



OPERATING PROCEDURES

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OPERATING PROCEDURES
STUDIO CITY NEIGHBORHOOD COUNCIL

PREAMBLE

Any conflict between these Operating Procedures and the Studio City Neighborhood Council Bylaws, the Studio City Neighborhood Council Bylaws will govern.

RULES

Article One

Robert Rules of Order

- A Roberts Rules of Order, latest edition, are adopted for meetings of the Studio City Neighborhood Council (the Board), committees, subcommittees and any other meeting held to conduct the business of the Studio City Neighborhood Council (SCNC).

THE BOARD

Article Two

Board Agenda

- A. President will place items on the Agenda with a brief description of the item and any action if required.
1. Any SCNC Stakeholder may request items to be placed on the Agenda in accordance with the time limits set below.
 2. 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.
- B. Cut off times for placing items on Agenda
1. President shall be notified in writing by E-mail or otherwise one week (7 days) prior to the SCNC meeting giving a brief description of the item to be placed on the agenda.
 2. President to send Agenda to Secretary as soon as possible for posting prior to the SCNC regularly scheduled meeting.
- C. The President has the discretion to refer the requested agenda item to the appropriate committee. Thereafter the committee shall request that the President Agendize the referred item within 45 days.
- D. If any request involves expenditures of funds it must be referred to the budget committee who forwards the request to the appropriate committee.

MEETINGS

Article Three

Posting Notice of Meeting and Agenda

- A. The Secretary or designee is responsible for executing, or delegating the following tasks.
1. Use best efforts to publish Notice of SCNC Board Meetings as follows:
 - a. Daily News Notice
 - b. Other local publication

 2. Post the Board and committee Agendas in accordance with the Brown Act, SCNC Bylaws and the public posting log filed with the application for certification, at the following locations:
 - a. Studio City Library
 - b. CBS Studio Center Radford and Colfax gates.
 - c. Carpenter Ave. School main door
 - d. Studio City (Beeman) Park office

 3. Notify City Council, Districts 2, 4, & 5 and the mayor's office of all Board meetings including the Agendas
SCNC Bylaws Article X, C

 4. Publish all Board meeting agendas to the SCNC email list.

Article Four

Meeting Room Setup

The Secretary or designee shall provide agendas, speaker cards and sign-in sheets at board meetings.

Conduct of Meetings

1. Call to order
2. Roll call for quorum
 - a. Excused absences will be announced at this time: non-excused absences will be recorded
3. Approval of minutes
4. President's comments.
5. Public comment on non-agendized items
 - a. Public comment is limited to three (3) minutes per Speaker unless otherwise waived by the presiding officer. (Speaker cards are mandatory)
6. Public comment period closed.
7. Board response, if any.

8. Invited speakers.
 - a. The time limit is to be controlled by the presiding officer.
 - b. Public or Board response to be controlled by the presiding officer.
9. Noticed Agenda Items.
 - a. Public comment is limited to three (3) minutes per Speaker unless otherwise waived by the presiding officer or by request of a Board Member. (Speaker cards are mandatory)
 - b. Public comment period closed.
 - c. Board discussion.
 - d. Board action.
10. Comments by the Board on matters within the Board's jurisdiction or discretion.
11. Adjournment.

Article Five

Post Meeting Activities

- A. Within five business days of the Board Meeting the Secretary shall forward draft minutes by E-mail to all Board members and in accordance with paragraph C.1.a. below.
- B. Upon approval of the minutes by the Board at the next Board meeting the secretary or designee shall:
 1. Post the minutes on the SCNC website.
- C. Corresponding Secretary/Alternate Secretary
 1. The Corresponding/Alternate Secretary shall send the Board approved minutes in writing in order to inform the interested parties of the City of Los Angeles of the SCNC's approved actions on issues that had come before the SCNC and perform other duties assigned by the Board.
 - a. Interested parties are:
 1. City Councilmember – CD 2
 2. City Councilmember – CD 4
 3. City Councilmember – CD 5
 4. As the Board may direct to other City Department Heads and others.

Article Six

Restrictions on Voting by Board Members.

- A. The President will vote as the last Board member on all issues. If President's vote results in a tie, the President's vote will not be counted.
- B. The Youth Board Member shall have all the rights and privileges of a Board member except the right to vote on any motion brought before the Board.

COMMITTEES

Article Seven

Appointment of Committees

A. TYPES OF COMMITTEES

- a. Standing
 - b. Ad Hoc
 - c. Advisory
 1. Of these, Standing committees are established by action of the Board.
 2. Ad Hoc committees are established by action of the Board or the President.
 3. Advisory committees may be appointed by any Board member or committee chair.
- B. Standing committees shall meet no less than twice per quarter, unless the President and the Committee chair agree that fewer meetings are needed.
- C. Upon request of the President or of any other member of the Board, and consistent with the SCNC Bylaws and these procedures, Committees shall be formed, suspended, disbanded or any other disposition that may be taken. Each standing committee should consist of at least one (1) Board member.
- D. President will appoint the Chair of each committee immediately after each election or thereafter as they are formed. The Board may remove any committee member including the Chair.
- E. The Chair of the committee shall appoint members to the committee to create an effective team.
- F. By a simple majority vote, the Board may appoint stakeholders including Board members to Standing and Ad Hoc committees.
- G. All Standing and Ad Hoc committees shall have a mission statement as specified by the Board i.e. a stated purpose of its function and an objective.
- H. The President of the Board is an ex officio member of all committees without voting rights.
- I. No Standing Committee shall be comprised of more than four (4) members of the Board.

