

# **STANDING RULES OF THE RESEDA NEIGHBORHOOD COUNCIL**



**As adopted originally by the RNC on October 17, 2018  
And most recently amended on February 4, 2019**

# **Table of Contents**

## Section I Absences

Item A: Absences that require advance notice.

Item B: Absences that do not require advance notice in writing.

## Section II Agendas

Item A: General Meeting

Item B: Committee Agendas

## Section III Minutes

Item A: Committee Minutes

## Section IV Officers

Item A: Duties and Responsibilities

## Section V Committees and their duties

Item A: Structure

Item B: Meetings

Item C: Duties and Responsibilities

## Section VI Procedures

Item A: Disputes

Item B: StakeHolder Agenda Item Requests

## Section XCVII Popcorn

Item A: Popcorn Colonel

**Section I) Absences** – As per RNC Bylaws, ARTICLE V, Section 7, Absences  
”...whereupon the Board shall determine the validity of the absences as specified in the RNC Standing Rules before taking action to remove the Board Member.” Circumstances under which the Board may determine the reason for an absence as “valid” will be as follows;

**Item A: Absences that require advance notice in writing to all board members as noted below;**

- i) Business or Work commitment require 48 hours advance notice and examples are shift changes, new project hours, newly scheduled deadline, client appointment, and other determined similar circumstance. Business or Work DOES NOT include work needed to complete your responsibility to the RNC (e.g. failing to attend a board meeting when there are actions on the Board agenda in order to plan your committee work will be deemed an invalid circumstance for an absence, regardless of advance notice to the Board.)
- ii) Scheduled Vacation – as a courtesy, please notify the Board as soon as scheduled, but no later than five (5) days prior to departure.
- iii) Family Obligation – require 5 days notice, and examples are scheduled caretaking, reunions, weddings, “Milestones.”
- iv) Scheduled Personal Commitment - require 48 hours advance notice and examples are medical appointments, surgery, jury duty, funerals, baby sitting.
- v) RNC Obligation assigned by the Board – No advance notice required since absence has been requested by the Board. Examples are scheduled City events, conferences, town halls, hearings, or data gathering from a specific source only available at a time that conflicts with the Board meeting. These circumstances are only valid if the Board has authorized sending the member for such purposes, and would not be valid if the member privately chooses to forego Board responsibilities to attend something the member determines is of more interest.

**Item B: Absences that do not require Advance Notice;**

- i) Medical, Family, Work, Personal emergencies - Do not require prior notification, but the circumstances of the absence should be submitted to the board within five (5) days of the emergency being resolved. Examples are accidents, loss, sudden illness.

**Section II) Agendas**

### **Item A: General Meeting Agenda**

- i) Any item to be placed onto a regularly scheduled RNC meeting agenda shall be submitted to RNC Secretary, Vice President and President seven days prior to that meeting.
- ii) Unless otherwise required, officer reports shall be agendized no more than once a month.

### **Item B: Committee Agendas;**

- i) All Committee Chairs are responsible for timely posting of agendas as required by the Brown act and DONE regulations. As a courtesy, if agendas are supplied to the RNC Secretary by Wednesday at 3 PM, the RNC secretary shall post them.
- ii) All committee agendas shall be sent to all members of the committee and all RNC Board Members 72 Hours in advance of any regular committee meeting, and 24 hours in advance of any Special Committee Meeting.
- iii) All Committee Chairs shall maintain a record of the past agendas for their committee at the RNC Community Space.

## **Section III) Minutes**

### **Item A: Committee Minutes**

- i) All committee minutes are required to be sent to the RNC secretary within 72 hours of committee approval. However, if any committee recommendation is sent to the RNC Board and placed on an agenda for action, the committee chair shall send minutes (either approved or draft) that cover said recommendation to all board members 7 days prior to scheduled regular meeting.
- ii) All Committee Chairs shall maintain minutes of the past meetings for their committee at the community space.

## **Section IV) Officers**

### **Item A: Duties and Responsibilities**

- i) Secretary
  - (a) Authorized Keyholder Status – Secretary shall be responsible for maintaining a record of who is an authorized keyholder, and who currently is in possession of Community Space and Community Storage Space keys. Secretary shall immediately notify the Community Space Chair whenever any individual loses their authorized keyholder status.

(1) Community Space Authorized Keyholders – All members of the Reseda Neighbourhood Council Governing Board, and every RNC Committee Chair who is not also on the Governing Board shall be an authorized keyholder. When a keyholder no longer holds authorized status, they shall return their key within 72 hours to the Community Space Chair.

(2) Community Space Storage Area Authorized Keyholders – Only the RNC President, Vice President, Secretary, Treasurer and the Community Space and Outreach Committee Chairs shall be authorized keyholders. When a keyholder no longer holds authorized status, they shall return their key within 72 hours to the Community Space Chair.

## **Section V) Committees**

**Item A: Structure** – All committees shall be structured with a Chair, a Vice-Chair, and a Secretary.

**Item B: Membership** – Any committee member who misses 3 consecutive regular committee meetings is subject to removal from the committee at the committee chair's discretion, subject to Board Appeal.

