

Attachment "E"

Bel Air-Beverly Crest Neighborhood Council Standing Rules for Committees DRAFT March 21, 2024

Standing and ad hoc committees are advisory to the board.

1) How Standing Committees Work:

- a) Standing Committees shall work on issues and projects raised by their members, stakeholders, referred by the Executive Committee or Governing Board, or special projects that the committee identifies as falling under its mission. This work can be accomplished through recommendations on proposed legislation, recommendations for new policies, information-gathering for the community and providing community feedback on the development projects or work of City Departments.
- b) Each Standing Committee shall meet in accordance with the Brown Act and other applicable regulations, and shall meet at least quarterly.
- 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 Administrator and the Council office by a prearranged schedule so that the agenda can be posted at least 72 hours in advance of meetings.
- e) Standing Committees may form subcommittees which operate with the same rules and regulations as Committees. Chairpersons of committees shall appoint chairpersons of any subcommittee.
- f) Working groups may meet as appropriate. A working group is a subgroup of committee members who are implementing a project but not making any policy.

2) Standing Committee Chairperson

- a) All Committee Chairs agree to agendize their meetings and supply the President and the administrator with a copy of the agenda according to a predetermined schedule as referenced above.
- b) Chairpersons shall promote contact-building for BABCNC email list as applicable.

3) 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).

4) Deputy Chair of Committees

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

5) Operation of Standing Committees

- a) 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.
- b) The Standing Committee shall not act without affirmative action of the full Board.
- c) Any flyers or any written materials presented to the public, etc., shall be approved by the President before being disseminated.

5) Operation of Ad Hoc Committees

Ad Hoc Committees shall be formed as needed to address specific issues on the Council. All operations of and rules for Ad Hoc Committees shall be identical to those for Standing Committees with exception of the requirement to meet quarterly.

6) Committee Meeting Minutes

The Planning and Land Use Committee minutes shall be prepared by the administrator. Draft minutes for other committees shall be prepared by the chairs of those committees in advance of the subsequent meeting of that committee. Following adoption of the minutes, Chairpersons will send final minutes to the administrator for posting to the website.

7) 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.

8) 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).

9) 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.

10) 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).