim Leadership**

In the interim between July 1 and the first regular meeting of the Council, the officers of the previous term shall continue in their duties. In the event that the Presidency is vacated on July 1, the Vice President shall serve as President. If the position of Vice President is also vacated, the Secretary shall serve as President. If the position of Secretary is also vacated, the Treasurer shall serve as President. If the position of Treasurer is also vacated, the position shall be filled by lot.

## **10. Regularly Scheduled Board Meetings**

The standing meeting of the Board of the Coastal San Pedro Neighborhood Council shall be on the third Monday of each month, or on another date at the Board's discretion.

## **11. Pledge of Allegiance to the United States of America**

The Coastal San Pedro Neighborhood Council will begin Board meetings with the Pledge of Allegiance to the United States of America.

# Amendment of 27 February 2017

## 3. Establishment of Standing Committees

The Governing Board establishes the following standing committees.

**Communications:** Responsible for all outreach and community relations, including website, publications, and event operations.

**Education and Cultural Affairs:** Responsible for all matters regarding education and cultural affairs.

**Parks, Land Use, and Coastline:** Responsible for matters regarding parks, open space, land use, and coastal issues.

**Port and Environment:** Responsible for all matters regarding the Port of Los Angeles and environmental issues.

**Public Safety, Transportation, and Planning:** Responsible for all public safety, transportation, and planning matters that affect the coastal area.

**Transportation: Responsible for all matters concerning private and public transportation.**

**Budget and Finance:** Responsible for budgetary and fiscal matters.

**Rules and Bylaws.**

**Selection Committee:** Responsible for conducting the process for selection of the Governing Board.



# **Standing Rules of the Coastal San Pedro Neighborhood Council**

*16 May 2016*

## **1. Governing Board Meeting Agenda**

The purpose of the agenda meeting is to determine which items will be placed on the Governing Board agenda. The standing Agenda Meeting shall be at least one week prior to each Governing Board meeting. The Governing Board may choose a different date at its discretion.

A quorum for the purpose of transacting business shall be three, at least one of whom must be a Governing Board member. All Governing Board members and stakeholders present at the meeting may vote. In the event of a lack of quorum, it shall be the responsibility of the Vice President to schedule another Agenda Meeting. If an agenda cannot be developed prior to 72 hours before the Governing Board meeting, the Governing Board meeting shall be postponed by one week.

The Vice President shall preside at Agenda Committee meetings. In his or her absence, the stakeholders present at the start of the meeting shall elect a chair to preside at that Agenda Meeting. It shall be the responsibility of the chair of the Agenda Meeting to prepare the Board Meeting agenda and forward it to the Secretary.

All motions should be submitted in writing. Imprecise motions may be reworded for clarity at the Agenda Meeting or referred back to the individual or group submitting the motion. Motions originating in the Agenda Meeting that do not come from committees must include the name of the Governing Board member who will move the motion in the Governing Board meeting.

## **2. Composition and Organization of Committees**

Committees shall require a quorum of three to transact business. The President shall be considered a member of all committees for purposes of establishing a quorum and casting votes. In addition to the President, committees shall have at least three members, at least one of whom shall be a member of the Governing Board. No stakeholder may chair more than one committee.

Committee chairs and committee members shall be appointed by the Governing Board, and must be ratified by the Governing Board in order to vote at committee meetings.

The Governing Board shall appoint committee chairs and members annually at the first meeting of a newly elected Board and at other times as necessary.

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**Parks and Coastline:** Responsible for matters regarding parks, open space, and coastal issues.

**Port and Environment:** Responsible for all matters regarding the Port of Los Angeles and environmental issues.

**Public Safety, Transportation, and Planning:** Responsible for public safety, transportation, and planning matters.

**Budget and Finance:** Responsible for budgetary and fiscal matters.

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**Selection Committee:** Responsible for conducting the process for selection of the Governing Board.

### **4. Time Limit on Board Member Oration**

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Once an agenda item has been placed on the floor for consideration and presented, comment from the public shall be solicited before comment by members of the Board.

### **5. Website Guidelines**

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### **6. Posting of Meeting Notices**

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### **7. Grievance Process**

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## **9. Interim Leadership**

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## **10. Regularly Scheduled Board Meetings**

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# Amendment of 16 May 2016

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# **Standing Rules of the Coastal San Pedro Neighborhood Council**

*18 April 2016*

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## **10. Regularly Scheduled Board Meetings**

The standing meeting of the Board of the Coastal San Pedro Neighborhood Council shall be on the third Monday of each month, or on another date at the Board's discretion.

# Amendments of 18 April 2016

- *Note that the Standing Rules were renumbered for consistency following the amalgamation of Standing Rules 2 & 4 during this amendment process.*

## 1. Governing Board Meeting Agenda

The purpose of the agenda meeting is to determine which items will be placed on the Governing Board agenda. The agenda of the Governing Board shall be determined at a meeting of board members and stakeholders that will be convened at least seven days prior to the scheduled board meeting. The Vice President will preside at agenda committee meetings. In his or her absence the stakeholders present at the start of the meeting will elect a chair to preside at that agenda meeting. Motions must be submitted in writing. Wording of motions must be precise. Imprecise motions may be reworded at the agenda meeting or referred back to the individual or group submitting the motion. Motions must include the name of the board member who will move the motion. All board members and stakeholders present at the meeting may vote. A quorum for the purpose of transacting business shall be three, at least one of whom must be a board member. The standing Agenda Meeting shall be one week prior to each Board meeting, or may be one week earlier at the Board's discretion.

