Del Rey Neighborhood Council Standing Rules

Section A: AUTHORITY

A-1. These Standing Rules are subordinate to and may not supersede the Bylaws of the Del Rey Neighborhood Council (DRNC). This version supersedes all prior versions of the Standing Rules.

A-2. Furthermore, the DRNC and these Standing Rules must adhere to the DRNC Bylaws, the California Brown Act, the Department of Neighborhood Empowerment (DONE) and Board of Neighborhood Commissioners (BONC) Rules, and all Local, State, or Federal laws that apply. Any of the following Standing Rules found to be in conflict with the aforementioned shall be automatically excised from these rules.

Section B: CERTIFICATIONS

B-1. All Board members must complete all City mandated training within 45 days of being seated.

B-2. The Secretary shall be responsible for confirming proper certifications of all Board members.

Section C: AGENDAS AND MINUTES OF DRNC BOARD AND COMMITTEES

C-1. Agendas for all Board and Committee meetings must be submitted to NC support and the entire Board within the time frame required by the Brown Act. The agendas must be made available on the DRNC website.

C-2. A draft of the agenda for any full Board meeting shall be sent to Board members at least 48 hours prior to submitting to NC Support for review.

C-3. All minutes and financial records must be made available to the Board and public at least 24 hours prior to any meeting where they are agendized.

C-4. Committee chairs must submit draft committee meeting minutes to the Secretary and Vice-President within 10 days of any meeting, and approved meeting minutes subsequent to the following month’s meeting.

Section D: COMMUNICATIONS
D-1. Communications Officer shall execute or delegate all communications as outlined below.

D-2. Public communication shall include but not be limited to:
   a) flyers;
   b) newsletter;
   c) posts to any DRNC social media channels;
   d) any/all info on DRNC website;
   e) community impact statements;
   f) letters signed by any Board member in an official capacity;
   g) speaking on behalf of the Board;
   h) any communication that uses the DRNC name or logo.

D-3. All public communications shall be approved by the President or his/her designee. Written communications such as letters stating Board positions shall only be sent once positions are approved by the Board.

D-4. A newsletter including updates on recent motions, a meeting calendar, and other DRNC relevant material shall be electronically published and distributed once a month by the Communications Officer.

D-5. All Board or Committee meetings, outreach events, or other sanctioned DRNC events shall be promoted on social media.

D-6. For transparency, the following may also be posted as public information:
   a) any meetings with public officials to lobby for motions carried;
   b) attendance of Board members at public events or workshops.

D-7. The DRNC values members of Del Rey community without easy access to the Internet or whose primary mode of communication is non-electronic, and will take reasonable steps to ensure communications are made available to everyone. Area Directors and the Outreach Officer will identify locations for posting and distribution in each area, as well as provide hard copies of important communications at Board meetings.

D-8. The official DRNC calendar shall include all DRNC meetings, any event sponsored by the DRNC, and may also include important government and educational meetings within Del Rey, including but not limited to LAPD Pacific Division meetings, and local school events and meetings.

Section E: MEETINGS

E-1. The DRNC values a meeting structure that encourages civility, debate, and acknowledgment of the diverse viewpoints of our stakeholders in our community. The Board will
follow Robert’s Rules of Order that allow for points of clarification and speaking for and against each relevant item.

E-2. Consent Calendar items are motions of Standing Committees considered to be routine by the Executive Committee. Board approval of the Consent Calendar constitutes approval of all motions contained therein. There will be no separate discussion of Consent Calendar motions unless a Board Member or a member of the public requests removal of the item from the Consent Calendar, in which case the Chair will place the item on the regular agenda where the Chair deems appropriate. Anyone wishing to contest a Consent Calendar item on the Board agenda must appear in person at the Board meeting and explain to the Board the reason the item is contested.

E-3. All members of the Board or Committees must announce ex parte conflicts at the beginning of all meetings. Alternatively, members can submit to an electronic form maintained by the Secretary that is available and read at the start of any meeting.

E-4. Absences shall be defined as missing more than ½ of any meeting.

