

Standing Rules, Policies, and Procedures for Committees
Approved August 5, 2019 NHENC Board of Directors Meeting

These Standing Rules are good for all Standing Committees.

NHENC Committees are based on the needs of the community, and the Board may assess the need for adding or removing committees as deemed necessary.

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- a. **Executive Committee** – made up of the Board President, Vice President, Treasurer and Secretary
- b. **Budget and Finance Committee** – Chaired and co-chaired by the Treasurer and the Vice President, respectively
- c. **Educational and Youth Resources Committee** – Connecting students with resources for higher education, tutoring; building relationships with school principals, parent centers; working with churches and non-profits on projects that serve our students
- d. **Outreach Committee**
 - di. Outreach Strategy Subcommittee
 - i . Outreach Materials Development, Tools and Equipment Subcommittee
- e. **Land Use Committee** – Zoning, Early Notification System monitoring, new development, etc.
- f. **Public Safety Committee** - Emergency/disaster preparation, traffic lights, crosswalks at schools, child protection, Neighborhood Watch, Community Emergency Response Team training, Safer City Initiative, Captain’s Quarterly Meetings, etc.
- g. **Beautification** – Gateway project, bulky item pick up, Adopt-A-Basket, graffiti removal and reporting, potholes, lights, sanitation and other city services
- h. **Rules and Election Committee** – serve as the experts of NHENC Bylaws, Standing Rules, Code of Civility, Brown Act, Roberts Rules, Empower L.A. Code of Ethics and other rules and guidelines governing NHENC’s activities; advising Board Members, Committee members, stakeholders when necessary
- i. **City Life Committee** – Cultural Affairs, The Environment, Social Health and Welfare, The Internet and Social Media.

II. Committee Chairs

A. Appointment of Chairs

The Executive Committee of the Governing Board appoints Committee Chairs.

“The chairperson of the committee shall be appointed by the Executive Committee, and may be removed and replaced by the Executive Committee.” (Bylaws)

B. NHENC BYLAW AND STANDING RULES (SR) REQUIREMENTS

1. All committees must meet at least once per quarter. (SR)
2. All committees must report to the Governing Board once each quarter. (SR)

3. All committees must report to the NHENC Budget & Finance Committee at least once within each fiscal year. (SR)
4. Committees must approve minutes of previous meeting and post them on the committee's webpage. (SR)
5. Committee chairs must abide by the NHENC Code of Civility. (SR)
6. Committee chairs must, within 60 days of being seated, obtain a certificate of completion for "Ethics and Open Government Training for Neighborhood Councils" (Bylaws)
7. Chairs must use their assigned xxxxx.NHENC@gmail.com email address for all NHENC related email correspondence. (SR)

C. CHAIR DUTIES

1. 1. Schedule meeting dates, times and locations. A consistent monthly date is preferred. Meetings must take place within the NHENC boundaries
2. Compile the meeting agenda. Follow NHENC Board meeting agenda formats.
 - a. Set realistic time limits on agenda items, especially presentations.
 - b. Provide brief, unbiased descriptions, usually a brief paragraph, for each item.
3. 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
4. Arrive at least 10 minutes before meeting to open and prepare meeting room.
5. Set out speaker cards for members of the public.
6. At the end of the meeting, tidy up and lock meeting room.
7. Provide sign-in sheets for attendees (stakeholder sign-in shall be voluntary).
8. Keep accurate, concise meeting minutes (this may be assigned to committee secretary).
9. Post draft minutes online before scheduling next meeting.
 - a. Present draft minutes at the next meeting for committee approval.
10. Maintain up-to-date committee membership rolls, including attendance records.
10. Maintain Committee webpage on NHENC website, including posting of agendas, draft minutes and approved minutes. Consult Webmaster for technical guidance.

D. CIVILITY

NHENC Committee Chairs 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 chairs 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 committee members
 - 2.b. Between committee 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

E. NOTIFICATIONS

- 1. Notify the Board Secretary of meeting dates and locations in a timely manner.
- 2. Post PDF versions of agendas (with attachments) online by submitting to Webmaster.
- 3. Post hard copy agenda notices at the designated locations at least seventy-two (72) hours prior to the meeting. (see NHENC Bylaws for required posting places.)
- 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.

F. CONDUCTING THE MEETING

- 1. Take the committee 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.