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## ~~2. Organization and Composition of Committees~~

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~~Standing committees of the Council shall have at least three members, at least one of whom shall be a member of the Governing Board. Committees shall require a quorum of three to transact business. Committee members will be appointed by the Governing Board and must be ratified by the Board in order to vote at committee meetings. The Governing Board shall elect committee chairpersons. The Governing Board should appoint all committee chairs and members annually at the first meeting of a newly elected Board. Committee chairs and committee members serve until replaced by the Governing Board. State of California and City of Los Angeles conflict of interest and ethics rules shall apply to members of standing committees with regard to voting and other duties they perform as committee members. The president shall be considered a member of the committee for purposes of determining a quorum and casting votes.~~

**Committees shall require a quorum of three to transact business. The President shall be considered a member of all committees for purposes of establishing a quorum and casting votes. In addition to the President, committees shall have at least three members, at least one of whom shall be a member of the Governing Board. No stakeholder may chair more than one committee.**

**Committee chairs and committee members shall be appointed by the Governing Board, and must be ratified by the Governing Board in order to vote at committee meetings.**

**The Governing Board shall appoint committee chairs and members annually at the first meeting of a newly elected Board and at other times as necessary.**

- *The order of the list of committees below was changed for clarity.*

### **3. Establishment of Standing Committees**

The Governing Board establishes the following standing committees.

Communications: Responsible for all outreach and community relations, including website, publications, and event operations.

Education **and Cultural Affairs**: Responsible for all matters regarding education and cultural affairs.

**Parks and Coastline: Responsible for matters regarding parks, open space, and coastal issues.**

Port and Environment: Responsible for all matters regarding the Port of Los Angeles and environmental issues.

Public Safety, **Transportation, and Planning**: Responsible for public safety, **transportation, and planning** matters.

Budget and Finance: Responsible for budgetary and fiscal matters.

Rules and Bylaws.

**Selection Committee: Responsible for conducting the process for selection of the Governing Board.**

Community Transportation and Planning: Responsible for all aspects of planning issues.

Cultural Affairs: Responsible for cultural affairs matters.

Coastal Risk and Beautification: To oversee land movement issues and beautification projects within CSPNC.

Recreation and Parks: Responsible for all matters regarding recreation and parks.

**~~4. Election of Committee Chairs and Vice Chairs~~**

~~No stakeholder shall hold more than one Chair or Vice Chair on a CSPNC committee and the governing board is advised to take this into account when appointing Chairs and Vice Chairs.~~

**7. Posting of Meeting Notices**

It shall be the duty of the Secretary of the Neighborhood Council to ensure that notice of the meetings of the Governing Board are posted and emailed to the stakeholder list **in accordance with the Bylaws** at least 72 hours in advance of the meeting.

**~~10. Recommended First Special Meeting of New Governing Board~~**

**~~10. Interim Leadership~~**

~~At its last meeting, a standing Governing Board should schedule a Special Meeting for the earliest practical date for the newly elected Governing Board to select officers and appoint committee chairs.~~

**In the interim between July 1 and the first regular meeting of the Council, the officers of the previous term shall continue in their duties. In the event that the Presidency is vacated on July 1, the Vice President shall serve as President. If the position of Vice President is also vacated, the Secretary shall serve as President. If the position of Secretary is also vacated, the Treasurer shall serve as President. If the position of Treasurer is also vacated, the position shall be filled by lot.**

**11. Regularly Scheduled Board Meetings**

The standing meeting of the Board of the Coastal San Pedro Neighborhood Council shall be on the third Monday of each month, or **on another date** ~~may be one week later~~ at the Board's discretion.

- ***Standing Rule 12 (Committee Meeting Locations) was deemed non-compliant with the Brown Act by City Counsel, as reported to the Coastal San Pedro Neighborhood Council Board on 18 April 2016, and is therefore void.***

## **~~12. Committee Meeting Locations~~**

~~The Coastal San Pedro Neighborhood Council approves the use of out of boundaries committee meeting locations when necessary.~~

# Standing Rules of the Coastal San Pedro Neighborhood Council

*16 February 2016*

## **1. Governing Board Meeting Agenda**

The purpose of the agenda meeting is to determine which items will be placed on the Governing Board agenda. The agenda of the Governing Board shall be determined at a meeting of board members and stakeholders that will be convened at least seven days prior to the scheduled board meeting. The Vice President will preside at agenda committee meetings. In his or her absence the stakeholders present at the start of the meeting will elect a chair to preside at that agenda meeting. Motions must be submitted in writing. Wording of motions must be precise. Imprecise motions may be reworded at the agenda meeting or referred back to the individual or group submitting the motion. Motions must include the name of the board member who will move the motion. All board members and stakeholders present at the meeting may vote. A quorum for the purpose of transacting business shall be three, at least one of whom must be a board member. The standing Agenda Meeting shall be one week prior to each Board meeting, or may be one week earlier at the Board's discretion.

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**Coastal Risk and Beautification:** To oversee land movement issues and beautification projects within CSPNC.

**Cultural Affairs:** Responsible for cultural affairs matters.

**Port and Environment:** Responsible for all matters regarding the Port of Los Angeles and environmental issues.

**Public Safety:** Responsible for public safety matters.

**Recreation and Parks:** Responsible for all matters regarding recreation and parks.

**Rules and Bylaws.**

**Education Committee:** Responsible for all matters regarding education.

#### **4. Election of Committee Chairs and Vice Chairs**

No stakeholder shall hold more than one Chair or Vice Chair on a CSPNC committee and the governing board is advised to take this into account when appointing Chairs and Vice Chairs.

#### **5. Time Limit on Board Member Oration**

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Once an agenda item has been placed on the floor for consideration and presented, comment from the public shall be solicited before comment by members of the Board.

#### **6. Website Guidelines**

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## **10. Recommended First Special Meeting of New Governing Board**

At its last meeting, a standing Governing Board should schedule a Special Meeting for the earliest practical date for the newly elected Governing Board to select officers and appoint committee chairs.

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The Coastal San Pedro Neighborhood Council approves the use of out of boundaries committee meeting locations when necessary.