Section F: MEETING DECORUM

F-1. During a meeting of the Del Rey Neighborhood Council or any of its Standing or Ad Hoc Committees, there is the need for civility and expedition in the carrying out of public business in order to ensure that the public has a full opportunity to be heard and that the Council or Committee has an opportunity for its deliberative process. While any meeting of the Del Rey Neighborhood Council or any of its Standing or Ad Hoc Committees is in session, the following rules of decorum shall be observed:

a) All remarks shall be addressed to the Council or Committee as a whole and not to any single member, unless in response to a question from a member.

b) Persons addressing the Council or Committee shall not make personal, impertinent, unduly repetitive, slanderous or profane remarks to the Council or Committee, any member of the Council or Committee, staff or general public, nor utter loud threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts, disturbs or otherwise impedes the orderly conduct of any Council or Committee meeting.

c) No person in the audience at a Council or Committee meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Council or Committee meeting.

d) Signs, placards, banners, or similar items shall not be permitted at any time in the Council or Committee meeting room, excepting official DRNC materials approved by the President or agendized presentations. Unless addressing the Council or Committee or entering or leaving the Council or Committee meeting room, all persons in the audience shall remain sitting in the seats provided, if necessary to maintain order.
e) The Chair of the Council or Committee, with the assistance of a Police Officer of the Los Angeles Police Department if present, shall be responsible for maintaining quiet, order and decorum of meetings, as set forth more fully below.

F-2. In the event of a disruption the following steps shall be taken:

1. Place the attached Removal Warning at your meeting location in a highly visible area.
2. Announce Removal Warning at the beginning of the meeting.
3. If someone is interrupting or going over their allotted time, you can verbally warn them that they will be asked to leave if they continue the disruption.
4. If they continue to disrupt the meeting, kindly and calmly ask them to leave.
5. If they do not leave, then you can recess the meeting and have your members leave the meeting location until they leave, and/or contact the local authorities/ask security staff to remove them. In the event that you or your committee members do not feel safe, please immediately adjourn the meeting and have you and your members leave the meeting location.

Section G: DUTIES OF THE SECRETARY

G-1. Take roll and verify voting eligibility at Board meetings. If the Secretary is absent, then the Vice-President takes over roll call and voting eligibility verification.

G-2. Maintain up to date agendas, minutes and calendar of Board meetings on the DRNC website.

G-3. If a professional minute taker is used, draft minutes must be sent to the Secretary within 5 days of any meeting. Draft minutes shall be posted to the website within 7 days of any Board meeting.

G-4. Track non-budgetary board motions and letters. This includes confirming submittal of all motions to relevant parties within 7 days of passage, extended at the approval of the President on a case by case basis, however in no terms to be extended past comment deadlines. All letters shall be posted to the DRNC website.

G-5. Must provide a current Board mailing address of record for all written communications from the City.

G-6. Track all absences and bring them to the attention of the President.

Section H: DUTIES OF THE LAND USE OFFICER

The Land Use Officer duties shall include those listed below may be delegated to Land Use and Planning Committee members or working groups.
H-1. Maintain a running list of traffic priorities

H-2. Have bi-monthly meetings with CD11 Land Use deputies to discuss upcoming projects and past motions.

H-3. Have bi-monthly meetings with LADOT representatives to lobby for improvements and review traffic priority list.

H-4. Request developers to notice all properties within 1000’ of the proposed development of the first Land Use meeting concerning their project; radius may be reduced to 500’ at the discretion of the Chair.

H-5. If not present at a Board meeting, designate a representative to deliver the Committee’s position at Board Meetings.

H-6. Submit all motions once approved by the Board to the appropriate City Planning hearing officer, City Council, and any other relevant agencies and individuals.

H-7. Represent the DRNC at WRAC Planning and Land Use and Plancheck.

H-8. May have discussions with developers and stakeholders about specific projects pending before the Board as it pertains to preparing for Land Use or Board meetings; such discussions may pertain to timelines, meeting forms, and receiving of presentation documents. No member of the Board or Land Use Committee may have any substantive discussions with any stakeholders about particular terms of a project, or enter into any dialogue that could be perceived as negotiation, outside of a publicly noticed meeting.

Section I: OUTREACH COMMITTEE

I-1. The Communications Officer shall be a sitting member of this committee.

I-2. The Chair shall present an outreach plan bi-annually to the Board in July and February.

