

**STANDING RULES OF THE
WOODLAND HILLS - WARNER CENTER NEIGHBORHOOD COUNCIL**

Standing Rules may be approved by the Board of Directors to supplement the administration of these Bylaws. Such rules shall be in addition to the Bylaws and shall not be construed to change or replace any Bylaw. If there is any conflict between a provision of the Bylaws and a Standing Rule, the Bylaw shall govern. Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board of Directors voting.

- SR-1** No Officer or other Neighborhood Council Representative, nor the Neighborhood Council as a whole, shall impose sanctions on any Officer or other Neighborhood Council Representative for expressing his or her own personal opinion.
- SR-2** The Chairperson may impose a time limit on any speaker.
- SR-3** After each regular Neighborhood Council meeting has been called to order and the minutes of the previous meeting approved, the third item on the agenda shall be a Public Forum Period, during which Officers, Representatives, Stakeholders and other members of the public may make announcements, comments or requests regarding matters not on the agenda. Each speaker shall be allowed to address the Board of Directors for no more than two (2) minutes. No Public Forum Period shall last more than twenty (20) minutes. The presiding officer may, at his or her discretion, open another Public Forum Period, if time allows.
- SR-4** In accordance with the Ralph M. Brown Act, audience members shall be allowed to address the Neighborhood Council regarding a specific agenda item during the time it is being considered. Speakers shall be limited to two (2) minutes each and the total comment period shall not last more than twenty (20) minutes. The presiding officer may, at his or her discretion, extend the comment period, if time allows.
- SR-5** At least once each fiscal year and prior to submitting any accounting statements to the Department of Neighborhood Empowerment, the Board of Directors shall discuss the Neighborhood Council's finances at a regular business meeting.
- SR-6** Copies of correspondence sent on behalf of the Neighborhood Council shall be provided to each Neighborhood Council Representative at the time of sending. If the correspondence states a position or recommendation of the Neighborhood Council, it shall also state the number of votes for and against that position/recommendation.
- SR-7** The Board of Directors shall establish, implement and enforce a policy regarding media, government and community relations and communications.
- SR-8** The Officers shall be responsible for creating the Agenda for all General Meetings of the Neighborhood Council. All potential agenda items shall be submitted to the Officers no later than 5:00pm of the first Thursday of the month preceding the General Meeting.
- SR-9** All Committees shall have: a Mission Statement (stating the committee's Purpose and areas of responsibilities); monthly meetings; an Agenda (properly posted prior to each meeting, with copies provided at each meeting); minutes (taken and approved); work from stakeholder claims (as necessary); and provide recommendations to the Board (full council) as necessary.
- SR-10** Committees shall consist of Council Representatives and Alternates, not to exceed ten (10), and Stakeholders who have submitted application, not to exceed five (5). Changes to these numbers may be made with Council approval.
- SR-11** Persons placed on a committee have a responsibility to attend each meeting and to advise its Chair in advance if they are unable to attend a meeting. A committee member who has missed two consecutive meetings, without having been excused by the Committee Chair, may be removed from the committee, at the discretion of its Chair.
- SR-12** Stakeholder Action Request forms shall go to the Council Chair, who shall be responsible for receiving and directing request forms to the appropriate committee(s) within ten days.
- SR-13** The Board of Directors shall meet on the second (2nd) Wednesday of the month. The Chairperson or Vice-Chairperson may, if necessary, cancel or change the date of the monthly meeting, with written or oral notice to each member of the Board of Directors and in accordance with the Act and Article VII, Section 4 of the Bylaws. Such notice may be given either personally, electronically, or by paper mail.