# Amendment of 16 February 2016

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*17 August 2015*

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# Standing Rules of the Coastal San Pedro Neighborhood Council

*18 May 2015*

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No stakeholder shall hold more than one Chair or Vice Chair on a CSPNC committee and the governing board is advised to take this into account when appointing Chairs and Vice Chairs.

#### **5. Time Limit on Board Member Oration**

*Whereas* the Coastal San Pedro Neighborhood Council wishes to hear as diverse a set of stakeholder opinions as possible, and prolonged orations by Board members can inhibit that,

Any single address by a Board member during a Board meeting shall be no longer than two minutes, and

Once an agenda item has been placed on the floor for consideration and presented, comment from the public shall be solicited before comment by members of the Board.

#### **6. Website Guidelines**

The Secretary shall be responsible for determining what shall be posted on the website of the Coastal San Pedro Neighborhood Council.

#### **7. Posting of Meeting Notices**

It shall be the duty of the Secretary of the Neighborhood Council to ensure that notice of the meetings of the Governing Board are posted and emailed to the stakeholder list at least 72 hours in advance of the meeting.

#### **8. Grievance Process**

The Coastal San Pedro Neighborhood Council waives consideration of all Grievances and shall forward Grievances to the Regional Grievance Panel, as provided by Subsection (d)(3) of Section 22.818 of Article 3 of Chapter 28 of the Los Angeles Administrative Code.

## **9. Consent Agenda**

A consent agenda containing multiple motions may be part of the Board Meeting agenda. Any item may be removed from the consent agenda at the request of any Board Member or stakeholder present at the meeting. Items not removed may all be adopted by a single vote without debate.

## **10. Recommended First Special Meeting of New Governing Board**

At its last meeting, a standing Governing Board should schedule a Special Meeting for the earliest practical date for the newly elected Governing Board to select officers and appoint committee chairs.

# Amendments of 18 May 2015

## 8. Grievance Process

This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Board meetings.

Board members are not permitted to file a grievance against another Board member or against the Board. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Board meeting.

At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time to time on such a panel.

Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

**The Coastal San Pedro Neighborhood Council waives consideration of all Grievances and shall forward Grievances to the Regional Grievance Panel, as provided by Subsection (d)(3) of Section 22.818 of Article 3 of Chapter 28 of the Los Angeles Administrative Code.**

# Standing Rules of the Coastal San Pedro Neighborhood Council

*17 November 2014*

## **1. Governing Board Meeting Agenda**

The purpose of the agenda meeting is to determine which items will be placed on the Governing Board agenda. The agenda of the Governing Board shall be determined at a meeting of board members and stakeholders that will be convened at least seven days prior to the scheduled board meeting. The Vice President will preside at agenda committee meetings. In his or her absence the stakeholders present at the start of the meeting will elect a chair to preside at that agenda meeting. Motions must be submitted in writing. Wording of motions must be precise. Imprecise motions may be reworded at the agenda meeting or referred back to the individual or group submitting the motion. Motions must include the name of the board member who will move the motion. All board members and stakeholders present at the meeting may vote. A quorum for the purpose of transacting business shall be three, at least one of whom must be a board member.

## **2. Organization and Composition of Committees**

Standing committees of the Council shall have at least three members, at least one of whom shall be a member of the Governing Board. Committees shall require a quorum of three to transact business. Committee members will be appointed by the Governing Board and must be ratified by the Board in order to vote at committee meetings. The Governing Board shall elect committee chairpersons. The Governing Board should appoint all committee chairs and members annually at the first meeting of a newly elected Board. Committee chairs and committee members serve until replaced by the Governing Board. State of California and City of Los Angeles conflict of interest and ethics rules shall apply to members of standing committees with regard to voting and other duties they perform as committee members. The president shall be considered a member of the committee for purposes of determining a quorum and casting votes.

## **3. Establishment of Standing Committees**

The Governing Board establishes the following standing committees.

**Budget and Finance:** Responsible for budgetary and fiscal matters.

**Communications:** Responsible for all outreach and community relation, including website, publications, and event operations.

**Community Transportation and Planning:** Responsible for all aspects of planning issues.

**Coastal Risk and Beautification:** To oversee land movement issues and beautification projects within CSPNC.



**Cultural Affairs:** Responsible for cultural affairs matters.

**Port and Environment:** Responsible for all matters regarding the Port of Los Angeles and environmental issues.

**Public Safety:** Responsible for public safety matters.

**Recreation and Parks:** Responsible for all matters regarding recreation and parks.

**Rules and Bylaws.**

**Education Committee:** Responsible for all matters regarding education.

#### **4. Election of Committee Chairs and Vice Chairs**

No stakeholder shall hold more than one Chair or Vice Chair on a CSPNC committee and the governing board is advised to take this into account when appointing Chairs and Vice Chairs.

#### **5. Time Limit on Board Member Oration**

*Whereas* the Coastal San Pedro Neighborhood Council wishes to hear as diverse a set of stakeholder opinions as possible, and prolonged orations by Board members can inhibit that,

Any single address by a Board member during a Board meeting shall be no longer than two minutes, and

Once an agenda item has been placed on the floor for consideration and presented, comment from the public shall be solicited before comment by members of the Board.

#### **6. Website Guidelines**

The Secretary shall be responsible for determining what shall be posted on the website of the Coastal San Pedro Neighborhood Council.

#### **7. Posting of Meeting Notices**

It shall be the duty of the Secretary of the Neighborhood Council to ensure that notice of the meetings of the Governing Board are posted and emailed to the stakeholder list at least 72 hours in advance of the meeting.

#### **8. Grievance Process**

This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Board meetings.

Board members are not permitted to file a grievance against another Board member or against the Board. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Board meeting.