I-3. The Outreach Committee shall take reasonable steps to ensure that outreach efforts (e.g. announcements for DRNC events) are available in languages that are used as stakeholders’ primary means of communication.

I-4. The Outreach Officer shall be in charge of two signature events, Del Rey Day and the Health and Wellness Fair. The Outreach Officer shall sit on any Ad-Hoc Committees created to run these events.
I-5. The Outreach Officer shall submit any event forms required by the City of Los Angeles for any eligible DRNC events.

Section J: COMMUNITY SERVICE AND HEALTH/WELLNESS COMMITTEE

J-1. The Committee Chair shall program various community based events in coordination with Parks, Mar Vista Gardens, LAPD Pacific Division events, creek cleanup groups etc.

J-2. The Committee Chair shall coordinate with various Del Rey and City groups and agencies involved with health and wellness issues.

Section K: EDUCATION COMMITTEE

K-1. Establish relationships with key stakeholders at all Del Rey schools (traditional, public charter, independent, and adult learning centers) and maintain current contact list.

K-2. Create and maintain school event calendar for promotion to community and for collaborations between schools and DRNC.

K-3. Have bi-annual meetings with local School Board member.

Section L: BUDGET/FINANCE COMMITTEE

L-1. Ensure all NPGs be demonstrated to advance the DRNC name and mission

L-2. A Board or Committee member must be appointed to ‘advocate’ and be responsible for follow-up reporting on all NPGs

Section M: BY-LAWS COMMITTEE

M-1. The committee shall submit recommendations on the by-laws and standing rules to the Board, at least once per term.

Section N: AREA DIRECTORS

N-1. Must serve on either Outreach or Community Services/Health & Wellness Committee. Area Directors may serve on additional committees depending on interests and expertise.

N-2. Are in charge of disseminating information to their areas either via social media or flyers,
N-3. Must give substantive reports (of their areas) at Board meetings including, but not limited to:

- summary of area outreach efforts to stakeholders;
- summary of events/activities/businesses in your area;
- summary of city service needs or resolution of past issues.
CITY OF LOS ANGELES

REMOVAL WARNING

IN THE EVENT THAT ANY MEETING IS WILLFULLY INTERRUPTED BY A GROUP OR GROUPS OF PERSONS SO AS TO RENDER THE ORDERLY CONDUCT OF SUCH MEETING UNEASIBLE AND ORDER CANNOT BE RESTORED BY THE REMOVAL OF INDIVIDUALS WHO ARE WILLFULLY INTERRUPTING THE MEETING, THE MEMBERS OF THE LEGISLATIVE BODY CONDUCTING THE MEETING MAY ORDER THE MEETING ROOM CLEARED AND CONTINUE IN SESSION. ONLY MATTERS APPEARING ON THE AGENDA MAY BE CONSIDERED IN SUCH A SESSION. REPRESENTATIVES OF THE PRESS OR OTHER NEWS MEDIA, EXCEPT THOSE PARTICIPATING IN THE DISTURBANCE, SHALL BE ALLOWED TO ATTEND ANY SESSION HELD PURSUANT TO THIS SECTION. NOTHING IN THIS SECTION SHALL PROHIBIT THE LEGISLATIVE BODY FROM ESTABLISHING A PROCEDURE FOR READMITTING AN INDIVIDUAL OR INDIVIDUALS NOT RESPONSIBLE FOR WILLFULLY DISTURBING THE ORDERLY CONDUCT OF THE MEETING.

Government Code Section 54957.9

DISRUPTION OF MEETINGS

ANY PERSON WHO INTERFERES WITH THE CONDUCT OF A NEIGHBORHOOD COUNCIL MEETING BY WILLFULLY INTERRUPTING AND/OR DISRUPTING THE MEETING IS SUBJECT TO REMOVAL. A PEACE OFFICER MAY BE REQUESTED TO ASSIST WITH THE REMOVAL BY THE NEIGHBORHOOD COUNCIL.

ANY PERSON WHO RESISTS REMOVAL BY A PEACE OFFICER IS SUBJECT TO ARREST AND PROSECUTION.

Penal Code Section 403, Penal Code Section 602.1(b)