### **Item C: Meetings**

#### i) Scheduling

(a) All Standing Committees shall be required to meet at least once a quarter, with the exception of Outreach, Finance, Community Space and Homelessness, which shall meet at least monthly. If any committee fails to meet this requirement, the RNC vice-president shall cause to be put on the next general meeting held after such failure a recommendation that the Committee Chair be removed subject to Board Approval.

(b) Committees shall establish a set day of the month and time for regular meetings which meet their Committee's minimum meeting requirements, for example every third Wednesday of the month, 6 PM, or the fourth Tuesday of every other month at 7 PM.

ii) Calling Meetings – The committee chair may call a meeting by preparing an agenda and properly posting it as per mandated guidelines. In the event a committee chair is derelict in calling a meeting, any two committee members may create an agenda, cause it to be posted as per mandated guidelines, and then hold the meeting.

### **Item D: Ad Hoc Committees**

i) Six (6) months after creation of any ad hoc committee, the Board shall review the committee and decide if the ad hoc committee's activities warrant disbanding the committee, renewing its ad hoc status, elevating it to a permanent RNC committee, or merging it with an existing committee.

### **Item E: Duties and Responsibilities**

i) Community Space;

(a) Duties of Chairman

(1) Community Space Keys – CS Chair shall be responsible for distributing keys to authorized keyholders, as well as retrieving keys as necessary, and keeping a record of who is in possession of any key(s) for the Community Space front door, and the Community Space Storage Room. He shall supply a copy of these records to the RNC Secretary.

(2) Re-Keying – CS Chair shall immediately have the front door of the Community Space rekeyed if any front door key is lost or cannot be retrieved and shall have sufficient copies of keys made to supply each authorized keyholder with one key

(b) Duties of Committee

(1) Shall maintain a schedule of events and meetings that will be taking place in the space, and will make this schedule available upon request to any Board Member or Committee chair.

(2) Shall not approve any event until an authorized keyholder who will unlock and lock the Community space for the event has been determined.

(3) Shall not approve any event until the person or persons responsible for cleanup has been identified, as per RNC Community Space Application (Attachment A).

ii) Outreach;

(a) Events – Outreach shall maintain a packet to explain and guide how to have an event with RNC involvement. That packet shall include, but not be limited to, the following:

(1) A list of RNC committees, the current Chairs and their contact information, and the types of events that would be under each committee's purview.

(2) An approximate expected timeline and chain of contact the process will require to achieve approval for events that don't require RNC funding, as well

as ones that do.

(3) Samples of completed event applications and itemized budgets.

(b) Branding – Outreach shall ensure cohesive branding for the Council, providing templates when necessary for Committees and Events when needed, and ensuring any flyers and advertisements include necessary requirements.

iii) Finance;

(a) All financial requests shall be made to the Finance Committee before being presented to the full Board.

(1) When finance requests come via a committee motion, the Finance Committee shall make its decision based upon funds being available in the appropriate budget category, and not judge the merits of the item for which funds are being requested.

(2) When finance requests come via Stakeholder, Finance Committee shall direct Stakeholder to appropriate committee to evaluate request. If there is no appropriate committee then the Finance Committee shall judge the merits of the request in addition to determining if sufficient funds are available before forwarding recommendation to the Board for approval.

(3) In the case of NPG requests, Finance Committee shall vet the legitimacy of all requests and other technical merits before sending to RNC Board for community evaluation, provided funds are available. In no case shall an NPG be approved if applicant is not in attendance at Finance or Board meeting where it is being heard.

(b) P-Card Usage – The P-Card Holder must be present at time of purchase for any charge to be made to the P-Card. No “after-the-fact” exemptions shall be allowed.

## **Section VI) Procedures**

**Item A: Disputes** - In the event of any dispute concerning any Board action, the concerned Board member shall follow grievance process as outlined in the RNC Bylaws before escalating further.

### **Item B: Stakeholder Agenda Item Requests**

i) Should a stakeholder make a request outside of a General Board meeting that an item be placed on a regular general meeting agenda, whenever possible, the item shall be sent first to be heard by the appropriate committee. If necessary, it shall

then go to the finance committee. It shall then be placed onto a regular Board agenda with the committee(s) official recommended Board action.

ii) Should a stakeholder make a request at a General Board meeting, the request shall be handled as per Bylaws protocol (Article 8, Section 2). Should there be no concurrence by the Board to place the item on a future General Board agenda, the Board President shall direct the stakeholder to the appropriate committee to consider the item.

### **Section XCVII) Popcorn**

**Item A: Popcorn Colonel** – The RNC shall assign a Popcorn Colonel who shall be in charge of all things popcorn related at every General Meeting. It shall be the PC's duty to make sure that popcorn is prepared 30 minutes in advance of every General Meeting, and any Committee meeting that requests it.

i) Popcorn Colonel Protégé – The PC shall identify a PCP who shall be responsible for cleaning of the popcorn machine at any meeting at which it was used.