At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

## **9. Consent Agenda**

A consent agenda containing multiple motions may be part of the Board Meeting agenda. Any item may be removed from the consent agenda at the request of any Board Member or stakeholder present at the meeting. Items not removed may all be adopted by a single vote without debate.

## **10. Recommended First Special Meeting of New Governing Board**

At its last meeting, a standing Governing Board should schedule a Special Meeting for the earliest practical date for the newly elected Governing Board to select officers and appoint committee chairs.

# Amendments of 17 November 2014

## 2. Organization and Composition of Committees

Standing committees of the Council shall have at least three members, at least one of whom shall be a member of the Governing Board. Committees shall require a quorum of three to transact business. Committee members will be appointed by the Governing Board and must be ratified by the Board in order to vote at committee meetings. The Governing Board shall elect committee chairpersons. **The Governing Board should appoint all committee chairs and members annually at the first meeting of a newly elected Board. Committee chairs and committee members serve until replaced by the Governing Board.** State of California and City of Los Angeles conflict of interest and ethics rules shall apply to members of standing committees with regard to voting and other duties they perform as committee members. The president shall be considered a member of the committee for purposes of determining a quorum and casting votes.

- ***Standing Rule 8 (Posting of Agendas) automatically became void (see first paragraph of Standing Rule 8) upon adoption of the posting policy into CSPNC Bylaws on 17 November 2014.***

## 8. Posting of Agendas

~~The Coastal San Pedro Neighborhood Council shall follow Policy Number 2014-01 of the Board of Neighborhood Commissioners regarding the posting of agendas. This Standing Rule shall automatically become void when that policy is incorporated into the Bylaws of the Coastal San Pedro Neighborhood Council.~~

~~Policy Number 2014-01 of the Board of Neighborhood Commissioners~~

1. Board and Committee meetings. Any additional physical postings shall be within the Neighborhood Council boundaries and shall be Brown Act time compliant.
2. Neighborhood Councils shall post agendas of all Board and Committee meetings on their web site or, on a page made available to them on the EmpowerLA web site. Such postings shall be Brown Act time compliant.
3. Neighborhood Councils shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS). The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system. Accordingly, posting the notices of meetings to the ENS system will not be required to comply with the Brown Act's time limits for posting agendas.
4. Neighborhood Councils that maintain an email list of stakeholders may email either a copy of the agenda for all Board and Committee meetings or an announcement of the meeting with a link to the agenda. Distribution to the email list will not be required to comply with the Brown Act's time limits for posting agendas.
5. Neighborhood Councils shall inform the Department of (a) the physical location of their posting site, (b) the address of their web site, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. Neighborhood Councils shall be required to submit this information on a form approved by the Department.
6. Neighborhood Councils that do not maintain a web site or, if available a page on the EmpowerLA web site shall continue to comply with the five (5) to seven (7) physical locations posting requirements imposed during their certification process; one (1) of the posting locations shall be Brown Act compliant; the remaining posting locations shall be within the Neighborhood Council boundaries and shall comply with Brown Act time limits for posting.
7. These posting requirements shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance.
8. If a Neighborhood Council is notified by the Department prior to any Board or Committee meeting that a confirmed violation of this policy has been reported the Neighborhood Council shall repost in accordance with this Policy. If the scheduled meeting cannot be reposted in compliance with this Policy, the Neighborhood Council shall cancel the meeting and make reasonable efforts to inform its stakeholders. If it becomes necessary to cancel Board or Committee meetings Neighborhood Councils are encouraged to contact the City Attorney for further guidance.
9. If a Neighborhood Council is found to be in violation of this Policy three (3) times within the current fiscal year the Board and any non-Board member committee chairs shall be required to take additional training as may be determined by the Department. If after receiving additional training the Neighborhood Council is again found to be in violation of this policy during the current fiscal year then exhaustive efforts to remedy this matter, including loss of funding may be taken by the Department pursuant to Article VI section 4 and Article X section 3 of the Plan for a Citywide system of Neighborhood Councils.

## **8. Grievance Process**

This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Board meetings.

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## **10. Recommended First Special Meeting of New Governing Board**

At its last meeting, a standing Governing Board should schedule a Special Meeting for the earliest practical date for the newly elected Governing Board to select officers and appoint committee chairs.

# Standing Rules of the Coastal San Pedro Neighborhood Council

*28 July 2014*

## **1. Governing Board Meeting Agenda**

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## **2. Organization and Composition of Committees**

Standing committees of the Council shall have at least three members, at least one of whom shall be a member of the Governing Board. Committees shall require a quorum of three to transact business. Committee members will be appointed by the Governing Board and must be ratified by the Board in order to vote at committee meetings. The Governing Board shall elect committee chairpersons. State of California and City of Los Angeles conflict of interest and ethics rules shall apply to members of standing committees with regard to voting and other duties they perform as committee members. The president shall be considered a member of the committee for purposes of determining a quorum and casting votes.

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**Cultural Affairs:** Responsible for cultural affairs matters.

**Port and Environment:** Responsible for all matters regarding the Port of Los Angeles and environmental issues.

**Public Safety:** Responsible for public safety matters.

**Recreation and Parks:** Responsible for all matters regarding recreation and parks.

**Rules and Bylaws.**

**Education Committee:** Responsible for all matters regarding education.

#### **4. Election of Committee Chairs and Vice Chairs**

No stakeholder shall hold more than one Chair or Vice Chair on a CSPNC committee and the governing board is advised to take this into account when appointing Chairs and Vice Chairs.

#### **5. Time Limit on Board Member Oration**

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Once an agenda item has been placed on the floor for consideration and presented, comment from the public shall be solicited before comment by members of the Board.

#### **6. Website Guidelines**

The Secretary shall be responsible for determining what shall be posted on the website of the Coastal San Pedro Neighborhood Council.

