

Attachment "D"

Bel Air-Beverly Crest Neighborhood Council Standing Rules: Board Member Responsibilities

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Representatives serving on the Bel Air-Beverly Crest Neighborhood Council have the following responsibilities:

Duty to Represent Constituency. As set forth in the bylaws, each Member of the BABCNC shall be responsible for maintaining periodic contact with representatives of the respective Member's constituent Stakeholder Group or its individual Stakeholders. Such communications shall involve reporting back to the constituent Stakeholder representative or individual Stakeholders about the current and future issues coming before the BABCNC and to solicit issues such representative or individual Stakeholders would like to see addressed by the BABCNC. Each member is expected to encourage their stakeholders to sign up for the BABCNC email list and to share BABCNC outreach materials with their stakeholder group.

Duty to Support Outreach Activities. Each Board Member is expected to participate in outreach activities of the Council each calendar year.

Duty to Sign Statement of Responsibilities. All incoming Board Members, and on an annual basis all Board Members, shall read, sign and abide by a Statement of Responsibilities, to be appended to these Standing Rules, and which shall include but not be limited to the duties set forth within this section.

Duty to Attend Meetings: As set forth in the Bylaws, board members have a duty to maintain a high level of attendance at board meetings.

Duty to Prepare for Meetings: Board members will make best efforts to prepare for meetings by reviewing agendas and supporting materials in advance of each meeting. This includes completing any required training in a timely manner.

Duty to Communicate: Board members should read and respond as necessary to email communication coming to their BABCNC email address. All BABCNC business should be done using babnc.org email addresses and not personal email addresses or other email addresses from stakeholder organization domains.

Duty to Engage with Civility and Respect: Some issues the board discusses may be controversial or may elicit strong feelings on the part of members. Board members should engage with respect in polite and civil dialogue as set forth in the City's Code of Conduct Policy signed by all board members.

Use of Neighborhood Council Title: Board Members and Committee Members must 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 make clear when putting forth opinions or statements of fact that they are not speaking on behalf of the Neighborhood Council or the City of Los Angeles, unless having been expressly designated to do so as set forth in these Standing Rules. A Designated Speaker shall limit oneself to policies and actions approved by the Board. Any written material (flyers, letters, etc.) as a communication from a Board Member or Committee Member as a Designated Representative of BABCNC must be approved by the board before it is sent out. When endorsing candidates, board members must ensure that when their title is listed, it is clearly for identification purposes only.

Conflicts of Interest: Board members have a duty to alert the President of the Neighborhood Council about **any** conflicts, or potential conflicts, of interest related to agenda items and to consult with the City Attorney if the Board Member believes that a conflict exists in order to determine a course of action. Board Members should refer to the City's Conflict of Interest training for guidance concerning conflicts of interest.