STANDING COMMITTEES

A standing committee continues in existence until disbanded by the Board.

It is subject to the provisions of the Brown Act which includes posting notice of its meetings, agenda items and possible motions being made. Motions that involve procedural matters do not necessarily require posting..

Standing Committees may be comprised of Board members and stakeholders.

Unless the Board has stated otherwise, no action of a committee will be considered an action of the Board.

Standing committees shall maintain minutes which shall be distributed to all Board members and posted on the SCNC website, once they are approved.

AD HOC COMMITTEES

An Ad Hoc Committee once formed is automatically disbanded by the Board or the President upon:

a) Completion of the task assigned to it and reported to the Board or the Standing committee.

b) By a date certain if a date certain has been set.

Ad Hoc Committees are not subject to the Brown Act unless:

a) A majority of the Board are members of the Committee, or

Where an Ad Hoc Committee has a majority of Board Members on the committee, any action of the committee shall be submitted, considered and voted on by the Board at a noticed Board Meeting. Unless the Board has stated otherwise, no action of the committee will be considered an action of the Board.

ADVISORY COMMITTEES

An Advisory Committee may be appointed by any Board Member or committee chair to advise and assist the Board Member or committee chair on a specific issue or subject.

An Advisory Committee may not have a Board member as a member of the committee.

It is the responsibility of the appointing Board member or committee chair to report the findings to the Board or any committee having jurisdiction over any information and/or advisement that the Advisory Committee provides to the appointing Board member or committee chair.

Advisory Committees shall have no decision making power.

Advisory Committees do not have to comply with the Brown Act.

Article Eight

Committee Agenda

The agenda format in Article Four above shall be adopted by the committee chair subject to adjustments made at the chair's discretion. Exercise of the chair's discretion in adjusting the format of the agenda shall be subject to any motion made by a committee member

Article Nine

Posting Agendas

Notice of Standing Committee and Ad Hoc Committee Meetings where required in accordance with Bylaws Article Ten, C shall be posted in accordance with the requirements set forth herein for posting Board Meetings.

Article Ten

Conduct of Meetings

- A. Committees shall undertake the review and investigation of facts necessary to perform and fulfill the function for which they were formed and appointed.
 - 1. Other than as stated above, Committees shall take no action other than as authorized by the Board.
 - 2. Committees shall report findings and/or recommendations to the Board. Any recommendation from a committee will be considered and treated as a motion made before the Board.

Article Eleven

Post Meeting Activities

- A. Notwithstanding the provision of Article Two, A. 2. any SCNC committee report will be placed on the Board's Agenda for the next Board meeting as requested by the committee Chair.
- B. SCNC committee reports will be placed on the Board's Agenda in accordance with the time limits set below.
 - 1. The committee chair shall notify the President in writing, as soon as practical, after the committee meeting of any item that the Committee chair requests to place on the Board's Agenda for the next scheduled Board meeting.

COMMUNICATIONS

Article Twelve

Communications to the Public and Media

The President will be the spokesperson to speak on behalf of the Studio City Neighborhood Council and is authorized to speak on behalf of the Board with respect to any issue that has been or may be discussed by the Board. All Board members may speak for themselves but must indicate that he or she does not speak on behalf of the Board. The President may designate another person to speak on behalf of the Board. The definition of “speak” as used herein, in addition to common usage, shall mean writing, publishing or the transmission of any information by any means whatsoever to any person or entity.

SPECIAL MEETINGS

Article Thirteen

Special Meetings

Special or emergency meetings can only be called upon approval of a majority of the Officers of the Board, namely, the President, Vice President, Secretary, Corresponding Secretary and Treasurer.

POST ELECTION ORIENTATION

Article Fourteen

Post Election Procedures

- A. An Orientation meeting for new Board members shall be called after the certification of election results and prior to the next Board meeting.
- B. The Outgoing President will conduct the orientation meeting which will include the following:
 1. Function of the Neighborhood Council
 2. Operating Procedures
 - a. Distribution to all Board members.
 3. Code of Conduct
 - a. Distribute to all Board members.
 - b. The Code of Conduct will be signed by all Board members. The signatures may be on more than one page.
 4. A one page handout listing the committees, standing and ad hoc, that are in place and stating the requirement that each Board member shall serve on at least (1) one standing committee.

At its first Post-Election meeting the Board shall,

- A. Conduct the election of officers.

- B. All committees both standing and ad hoc will be disbanded and reestablished as a matter of course subject to the provision of Article 7.
 - a. The newly elected Board may appoint and rename committee members and reestablish previous committees. Appointment of Committee chairs shall be in accordance with Article 7

Following the first Post-Election Board meeting the President shall,

- a. Conduct a meeting for all chairpersons in which the Committee Chair Manual will be discussed and reviewed.