

BOARD RULES FOR THE
SYLMAR NEIGHBORHOOD COUNCIL
Revised 1/22/09

Behavior

- One person speaks at a time.
- No idea is a bad idea.
- Respect given to all persons and their comments.
- Address the President once called upon.
- Code of Conduct to be followed.

Decision Making

- The majority rules.
- Standard Parliamentary Rules will apply for motions, discussion, and voting unless the Bylaws require 2/3 vote.
- No secret ballots.
- Show of hands for most voting requirements.
- President announces the results of the vote.

Cell phones and pagers on vibrate mode.

Personal needs during a meeting.

- Directors need not request permission to leave a meeting for personal needs for short periods of time.

Secretary

- Prepares the agenda and posts.
- Takes the Minutes of the SNC meetings.
- Brings the necessary information and documents to Board meetings.
- Tapes the Minutes of the Board meetings.
- Reports to the V.P. of Administration and Executive Board.
- Roll call at the meetings and maintains the records of attendance.
- Assists with maintenance of the SNC records.
- Furnish identification for Directors and speakers.
- Maintains record book of Bylaws, Board Rules, Minutes, and attendance records and will have the current record book at all Council meetings.
- Summarizes and reads SNC correspondence at meetings.
- Furnish committees with whatever documents are needed for their performance.
- Have on hand a list of all committees and their members and contact information for each meeting.
- Maintain speaker cards and include them for record keeping.

Sergeant at Arms

Maintains meeting control

Escort uncontrollable annoyances from disruptive persons as directed by the President from the meeting place.

If necessary, shall request police assistance.

Parliamentarian

The President shall have the authority to hire a professional Parliamentarian to confer with or attend meetings as the need arises.

Director acting as a Parliamentarian shall have knowledge of City, Bylaws, parliamentary procedures, DONE Neighborhood Plan requirements, or other legalities that dictates the governance of the SNC for the purposes of advising the President during proceedings, before meetings, and during recess.

Absences/late/leave early

Bylaws require notification of Board member absences to a member of the Executive Board prior to the Board meeting.

Executive Board

Will meet as needed between Board meetings

Prepares the agenda

Reviews/approves all agendas before posting

Executive Board is composed of President, Vice-President of Administration, VP of Communications, Treasurer and Public Relations Officer (Officers)

Empowerment training notification to Board

Directors shall notify the Executive Board and / or the President when receiving certification or attending classes from the DONE Empowerment Academy.

Personal information of Directors and Stakeholders as it relates to confidentiality.

Databases – SNC shall keep all databases which include contact information of stakeholders confidential and not released to person/s other than for SNC business unless authorized by the SNC Board.

Documents – The Public Records laws and regulations from DONE shall govern SNC documents.

Ex-Officio Members

If an ex-officio Director ceases to hold the office that entitles him or her to such position, his membership on the Board terminates automatically and a replacement is provided by the office or agency holding the seat.

Has no voting privileges.

Is not counted for quorum purposes.