

Standing Rules, Policies, and Procedures for NHENC General Board

Revised March 2, 2020

I. NHENC BYLAW AND STANDING RULES (SR) REQUIREMENTS

- 1) Board must approve minutes of previous meeting and post them on NHENC webpage. (SR)
- 2) Board Members must abide by the NHENC Code of Civility. (SR)
- 3) Board Members must, within 60 days of being seated, obtain a certificate of completion for “Ethics and Open Government Training for Neighborhood Councils” (Bylaws)
- 4) Board Members must use their assigned xxxxx.NHENC@gmail.com email address for all NHENC related email correspondence. (SR)

II. PRESIDENT DUTIES

- 1) Schedule General Board of Directors meeting dates, times and locations.
- 2) Meetings must take place within the NHENC boundaries.
- 3) Compile the meeting agenda. Follow NHENC Board meeting agenda formats.
- 4) Set realistic time limits on agenda items, especially presentations.
- 5) Provide brief, unbiased descriptions, usually a brief paragraph, for each item.
- 6) Arrange for a meeting room for which there is:
 - a) No rental fee (If a fee is involved Executive Committee must approve.)
 - b) Ample parking for the expected number of attendees (provide parking passes if required).
 - c) Tables and chairs for the expected number of attendees
 - d) Access for the disabled
 - e) Open access for attendees
- 7) Arrive at least 10 minutes before meeting to open and prepare meeting room.
- 8) Set out speaker cards for members of the public.
- 9) At the end of the meeting, tidy up and lock meeting room.

III. DUTIES OF SECRETARY

- 1) Provide sign-in sheets for attendees (stakeholder sign-in shall be voluntary).
- 2) Keep accurate, concise meeting minutes (or oversee professional minute taker).
- 3) Post draft minutes online before scheduling next meeting.
- 4) Present draft minutes at the next meeting for committee approval.
- 5) Maintain up-to-date board membership rolls, including attendance records.
- 6) Post General Board of Directors Meeting agenda on NHENC website, at least 72 hours in advance of meeting, 24 hours for special meeting. Consult Webmaster for technical guidance.

IV. CODE OF CIVILITY

All Board members are responsible for setting a productive, civil and welcoming tone at all times to all persons even when emotions run high on an issue. It is advisable to consult the NHENC President and other committee chairs for advice on defusing disruptive situations. In general, however, it is expected that board members will:

- 1) Treat colleagues and stakeholders with equal courtesy at all times.
- 2) Actively discourage personal attacks, verbal bullying and discourtesy of any kind:
 - 2.a. Between board members
 - 2.b. Between board members and stakeholders

- 2.c. Exchanges between stakeholders during public comment
- 2.d. Directed at a stakeholder who is making a presentation
- 2.e. Directed toward City personnel
- 2.f. Demeaning remarks aimed at someone who is not in the room

V. NOTIFICATIONS

- 1) Notify the Board Secretary of meeting dates and locations in a timely manner.
- 2) Post PDF versions of agendas (with attachments) on NHENC website at least 72 hours in advance of a regular meeting, 24 hours in advance of a special meeting
- 3) Post hard copy agenda notices at the designated locations at least seventy-two (72) hours prior to the meeting. (Pennylane Rainbow Room.)
- 4) Confirm availability of any person(s) slated to make a presentation.
- 5) Duly notify any person or group whose property, place of business, event or project is specifically slated for discussion on the meeting agenda.

VI. CONDUCTING THE MEETING

- 1) Take the board member attendance roll at the beginning of the meeting (to be reflected in minutes).
- 2) State for the record the voting members present.
- 3) Before opening public comment on non-agenda items, announce availability and purpose of speaker cards, brief attendees on decorum rules, time limits for public comment, meeting format, addressing all questions and comments to the chair, etc.
- 4) Keep agenda items on track by keeping committee discussions on topic.

VII. Tardiness Policy

- 1) Meeting is divided into thirds
- 2) Missing any one of those thirds is one third (1/3) of an absence
- 3) Three one third absences is one official absence.