

BOARD RULES FOR THE SYLMAR NEIGHBORHOOD COUNCIL

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, 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.

Committee Chairs and committee members.

- The President will appoint the chairs as outlined in the Bylaws.
- Committee size: Each committee will have a minimum of five (5) members, of which two (2) will be directors and three (3) will be stakeholders.
- The maximum committee size will be determined by each committee chairperson during the committee's annual strategic planning meeting.
- Committee composition: The Composition of each committee will be reviewed by the respective committee chairperson(s) annually.
- The committee chairperson may select new committee members annually.
- Each committee may call upon persons with professional expertise for specific information. These "professional experts" will serve as resource personnel to the committee(s).
- The chairperson of the committee will select the stakeholder representatives to serve on the respective committee.
- Stakeholders may request to serve on a committee subject to approval by the committee chair(s) and by the limitations of the committee's size.
- Committees may form subcommittees as appropriate/needed.
- Each committee may select one of its own members as an official representative/spokesperson for that committee.
- Committee vacancies will be noticed during regular meetings of the Board of Directors.
- The list of committee members is to be on file with the Secretary.

Secretary and the alternate

Prepares the agenda and posts.
Takes the minutes of the SNC council meetings.
Brings the necessary information and documents to board meetings.
Tapes the minutes of the Board meetings.
Reports to the President and/or Executive Board.
Roll call at the meetings and maintains the records of attendance.
Official keeper 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.
Summarize and read 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 of 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. The President shall accept the advice or disregard it.

Absences/late/leave early

Bylaws require notification of absences to any Board member. Directors shall report the reason for the absence and it is up to the Executive Board to determine whether the absence is excusable.

Brown Act as it pertains to Board Members

Directors shall adhere to Brown Act requirements.

Executive Board

Will meet as needed between board meetings
Prepares the agenda
Supervises the Secretary
Reviews/approves all agendas before posting
President, Vice-President and Treasurer (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.

Approved by the Sylmar Neighborhood Council Board of Directors on February 24, 2005. (BB) Revised 6/05 BB approved __6/21/05_____