

NEIGHBORHOOD COUNCIL VALLEY VILLAGE

STANDING RULES

Adopted: 8-24-2022

INTRODUCTION:

The purpose of the Neighborhood Council Valley Village (NCVV) Standing Rules is to further define portions of the NCVV Bylaws, and/or Board procedures and processes, and to establish information regarding Board operations that may be of assistance to the Board and to Stakeholders of NCVV.

The Standing Rules shall complement the Bylaws and shall not be construed to change or replace any part or portion of the Bylaws. If there is a conflict between a provision of the Bylaws and a Standing Rule, the Bylaws shall govern. Standing Rules may be adopted, amended, or repealed by a majority vote of the Board members present and voting.

The NCVV Standing Rules shall be available for review in their most current version on the NCVV website.

STANDING RULES

Article VI, Section 2:

Duties & Powers of the Officers

The President shall:

- a. be the Chairperson of the Board
- b. produces and properly post the agenda for all meeting
- c. be an ex officio member of all committees
- d. be a member and chair of the Executive committee
- e. appoints, with approval of the Board, the Chairpersons of all committees, and when possible a parliamentarian with working knowledge of Roberts Rules of Order Newly Revised and the Ralph M. Brown Act.
- f. supervises and coordinate the work of the Council
- g. act as spokesperson for this Council as an official representative to the public and media unless otherwise designated
- h. provide the Department will all necessary information on all new Board members, and carryout whatever other duties may be required

The Vice President shall:

- a. assists the President and preside in the absence of the President
- b. in the absence of the President, assume and any and all duties of the President as set forth in Article VI, Section 2
- c. in the event of death or resignation of the President, become the President for the unexpired term
- d. be Chair of the Election Committee, and a member of and Vice Chair of the Executive Committee
- e. carryout whatever other duties may be required

The Secretary shall:

- a. be present to take and prepare minutes of all meetings of the Board and to have the minutes distributed to the Board prior to the next meeting
- b. informs stakeholders of the agenda for the Board meeting no less than seventy two (72) hours in advance of the meeting
- c. posts a notice of upcoming board meeting per Department policy
- d. notes in the minutes the establishment or conclusion of work of committees other than standing committees
- e. carryout other secretarial duties as may be required

The Treasurer shall:

Perform the duties and responsibilities of the Treasurer as detailed in Article IX Finances

Article VI, Standing Committees and their Duties

THE CITY SERVICES COMMITTEE shall:

- a. consist of a minimum of five (5) members
- b. represents the Council and its stakeholders in matters related to the provision of city services including but not limited to utilities, fire and police protection, finances (taxes and levies), transportation, street services, parks and recreation, animal welfare, etc.
- c. represent interests of Valley Village Park to the City of Los Angeles, Bureau of Parks and to the stakeholders of Valley Village and surrounding communities
- d. be responsible for Valley Village's interests in the CERT program, Neighborhood Watch program and other city-wide programs to benefit welfare, safety and health

- e. perform other duties as assigned by the President, Executive Committee and the Boar that are within is purview

THE COMMUNITY IMPROVEMENT COMMITTEE shall:

- a. consist of between three (3) and seven (7) members
- b. be responsible for long term planning and beautification projects that enhance the sense of community for the stakeholders of Valley Village
- c. coordinate on long-term city-wide projects that enhance the sense of community for stakeholders of Valley Village
- d. perform other duties as assigned by the President, Executive Committee and the Boar that are within is purview

THE ELECTIONS AND BYLAWS COMMITTEE shall:

- a. consist up three or more members of the Board and stakeholders
- b. be a combined standing committee of NCVV and a chaired by the Vice President, who shall be responsible for NCVV elections. In the event that the Vice President is a candidate for election to the NCVV Board, a Board member who is not standing for election may be appointed by the Executive Committee to chair the election
- c. be responsible for promoting the scheduled Council election each to (2) years and any special elections that may be required, and be responsible for integrating the required duties of the Board related to any such election into the instruction/assistance provided by any city ordinance, policy or procedure
- d. review outcome indicators of each election and make recommendations to the Board related to improving the Council's elections
- e. submit amendments or revisions of these bylaws, if any, to the Board no fewer than ninety (90) days prior to the election for consideration and vote of the Board
- f. review all proposed bylaw amendments submitted by Stakeholders for possible conflicts with existing provisions, and provide a written opinion to the Board no fewer than ninety (90) days prior to the election for consideration and vote of the Board
- g. upon approval of the Board, submit amended bylaws to the Department once the changes have been approved
- h. perform other duties as assigned by the President, Executive Committee and the Board that are within its purview

THE EVENTS AND OUTREACH COMMITTEE shall

- a. consist of a minimum of three (3) members

- b. be responsible for any events and/or outreach initiated to benefit the stakeholders of Valley Village
- c. be responsible for proposing and executing events and/or outreach that enhance the sense of community for stakeholders of Valley Village
- d. act as a liaison for the Council and its interests to any community-based event that might benefit or otherwise impact the stakeholders of Valley Village
- e. provide the Board with feedback on projects and/or events and how they impact the stakeholders of Valley Village
- f. host at minimum two (2) sponsored events within the boundaries of Valley Village to enhance the community
- g. perform other duties as assigned by the President, Executive Committee and the Board that are within its purview

THE EXECUTIVE COMMITTEE shall

- a. be comprised of the four (4) Officers of this Council and any other person(s) whom the four (4) Officers invite unanimously to attend the Executive Committee meeting.
- b. shall be responsible for overseeing the completion of mandatory DONE training by all board and committee members.

THE FINANCE COMMITTEE shall

- a. govern financial matters for the Board and monitor the financial health of the Council

THE PLANNING AND LAND USE COMMITTEE shall

- a. consist of up to seven (7) members
- b. function as a liaison between stakeholders of the Council and the City of Los Angeles Planning department
- c. meet at least one (1) time per month (excepting conflicts) for the purpose of reviewing plan submissions and providing feedback to the stakeholders and city Planning Department
- d. maintain a systematic approach to receiving proposed projects that are within the boundaries of Valley Village or affect the stakeholders of Valley Village
- e. maintain a systematic approach for reviewing and providing feedback on proposed projects that are within the boundaries of or affect the stakeholders of Valley Village
- f. attempt to meet periodically with representatives of the City of Los Angeles Planning Department via the President and designated representatives of PLU.

- g. function as a liaison to other community groups with a vested interest in planning and development issues within the boundaries of or affecting stakeholders of Valley Village
- h. be responsible for all other planning and/or development activities within Valley Village or within communities near Valley Village that would impact the quality of life for Valley Village stakeholders
- i. perform other duties as assigned by the President, Executive Committee and the Board that are within its purview and so stated in these bylaws

THE STUDENT COMMITTEE shall:

- a. work in conjunction with the elected Education Representative serving on the Board and facilitate communication with Valley Village students and schools
- b. encourage the participation of students at Board and Committee meetings and NCVV sponsored events
- c. collaborate with the Events & Outreach committee to host one student event/activity during each fiscal year
- d. must be 16 years of age at by December 1 and not older than 18 years of age and must be a stakeholder of Valley Village

Article VIII, Section 4 - Reconsideration

The Board, on either of these two (2) days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) A motion for Reconsideration on the described matter and (2) a proposed Action should the motion to be reconsidered be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting.