

## ATTACHMENT E

### Bel Air-Beverly Crest Neighborhood Council

#### STANDING RULES

Includes Approved and Proposed Rules

##### **1. Roles of Governing Board Members within the Community**

- a. Board Members need to be cognizant of the role they have within the community. In neighborhood and City meetings, they may acknowledge that they are BABCNC Board members; however, they must be clear when putting forth opinions or statements of fact that they are not speaking on behalf of the Governing Board, unless having been expressly designated to do so. A designated speaker shall limit oneself to policies and actions approved by the Board.
- b. Any written material (flyers, letters, etc.) as a communication from a Board Member as a designated representative of BABCNC must be approved by the board before it is sent out.

##### **2. Report by Committees**

The Committee Chair or Secretary shall file with both the office and Board Secretary, minutes of each meeting within 10 days following such committee meetings.

##### **3. Membership on Committees**

Membership on any committee shall be voluntary. Standing and Ad Hoc Committee meetings will be open to all stakeholders. All Committees may invite others to attend as may be required to assist in the work of the Committee. Members of the public will be given an opportunity to speak at these meetings.

##### **4. Number of Members on Committees**

The optimum number of members on a committee is 5-7. The maximum number of regular members of any standing or ad hoc committee is 15. Regular members do not include *ex officio* members (7/28/21)

##### **5. Composition of Committees**

Eighty percent of the regular members of the Budget and Finance, Planning and Land Use, Bylaws, Rules and Elections, and Neighborhood Purpose Grant Review Committees must be Board members and 50% of all other committees (standing and ad hoc) must be Board members.

## **6. Majority Vote in Committees**

No motion may be passed by any committee subject to the 50% Board composition rule without majority support from the Board members on the committee present and voting (8/25/21).

## **7. Vice Chair of Committees**

The President, in consultation with the Chair of any committee, may nominate a Board member to serve as Vice Chair of that committee, to be elected by the Board (8/25/21).

## **8. Deputy Chair of Committees**

Stakeholders may serve as Deputy Chair of committees to assist in the operation and leadership of any committee (2022).

## **9. Operation of Standing Committees**

The President or any member of the Board shall nominate the Chairperson and The Board shall elect the Chairperson to serve in that capacity. The Chairperson shall serve for a term of one (1) year, unless removed earlier by a majority of the Board for cause, including illness or inability to serve, is no longer a member of the board or until a successor is chosen. Committees shall determine how they will conduct their business. They shall report on their activities in writing at each meeting of the BABCNC. Notice will be posted 72 hours in advance of a regular meeting and 24 hours in advance of a special meeting. The Chairperson or Co-chairs shall be a member of the Board. Every Board member should serve on at least one committee.

The Committee Chair shall be responsible to the Board for the operation of the of the Committee consistent with the Bylaws and Standing Rules.

If an Administrator is engaged for the Council, the Chair shall have the benefit of the Administrator's services to fulfill the work of the Committee.

The standing Committee shall not act without affirmative action of the full Board.

## **10. How Standing Committees Work:**

- a. Standing Committees shall work on issues and projects raised by its members, stakeholders, referred by the Executive Committee or Governing Board, or special projects that the committee identifies as falling under its mission.
- b. Each Standing Committee shall meet monthly in a public place, in accordance with the Brown Act, within the territorial boundaries of the BABCNC.

- c. Each Standing Committee shall draw up a Mission Statement to be approved by the Governing Board
- d. Standing Committees shall prepare and submit agendas to the Secretary of the Board and the Council office by a prearranged schedule so that the agenda can be posted at least 72 hours in advance of meetings

#### **11. Standing Committee Chairperson**

- a. All Committee Chairs agree to agendize their meetings and supply the Council office and the Executive Committee with a copy of the agenda the week before the date of the meeting so that the agenda can be noticed in the community.
- b. All Committee Chairpersons agree to supply the Executive Committee with updates on contact information of their committee members and participants in committee activities for BABCNC outreach purposes.
- c. Committee chairpersons shall keep records of sign-in sheets, agendas and minutes
- d. Any committee correspondence, flyers, any written materials, etc., shall be approved by the board before disseminated
- e. Chairpersons shall do due diligence in outreaching for committee members and file records with the Council office.
- f. Chairpersons shall promote contact-building for BABCNC email list
- g. Committee chairpersons shall prepare agendas for meetings in a timely manner so that it can be posted at our posting locations and sent out by email

#### **12. Administration by Council of requests for compliance with the California Public Records Act**

- a. Whenever such a request is received by the Council office or any Officer or other member of the Board, the full Executive Committee should be notified so that the request will be acknowledged as an obligation requiring prompt attention.
- b. The Executive Committee will designate a person responsible to deal with the request, keeping the Executive Committee informed.
- c. When the materials requested are assembled, they should be reviewed by the member of the Board in charge of the request and reported to the Executive Committee.
- d. The Executive Committee should then determine whether this is a matter to be submitted to the City Attorney.
- e. Good management procedure then should follow up with the City Attorney so that a response can be made, to the extent required within the ten day period.
- f. A response by the Council should be made in a timely manner.

- g. All action pursuant to this paragraph shall be in compliance with the Public Records Act and Neighborhood Councils, Congress of Neighborhoods currently in effect and provided by the Office of the City Attorney – Neighborhood Council Advice Division.

### **13. Conflict of Interest by Board Members**

(a) At the commencement of each Board Meeting, immediately following the vote to approve the Meeting agenda, the President (or other Officer presiding over the Meeting), shall ask each Board Member, collectively or individually, whether he or she has a potential conflict of interest with respect to any item on the approved agenda;

(b) The President shall first ask for a show of hands of all Members present who have a good faith belief to not have a conflict with any item on the agenda;

(c) The President shall then ask for a show of hands of all Members present who have good faith belief to potentially have a conflict with one or more items on the agenda;

(d) If any Member affirmatively indicates by show of hand that he or she may have a potential conflict, the President shall for ask of each indicating Member the agenda item of potential conflict, and shall request that such Member recuse himself or herself from the Meeting at the time the item comes before the Board;

(e) For purposes of this Standing Rule, recusal shall mean to remove oneself from participation in the discussion, and if applicable, voting, on the matter covered by the agenda item.

(f) Based upon the foregoing, as each agenda items comes before the Board, the President shall specifically remind each Member indicating a potential conflict with the agenda item that he or she is recused from the matter and may not participate in the discussion or vote on the matter.

### **14. Interrelationship Between Committees and Office – PENDING AND NOT PASSED**

#### **a. Planning and Land Use Committee (PLU)**

To coordinate the flow of the material to meet the PLU Committee's obligation mandated by the Planning Department:

Planning Department Mandate requires all not by right applications to be first reviewed by the Neighborhood Council of the applicant's property.

1. When BABCNC (Council) receives CNC report, the CD4 and CD5 listings should be segregated from the CNC Report and distributed to all members of the Land Use Committee.

2. Shortly thereafter, if the individual files regarding the matters reported on the CNC Report have not been received, the Administrator should contact Planning and obtain a copy of the file which should contain both the Application, rationale for the request and any plans, drawings or studies.

3. When the foregoing are obtained, they should be distributed to the nearest stake holder group in whose area the property application is situated. Receipt of the underlying material of the application material by Council should be registered in a log and dated. When it is distributed to the relevant stake holder group, the outgoing date and recipient should be logged in. The stakeholder group should then report its position regarding the matter to the PLU Committee. If the property is in an area of the Neighborhood Council that has no Representation, an effort should be made by Council to notify the individual stakeholders in the area of the application.

(a) If there is a hearing noticed, the date of the hearing should be placed on the Council calendar and both the individual stakeholder group and the PLU Committee should be notified.

(b) The PLU Committee should agendized public hearing in sufficient time for the stake holder group to conclude a position and to organize appearances of the applicants and their representatives.

4. The PLU Committee, at its meeting, should determine what action, if any, it should take and to what extent the entire Board should weigh in on the issue, and vote on any matter requiring communication with the City. All votes should be recorded by the committee and reflected in any report of the committee and sent to planning.

If a letter from the Council or PLU Committee is to be sent to Planning that initial draft of the letter needs to be prepared by Chair of the committee based on disposition made at the PLU Committee. That Draft, and review by the President must be completed in a timely manner for the letter to appear in the file for

Planning's review prior to and hearing date. A copy of the letter shall be sent to the Council Office of CD 4 and CD 5 contemporaneously with being sent to Planning.

If a request regarding a land use issue is presented to the Council, other than through application to Planning, both the Executive Committee and the Land Use Chairs should consult and coordinate a process for making a determination of whether the items should be on the Agenda of the Council or the PLU Committee. If necessary, the Council Office and the City Attorney should be consulted.

June 16, 2022