#### **7. Posting of Meeting Notices**

It shall be the duty of the Secretary of the Neighborhood Council to ensure that notice of the meetings of the Governing Board are posted and emailed to the stakeholder list at least 72 hours in advance of the meeting.

#### **8. Posting of Agendas**

The Coastal San Pedro Neighborhood Council shall follow Policy Number 2014-01 of the Board of Neighborhood Commissioners regarding the posting of agendas. This Standing Rule shall automatically become void when that policy is incorporated into the Bylaws of the Coastal San Pedro Neighborhood Council.

Policy Number 2014-01 of the Board of Neighborhood Commissioners

1. Board and Committee meetings. Any additional physical postings shall be within the Neighborhood Council boundaries and shall be Brown Act time compliant.
2. Neighborhood Councils shall post agendas of all Board and Committee meetings on their web site or, on a page made available to them on the EmpowerLA web site. Such postings shall be Brown Act time compliant.
3. Neighborhood Councils shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS). The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system. Accordingly, posting the notices of meetings to the ENS system will not be required to comply with the Brown Act's time limits for posting agendas.
4. Neighborhood Councils that maintain an email list of stakeholders may email either a copy of the agenda for all Board and Committee meetings or an announcement of the meeting with a link to the agenda. Distribution to the email list will not be required to comply with the Brown Act's time limits for posting agendas.
5. Neighborhood Councils shall inform the Department of (a) the physical location of their posting site, (b) the address of their web site, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. Neighborhood Councils shall be required to submit this information on a form approved by the Department.
6. Neighborhood Councils that do not maintain a web site or, if available a page on the EmpowerLA web site shall continue to comply with the five (5) to seven (7) physical locations posting requirements imposed during their certification process; one (1) of the posting locations shall be Brown Act compliant; the remaining posting locations shall be within the Neighborhood Council boundaries and shall comply with Brown Act time limits for posting.
7. These posting requirements shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance.
8. If a Neighborhood Council is notified by the Department prior to any Board or Committee meeting that a confirmed violation of this policy has been reported the Neighborhood Council shall repost in accordance with this Policy. If the scheduled meeting cannot be reposted in compliance with this Policy, the Neighborhood Council shall cancel the meeting and make reasonable efforts to inform its stakeholders. If it becomes necessary to cancel Board or Committee meetings Neighborhood Councils are encouraged to contact the City Attorney for further guidance.
9. If a Neighborhood Council is found to be in violation of this Policy three (3) times within the current fiscal year the Board and any non-Board member committee chairs shall be required to take additional training as may be determined by the Department. If after receiving additional training the Neighborhood Council is again found to be in violation of this policy during the current fiscal year then exhaustive efforts to remedy this matter, including loss of funding may be taken by the Department pursuant to Article VI section 4 and Article X section 3 of the Plan for a Citywide system of Neighborhood Councils.



# Amendment of 15 September 2014

- *A Governing Board motion was passed permitting renumbering of Standing Rules by the Secretary.*

## 5. Written Committee Reports

Coastal San Pedro Neighborhood Council committee chairpersons shall submit written reports of their committee's activities and actions no later than seven days following their committee's meeting.

## 7. Website Guidelines

The CSPNC website is for dissemination of CSPNC documents and other information that is of use to stakeholders. It is to be used for announcements and for the record of CSPNC actions and positions.

Committee chair people can (and are encouraged to) access to the website directly to:

- 1) schedule and post the agendas for their committee's meetings;
- 2) update their own committee's minutes and other materials; and
- 3) make event and news postings of general interest.

Users should not post information in the website areas of committees other than their own committee. Such postings should be submitted to the Chair of the relevant committee. Scheduling a committee meeting on the web calendar and/or posting a committee agenda on the website does not substitute for legal posting of a meeting under the Brown Act. We are still required to make a minimum of one paper posting of the agenda in a publicly accessible place at least 72 hours prior to any meeting. Agendas must be submitted to the Secretary long enough in advance that he or she can make the necessary paper posting(s), or you must make the paper postings yourself.

The CSPNC website maintainers may make non-substantive changes to postings to encourage uniformity of formatting or to correct obvious typographical or grammatical errors. The CSPNC website maintainers may remove a posting if, in their opinion, it contains material that is inappropriate for posting on the CSPNC website (e.g. the material misrepresents a position that CSPNC has adopted, advocates that stakeholders adopt a particular political position, or is not relevant to the business and goals of the CSPNC). Any time such a deletion is made, the person who made the website posting (the poster) must be informed immediately via email. If the poster disagrees with the deletion and no acceptable compromise can be reached between the poster and the website maintainer, the deletion decision can be appealed to the Communication Committee.

**The Secretary shall be responsible for determining what shall be posted on the website of the Coastal San Pedro Neighborhood Council.**

# Standing Rules of the Coastal San Pedro Neighborhood Council

*28 July 2014*

## **1. Governing Board Meeting Agenda**

The purpose of the agenda meeting is to determine which items will be placed on the Governing Board agenda. The agenda of the Governing Board shall be determined at a meeting of board members and stakeholders that will be convened at least seven days prior to the scheduled board meeting. The Vice President will preside at agenda committee meetings. In his or her absence the stakeholders present at the start of the meeting will elect a chair to preside at that agenda meeting. Motions must be submitted in writing. Wording of motions must be precise. Imprecise motions may be reworded at the agenda meeting or referred back to the individual or group submitting the motion. Motions must include the name of the board member who will move the motion. All board members and stakeholders present at the meeting may vote. A quorum for the purpose of transacting business shall be three, at least one of whom must be a board member.

