

Lincoln Heights Neighborhood Council

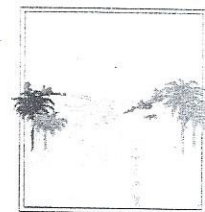
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NANCI ROSAS, President; BEN WADSWORTH, Vice President;
KARINA ANDRADE, Secretary; VERA PADILLA, Treasurer



STANDING RULES FOR THE LINCOLN HEIGHTS NEIGHBORHOOD COUNCIL

1. The total voting membership of the Lincoln Heights Neighborhood Council is 26
2. The minimum number of members required to take official action is 14 (quorum)
3. The minimum number of members required to amend the bylaws is $2/3 + 1 = 18$
4. The minimum number of votes required to pass an item is 8 votes. (members present/2)+1
 $(14/2)+1=8,$
5. The number of votes required to pass "Call the Previous Question" is $2/3$ of the members present + 1
if 14 or 15 then 10 votes; if 16 then 11; if 17 or 18 then 12; if 19 then 13; if 20 or 21 then 14 etc.
6. The maximum number of board members that can be in attendance or participate in a committee meeting is 7
7. The number of votes needed to approve or modify these Standing Rules if they are on the agenda is $1/2$ of the members present (having achieved a quorum) plus 1. If 14 members are present then $(14/2)+1=8$, $(15/2)+1=9$, $(16/2)+1=9$,
 $(17/2)+1=10$, $(18/2)+1=10$, $(19/2)+1=11$, $(20/2)+1=11$
8. The Board of Directors shall hold ONE official meeting on the Third Thursday of each month as a trial for the months of August and September. *At the end of the trial period the Board of Directors may vote to make this permanent, extend the trial period, or revert to the previous schedule of 2 meetings each month (first and 3rd Thursdays).*
9. The maximum amount of time allowed for any stakeholder to speak during "Public Comment" is 2 minutes.
10. The maximum amount of time allowed for any board member to speak is 2 minutes.
11. The members of the council may, by majority vote extend the time a member may speak or the amount of time a stakeholder may speak.
12. The presiding officer may, without objection by the members of the council, reorder the sequence of items in the agenda. If there is an objection the decision of the chair may be upheld by a simple majority.
13. Items brought before the Neighborhood Council for a vote must first have been reviewed and recommended to the Executive Committee for inclusion on the Neighborhood Council Agenda by one of the Neighborhood Council Standing Committees or Ad Hoc Committees.
14. If a Neighborhood Council member feels that an item needs to be presented to the Neighborhood Council for a vote and no committee action has occurred or a committee has decided in the negative on the issue, that member may request that the Executive Committee includes the item for a vote on the next Neighborhood Council Meeting Agenda.
15. If a board member is unable to attend a meeting they may request it to be considered as a "excused absence." The request must be given in writing to a member of the executive board (email, text message, or written note is acceptable). In the absence of a request the absence will be counted as an unexcused absence.
16. If a member knows in advance that they will need to leave a meeting before it is adjourned they must request permission to do so from the presiding officer. If they fail to do so they will be charged with an unexcused absence. (This can also be done by writing in advance stating the reason for leaving early.)
17. Election to fill a board vacancy. a) The vacancy must be advertised atleast one regular meeting prior to the election.
b) If only one application is submitted then the election will be determined by majority vote of the board of directors at a regular meeting after a quorum has been achieved). If more than one candidate has submitted an application for the office the candidates will be notified that the election will be postponed to the next regular meeting and at that time all stakeholders present will be entitled to vote. (Note: board members are considered stakeholders as well as those in the audience that meet the bylaw definition of stakeholder)
18. Each board member is expected to serve as a regular attending member of atleast one NC standing committee. No board member may serve as a member of more than three standing committees.
19. Procedure/Direction/Rules for an elected member of the Neighborhood Council to hold informational meetings and information seeking meetings in their represented area.
An elected representative may call a meeting of their represented constituents subject to the following conditions.
 - a. The Board of Directors has been notified of the activity at a meeting of the Board. In an emergency the written notification of the meeting may be made in advance of the event to the members of the Executive Committee.
 - b. The meeting is public, duly agenzized in accordance to DONE procedures and The Brown Act. The Agenda must be

BOARD MEMBERS: BUSINESS REPRESENTATIVES: Mario Marufo, Vacant, Vacant;

COMMUNITY BASED ORGANIZATIONS REPRESENTATIVES: Sevin Riley, Vera Benny Madera, Selena Ortega;

YOUTH REPRESENTATIVES: Brittney Rivera, Kenneth Sanchez;

AREA REPRESENTATIVES: Penelope Lopez, Richard Silvera, Ernest E. Sanchez, John Menchaca, Cynthia De La Cruz, Vince Rosiles, Vacant, Vacant, Kevin F. Flint, Lisa Joffrey, Victoria Montes

publically posted, posted on the web site, and sent to DONE. The name of the Neighborhood Council, it's web site, and email information may be used.

- c. Other members of the Board may attend so long as the total number of Board Members does not exceed seven (7) members.
 - d. The purpose of the meeting is to invite community input for actions and activities within the represented area.
 - e. There may be no commitment of the Board of Directors made at the meeting that has not previously been affirmatively voted on by the Board.
 - f. The elected representative will be responsible for a verbal and written report on the results of the meeting which they shall present at the next regular meeting of the Board of Directors.
- 20 Procedure for the correction of a Board Members actions due to a preserved violation of Bylaws, Standing Rules, Procedures Brown Act, or DONE policies.
- a. If the discovery occurs after the event, the Executive Committee Member shall first discuss the preserved error and needed correction and seek approval of the Executive Committee before correcting the member.
 - b. If a member of the Executive Committee preserves a possible mistake made by a member that may violate the various rules under which the Neighborhood Council functions in advance of the event they may inform the member of the possible violation directly and then refer the situation to the Executive Committee at its next meeting.
21. Committee Chairs must take minutes at all committee meetings and publish drafts of the minutes to the committee members and Board of Directors in advance of the next committee meeting or within 30 days of the meeting whichever occurs first.
22. Attendance at regular committee meetings. A member of one of the Neighborhood Council Committees may be removed from that committee by either the Committee Chairperson or the Neighborhood Council President for failure to attend two (2) or more consecutive committee meetings without being excused by the Chairperson in advance. Committee member may notify by email, text, or phone message.