

# Attachment A

Bel Air-Beverly Crest Neighborhood Council  
Draft Standing Rules  
Legislative Positions  
July 12, 2024

## 1. **Agenda-setting for Board Meetings**

Agenda-setting is the responsibility of the President of the Neighborhood Council who should act in partnership with the Vice Presidents as well as the Chairs of Committees.

The Vice President for Legislative Affairs has a special responsibility for bringing items of interest to the attention of the Board. The Vice President and the President jointly shall maintain a tracking worksheet for matters of interest to the Neighborhood Council.

Generally, meetings are scheduled to be two hours in duration and in most instances the agenda should be set with this duration in mind, and with a reasonable amount of discussion time available for all agenda items.

The Neighborhood Council may take positions on legislation pending before City Council and on matters not yet before Council. In setting the agenda. Some items may be heard before the City Council or its Committees shortly after the motions are made. These items should be heard before the Neighborhood Council with appropriate haste. The Vice President for Legislative Affairs should provide guidance on urgency of matters suggested for comment by the Neighborhood Council.

Generally, all effort should be made to comment before Council's final decision is rendered so that the comment is not moot.

Comments on legislative items where the City Council is requesting a report from one or more departments may be submitted after the motion requesting the report is already approved as this comment will generally provide guidance related to further legislative action that may come about once the report is delivered.

Items that are not urgent and that require detailed analysis and deliberation and are related to the subject matter handled by any Neighborhood Council Committee should be referred directly to that Committee first, and the Committee should deliver a recommendation on the legislation to the Neighborhood Council.

Items referred by WRAC shall be subject to the same consideration as other items in setting the agenda.

## **2. Referrals to Committees**

When the Vice President of Legislative Affairs and the President jointly agree that a matter is appropriate for consideration by a Committee, the Chair of that Committee shall be notified. The Chair would then be responsible for including the item on a forthcoming agenda. The meeting should be held in a timely manner. Should the Chair decline to meet or to include the item on a forthcoming agenda, the Vice President for Legislative Affairs and the President shall confer on next steps for the item.

## **3. Deliberation on positions**

The Board may take a position or decline to take a position on any matter. It may table or postpone the item if time or information is insufficient for decision-making to occur. It may also refer a matter to a Standing or Ad Hoc Committee or informal working group for further consideration where appropriate.

## **4. Community Impact Statements and other similar documents**

The President and Vice President for Legislative Affairs are responsible for preparing the Community Impact Statements on legislation as well as drafting any other letters related to legislation. The Chair of the Planning and Land Use Committee is responsible for correspondence related to projects that come before that Committee. In certain cases, other members of the Board will be asked to draft comments or portions of comments.

Following a Board Meeting, the Administrator shall provide final motions and vote counts to the President and Vice President for Legislative Affairs, who will then divide responsibilities for comment submission.

Comments should be submitted in a timely manner. The tracking spreadsheet shall be updated to reflect submission of the comment.

Community Impact Statements shall be distributed to the Board on submission (which may take place automatically). The Council File Management System shall be the repository for all BABCNC Community Impact Statements and no local storage of these items is required.

## **5. Public Comment**

Members of the Board wishing to speak on behalf of the Neighborhood Council before the City Council, its Committees and its Commissions regarding legislation shall request authorization to do so from the President of the Neighborhood Council. In the event that two or more individuals desire to speak on behalf of the Neighborhood Council on an item of legislation, the President shall make a determination as to which Neighborhood Council member shall speak. The Vice President for Legislative Affairs and the President are in most cases presumptively the speakers in these venues.

The Chair of the Planning and Land Use Committee shall be responsible for determining any speakers for hearings related to projects that have come before the Planning and Land Use Committee.

Should a project in BABCNC territory come before the City Council or its Committees (as in an appeal, 245 action or similar), the President and the Chair of the Planning and Land Use Committee shall jointly decide who shall deliver public comment.

Content of public comment should include the position taken by the Council, the reason for the decision, and any appropriate background information. Positions not explicitly or presumptively taken by the Neighborhood Council on a piece of legislation shall not be part of public comment on behalf of the Neighborhood Council.

Should there be any concern about this, the President may review points proposed for comment.

Any comments made on behalf of the Neighborhood Council should be reported to the Board at the following meeting or to the Board and the public in the newsletter.