## **2. Organization and Composition of Committees**

Standing committees of the Council shall have at least three members, at least one of whom shall be a member of the Governing Board. Committees shall require a quorum of three to transact business. Committee members will be appointed by the Governing Board and must be ratified by the Board in order to vote at committee meetings. The Governing Board shall elect committee chairpersons. State of California and City of Los Angeles conflict of interest and ethics rules shall apply to members of standing committees with regard to voting and other duties they perform as committee members. The president shall be considered a member of the committee for purposes of determining a quorum and casting votes.

## **3. Establishment of Standing Committees**

The Governing Board establishes the following standing committees.

**Budget and Finance:** Responsible for budgetary and fiscal matters.

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**Cultural Affairs:** Responsible for cultural affairs matters.

**Port and Environment:** Responsible for all matters regarding the Port of Los Angeles and environmental issues.

**Public Safety:** Responsible for public safety matters.

**Recreation and Parks:** Responsible for all matters regarding recreation and parks.

**Rules and Bylaws.**

**Education Committee:** Responsible for all matters regarding education.

#### **4. Election of Committee Chairs and Vice Chairs**

No stakeholder shall hold more than one Chair or Vice Chair on a CSPNC committee and the governing board is advised to take this into account when appointing Chairs and Vice Chairs.

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Coastal San Pedro Neighborhood Council committee chairpersons shall submit written reports of their committee's activities and actions no later than seven days following their committee's meeting.

#### **6. Time Limit on Board Member Oration**

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# Amendment of 18 August 2014

## 3. Establishment of Standing Committees

The Governing Board establishes the following standing committees.

**Budget and Finance:** Responsible for budgetary and fiscal matters.

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**Community Transportation and Planning:** Responsible for all aspects of planning issues.

~~—**Coastal Risk and Beautification** (subcommittee).~~

**Coastal Risk and Beautification: To oversee land movement issues and beautification projects within CSPNC.**

**Cultural Affairs:** Responsible for cultural affairs matters.

**Port and Environment:** Responsible for all matters regarding the Port of Los Angeles and environmental issues.

**Public Safety:** Responsible for public safety matters.

**Recreation and Parks:** Responsible for all matters regarding recreation and parks.

**Rules and Bylaws.**

**Education Committee:** Responsible for all matters regarding education.

~~**Transportation Committee:** Responsible for all community transportation issues.~~

# Standing Rules of the Coastal San Pedro Neighborhood Council

*28 July 2014*

## **1. Governing Board Meeting Agenda**

The purpose of the agenda meeting is to determine which items will be placed on the Governing Board agenda. The agenda of the Governing Board shall be determined at a meeting of board members and stakeholders that will be convened at least seven days prior to the scheduled board meeting. The Vice President will preside at agenda committee meetings. In his or her absence the stakeholders present at the start of the meeting will elect a chair to preside at that agenda meeting. Motions must be submitted in writing. Wording of motions must be precise. Imprecise motions may be reworded at the agenda meeting or referred back to the individual or group submitting the motion. Motions must include the name of the board member who will move the motion. All board members and stakeholders present at the meeting may vote. A quorum for the purpose of transacting business shall be three, at least one of whom must be a board member.

## **2. Organization and Composition of Committees**

Standing committees of the Council shall have at least three members, at least one of whom shall be a member of the Governing Board. Committees shall require a quorum of three to transact business. Committee members will be appointed by the Governing Board and must be ratified by the Board in order to vote at committee meetings. The Governing Board shall elect committee chairpersons. State of California and City of Los Angeles conflict of interest and ethics rules shall apply to members of standing committees with regard to voting and other duties they perform as committee members. The president shall be considered a member of the committee for purposes of determining a quorum and casting votes.

## **3. Establishment of Standing Committees**

The Governing Board establishes the following standing committees.

**Budget and Finance:** Responsible for budgetary and fiscal matters.

**Communications:** Responsible for all outreach and community relation, including website, publications, and event operations.

**Community Transportation and Planning:** Responsible for all aspects of planning issues.

**Coastal Risk and Beautification** (subcommittee).

**Cultural Affairs:** Responsible for cultural affairs matters.

**Port and Environment:** Responsible for all matters regarding the Port of Los Angeles and environmental issues.

**Public Safety:** Responsible for public safety matters.

**Recreation and Parks:** Responsible for all matters regarding recreation and parks.

**Rules and Bylaws.**

**Education Committee:** Responsible for all matters regarding education.

**Transportation Committee:** Responsible for all community transportation issues.

#### **4. Election of Committee Chairs and Vice Chairs**

No stakeholder shall hold more than one Chair or Vice Chair on a CSPNC committee and the governing board is advised to take this into account when appointing Chairs and Vice Chairs.

#### **5. Written Committee Reports**

Coastal San Pedro Neighborhood Council committee chairpersons shall submit written reports of their committee's activities and actions no later than seven days following their committee's meeting.

#### **6. Time Limit on Board Member Oration**

*Whereas* the Coastal San Pedro Neighborhood Council wishes to hear as diverse a set of stakeholder opinions as possible, and prolonged orations by Board members can inhibit that,

Any single address by a Board member during a Board meeting shall be no longer than two minutes, and

Once an agenda item has been placed on the floor for consideration and presented, comment from the public shall be solicited before comment by members of the Board.

#### **7. Website Guidelines**

The CSPNC website is for dissemination of CSPNC documents and other information that is of use to stakeholders. It is to be used for announcements and for the record of CSPNC actions and positions.

Committee chair people can (and are encouraged to) access to the website directly to:

- 1) schedule and post the agendas for their committee's meetings;
- 2) update their own committee's minutes and other materials; and
- 3) make event and news postings of general interest.



Users should not post information in the website areas of committees other than their own committee. Such postings should be submitted to the Chair of the relevant committee. Scheduling a committee meeting on the web calendar and/or posting a committee agenda on the website does not substitute for legal posting of a meeting under the Brown Act. We are still required to make a minimum of one paper posting of the agenda in a publicly accessible place at least 72 hours prior to any meeting. Agendas must be submitted to the Secretary long enough in advance that he or she can make the necessary paper posting(s), or you must make the paper postings yourself.

The CSPNC website maintainers may make non-substantive changes to postings to encourage uniformity of formatting or to correct obvious typographical or grammatical errors. The CSPNC website maintainers may remove a posting if, in their opinion, it contains material that is inappropriate for posting on the CSPNC website (e.g. the material misrepresents a position that CSPNC has adopted, advocates that stakeholders adopt a particular political position, or is not relevant to the business and goals of the CSPNC). Any time such a deletion is made, the person who made the website posting (the poster) must be informed immediately via email. If the poster disagrees with the deletion and no acceptable compromise can be reached between the poster and the website maintainer, the deletion decision can be appealed to the Communication Committee.

## **8. Posting of Meeting Notices**

It shall be the duty of the Secretary of the Neighborhood Council to ensure that notice of the meetings of the Governing Board are posted and emailed to the stakeholder list at least 72 hours in advance of the meeting.

## **9. Posting of Agendas**

The Coastal San Pedro Neighborhood Council shall follow Policy Number 2014-01 of the Board of Neighborhood Commissioners regarding the posting of agendas. This Standing Rule shall automatically become void when that policy is incorporated into the Bylaws of the Coastal San Pedro Neighborhood Council.

Policy Number 2014-01 of the Board of Neighborhood Commissioners

1. Board and Committee meetings. Any additional physical postings shall be within the Neighborhood Council boundaries and shall be Brown Act time compliant.
2. Neighborhood Councils shall post agendas of all Board and Committee meetings on their web site or, on a page made available to them on the EmpowerLA web site. Such postings shall be Brown Act time compliant.
3. Neighborhood Councils shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS). The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system. Accordingly, posting the notices of meetings to the ENS system will not be required to comply with the Brown Act's time limits for posting agendas.
4. Neighborhood Councils that maintain an email list of stakeholders may email either a copy of the agenda for all Board and Committee meetings or an announcement of the meeting with a link to the agenda. Distribution to the email list will not be required to comply with the Brown Act's time limits for posting agendas.
5. Neighborhood Councils shall inform the Department of (a) the physical location of their posting site, (b) the address of their web site, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. Neighborhood Councils shall be required to submit this information on a form approved by the Department.
6. Neighborhood Councils that do not maintain a web site or, if available a page on the EmpowerLA web site shall continue to comply with the five (5) to seven (7) physical locations posting requirements imposed during their certification process; one (1) of the posting locations shall be Brown Act compliant; the remaining posting locations shall be within the Neighborhood Council boundaries and shall comply with Brown Act time limits for posting.
7. These posting requirements shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance.
8. If a Neighborhood Council is notified by the Department prior to any Board or Committee meeting that a confirmed violation of this policy has been reported the Neighborhood Council shall repost in accordance with this Policy. If the scheduled meeting cannot be reposted in compliance with this Policy, the Neighborhood Council shall cancel the meeting and make reasonable efforts to inform its stakeholders. If it becomes necessary to cancel Board or Committee meetings Neighborhood Councils are encouraged to contact the City Attorney for further guidance.
9. If a Neighborhood Council is found to be in violation of this Policy three (3) times within the current fiscal year the Board and any non-Board member committee chairs shall be required to take additional training as may be determined by the Department. If after receiving additional training the Neighborhood Council is again found to be in violation of this policy during the current fiscal year then exhaustive efforts to remedy this matter, including loss of funding may be taken by the Department pursuant to Article VI section 4 and Article X section 3 of the Plan for a Citywide system of Neighborhood Councils.

# Amendments of 28 July 2014

## 3. Establishment of Standing Committees

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**Education Committee:** Responsible for all matters regarding education.

**Transportation Committee:** Responsible for all community transportation issues.

## 8. Posting of Meeting Notices

It shall be the duty of the Secretary of the Neighborhood Council to ensure that notice of **the** meetings of the **Governing** Board ~~are provided at least 72 hours in advance, to wit, paper copies of the agenda posted at the five locations, at least one of which is Brown Act compliant, designated by the Board and on the Neighborhood Council's website.~~ **are posted and emailed to the stakeholder list at least 72 hours in advance of the meeting.**

## 9. Posting of Agendas

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**current fiscal year then exhaustive efforts to remedy this matter, including loss of funding may be taken by the Department pursuant to Article VI section 4 and Article X section 3 of the Plan for a Citywide system of Neighborhood Councils.**

# Standing Rules of the Coastal San Pedro Neighborhood Council

*20 January 2014*

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**Public Safety:** Responsible for public safety matters.

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**Rules and Bylaws.**

**Education Committee:** Responsible for all matters regarding education.

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# Amendment of 20 January 2014

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# Standing Rules of the Coastal San Pedro Neighborhood Council

*15 July 2013*

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# Amendment of 15 July 2013

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# Standing Rules of the Coastal San Pedro Neighborhood Council

*25 February 2013*

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## **Rules and Bylaws.**

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# Amendment of 25 February 2013

## 8. Posting of Meeting Notices

It shall be the duty of the Secretary of the Neighborhood Council to ensure that notice of meetings of the Board are provided **at least 72 hours in advance**; to wit, paper copies of the agenda posted at the five locations, **at least one of which is Brown Act compliant**, designated by the Board and on the Neighborhood Council's website. ~~If the Secretary is unable to fulfill this duty, the President may designate a board member to perform this duty.~~

~~It shall be the duty of ad hoc and standing committee chairpersons to ensure that notice of meetings of their committees are provided; to wit, a paper copy of the agenda posted in at least one location that complies with Ralph M. Brown Act requirements and on the Neighborhood Council's website.~~

# Standing Rules of the Coastal San Pedro Neighborhood Council

*28 January 2013*

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Coastal San Pedro Neighborhood Council committee chairpersons shall submit written reports of their committee's activities and actions no later than seven days following their committee's meeting.

### **6. Time Limit on Board Member Oration**

*Whereas* the Coastal San Pedro Neighborhood Council wishes to hear as diverse a set of stakeholder opinions as possible, and prolonged orations by Board members can inhibit that,

Any single address by a Board member during a Board meeting shall be no longer than two minutes, and

Once an agenda item has been placed on the floor for consideration and presented, comment from the public shall be solicited before comment by members of the Board.

### **7. Website Guidelines**

The CSPNC website is for dissemination of CSPNC documents and other information that is of use to stakeholders. It is to be used for announcements and for the record of CSPNC actions and positions.

Committee chair people can (and are encouraged to) access to the website directly to:

- 1) schedule and post the agendas for their committee's meetings;
- 2) update their own committee's minutes and other materials; and
- 3) make event and news postings of general interest.

Users should not post information in the website areas of committees other than their own committee. Such postings should be submitted to the Chair of the relevant committee.

Scheduling a committee meeting on the web calendar and/or posting a committee agenda on the website does not substitute for legal posting of a meeting under the Brown Act. We are still required to make a minimum of one paper posting of the agenda in a publicly accessible place at least 72 hours prior to any meeting. Agendas must be submitted to the Secretary long enough in advance that he or she can make the necessary paper posting(s), or you must make the paper postings yourself.

The CSPNC website maintainers may make non-substantive changes to postings to encourage uniformity of formatting or to correct obvious typographical or grammatical errors. The CSPNC website maintainers may remove a posting if, in their opinion, it contains material that is inappropriate for posting on the CSPNC website (e.g. the material misrepresents a position that CSPNC has adopted, advocates that stakeholders adopt a particular political position, or is not relevant to the business and goals of the CSPNC). Any time such a deletion is made, the person who made the website posting (the poster) must be informed immediately via email. If the poster disagrees with the deletion and no acceptable compromise can be reached between the poster and the website maintainer, the deletion decision can be appealed to the Communication Committee.

## **8. Posting of Meeting Notices**

It shall be the duty of the Secretary of the Neighborhood Council to ensure that notice of meetings of the Board are provided; to wit, paper copies of the agenda posted at the five locations designated by the Board and on the Neighborhood Council's website. If the Secretary is unable to fulfill this duty, the President may designate a board member to perform this duty.

It shall be the duty of ad hoc and standing committee chairpersons to ensure that notice of meetings of their committees are provided; to wit, a paper copy of the agenda posted in at least one location that complies with Ralph M. Brown Act requirements and on the Neighborhood Council's website.

# Amendment of 28 January 2013

## 2. Organization and Composition of Committees

Standing committees of the Council shall have at least three members, at least one of whom shall be a member of the Governing Board. Committees shall require a quorum of three to transact business. Committee members will be appointed by the Governing Board and must be ratified by the Board in order to vote at committee meetings. The Governing Board shall elect committee chairpersons. **The president shall be considered a member of the committee for purposes of determining a quorum and casting votes.**

# Standing Rules of the Coastal San Pedro Neighborhood Council

*Base text as adopted 16 July 2012*

## 1. Governing Board Meeting Agenda

The purpose of the agenda meeting is to determine which items will be placed on the Governing Board agenda. The agenda of the Governing Board shall be determined at a meeting of board members and stakeholders that will be convened at least seven days prior to the scheduled board meeting. The Vice President will preside at agenda committee meetings. In his or her absence the stakeholders present at the start of the meeting will elect a chair to preside at that agenda meeting. Motions must be submitted in writing. Wording of motions must be precise. Imprecise motions may be reworded at the agenda meeting or referred back to the individual or group submitting the motion. Motions must include the name of the board member who will move the motion. All board members and stakeholders present at the meeting may vote. A quorum for the purpose of transacting business shall be three, at least one of whom must be a board member.

*Adopted 17 November 2008*

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*Adopted 17 November 2008*

*Amended 19 September 2011*

## 3. Establishment of Standing Committees

The Governing Board establishes the following standing committees.

**Budget and Finance:** Responsible for budgetary and fiscal matters.

**Communications:** Responsible for all outreach and community relation, including website, publications, and event operations.

**Community Transportation and Planning:** Responsible for all aspects of planning issues.

**Cultural Affairs:** Responsible for cultural affairs matters.

**Port and Environment:** Responsible for all matters regarding the Port of Los Angeles and environmental issues.

**Public Safety:** Responsible for public safety matters.

**Recreation and Parks:** Responsible for all matters regarding recreation and parks.

**Rules and Bylaws.**

**Education Committee:** Responsible for all matters regarding education.

*Adopted 17 November 2008*

*Amended 19 July 2010*

*Amended 19 September 2011*

#### **4. Election of Committee Chairs and Vice Chairs**

No stakeholder shall hold more than one Chair or Vice Chair on a CSPNC committee and the governing board is advised to take this into account when appointing Chairs and Vice Chairs.

*Adopted 17 November 2008*

#### **5. Written Committee Reports**

Coastal San Pedro Neighborhood Council committee chairpersons shall submit written reports of their committee's activities and actions no later than seven days following their committee's meeting.

*Adopted 15 December 2008*

#### **6. Time Limit on Board Member Oration**

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Once an agenda item has been placed on the floor for consideration and presented, comment from the public shall be solicited before comment by members of the Board.

*Adopted 20 April 2009*

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*Adopted 18 May 2009*

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It shall be the duty of ad hoc and standing committee chairpersons to ensure that notice of meetings of their committees are provided; to wit, a paper copy of the agenda posted in at least one location that complies with Ralph M. Brown Act requirements and on the Neighborhood Council's website.

*Adopted 27 February 2012*