

Standing Rules of the Mar Vista Community Council

1. Authority

- 1.A. These Standing Rules are subordinate to - and may not supersede - the Bylaws of the Mar Vista Community Council (MVCC). This version of supersedes all prior versions of the Standing Rules.
- 1.B. In the event of inconsistency between any of the following: MVCC Standing Rules, MVCC Bylaws, the Department of Neighborhood Empowerment (DONE) Rules, Board of Neighborhood Commissioners (BONC) Rules, and other applicable local, state, or federal laws, the following order of precedence shall apply:
 - 1.B.i) Federal law.
 - 1.B.ii) State law.
 - 1.B.iii) Local law.
 - 1.B.iv) DONE and BONC rules.
 - 1.B.v) MVCC Bylaws.

2. Order of Business

- 2.A. Any item submitted by stakeholders directly to the Board of Directors shall be referred by the Chair to the committee of competent jurisdiction for further consideration and action.
- 2.B. Any motion passed – either in committee or at the full Board of Directors – shall be remanded to the Secretary to prepare an appropriate resolution, if required.
- 2.C. Any resolution prepared by the Secretary requires agreement of all relevant committee chairs, and or Board members, that the resolution meets the intent of the original motion.
- 2.D. Upon concurrence that the prepared resolution meets the intent of the original motion, this resolution shall be referred to the full Board of Directors for action.

3. Communications

- 3.A. All MVCC communications and web postings to the general public, or to the full MVCC Stakeholder list, shall be approved by a majority of the executive officers of the Board prior to distribution or transmission .
- 3.B. All MVCC communications and web postings to the general public, or to the full MVCC Stakeholder list, shall originate from the Chair of the MVCC Board of Directors, except for:
 - 3.B.i) The posting of committee agendas, minutes, and other calendar items by that committee’s representative(s).
 - 3.B.ii) Communications sent by the Chair, Secretary, or their designee, to inform MVCC stakeholders about news items, council meetings, or other community activities of general interest.
- 3.C. The Chair of the MVCC Board of Directors shall speak for, and represent the council, in all official matters.

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- 3.D. No individual Board member or MVCC stakeholder, other than the Chair, shall represent the Board in the absence of approval by the Chair or an authorizing motion or resolution.

4. Expenditures

- 4.A. All MVCC expenditures shall be limited as follows:
- 4.A.i) Operational expenses of the MVCC and its committees.
 - 4.A.ii) Outreach expenses intended to increase community awareness and engagement with MVCC, the City of Los Angeles, or any of its official entities.
 - 4.A.iii) Block grants as described and permitted by DONE rules and regulations – either a Community Improvement Grant (CIG) or a Neighborhood Purpose Grant (NPG).
- 4.B. All expenditures shall be fully compliant with all DONE rules and regulations.
- 4.C. All MVCC CIG and NPG application packets shall include:
- 4.C.i) A Grant Proposal Evaluation Form furnished by DONE, and
 - 4.C.ii) A Community Benefit Statement for DONE (CIGs only).
 - 4.C.iii) History of the requesting committee's successful CIGs and NPGs.
- 4.D. Block grant packets will be provided to MVCC's ExFin Committee members at least two weeks in advance of the Board meeting where action is requested.
- 4.E. All expenditures require an appropriate funding motion, composed in consultation with the Treasurer and submitted to the Secretary for agendaizing at the Board meeting where action is requested.
- 4.F. The MVCC Board shall, at its sole discretion, require matching funds as a condition of any block grant.
- 4.G. The Treasurer or Chair shall, at their sole discretion, approve expenditures and reimbursements not to exceed \$300, in accordance with the approved, MVCC Annual Budget. All other expenditures and reimbursements shall require approval by majority vote of the Directors present at a scheduled meeting of the Board of Directors.
- 4.H. Expenditures involving the purchase of goods or services exceeding \$1,000 shall be made only after the consideration of alternate bids, proposals, or estimates.

5. Website

- 5.A. All substantive changes to the MVCC Website, including – but not limited to – design, hosting, and choice of management (webmaster), shall be approved by majority vote of the Directors present at a scheduled meeting of the Board of Directors.
- 5.B. The Outreach Committee is charged with facilitating substantive website changes - in collaboration with all interested Board members - and shall consider multiple options before presenting any substantive proposals to the full Board for approval.

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- 5.C. Any final proposal of substantive website change shall, prior to implementation, undergo a thirty-day review process after approval by majority vote of the Directors present at a scheduled Board of Directors meeting.

6. Board Agendas

- 6.A. Ten days prior to a scheduled Board meeting, the Secretary shall solicit agenda items via email of all Board members and committee chairs.
- 6.B. Agenda items shall be received by the Secretary no fewer than seven days prior to the scheduled Board meeting for agendaing.
- 6.C. Agenda items shall be categorized as “Funding, Policy, or Administrative.”
- 6.D. Policy motions shall be associated with a principal committee, director, or stakeholder, and all names and email addresses of individuals to whom direct and copied notice of the matter will be provided.
- 6.E. Resolutions shall identify all City Council, Planning, and Federal, State, County, or City Department File numbers of relevance.
- 6.F. A City Council Community Impact Statement (CIS) shall be presented together with the resolution when pertinent.
- 6.G. The Secretary will e-mail a final agenda to the Board of Directors and committee chairs no fewer than four hours before posting the agenda.
- 6.H. Submitters shall be responsible for verifying that their motions are included, and accurate.
- 6.I. The Treasurer shall be responsible for notifying the Secretary and Chair if paperwork for a funding request is not in order.
- 6.J. The Secretary or designee shall post agendas for Board meetings in accordance with MVCC Bylaws and in accordance with DONE rules and regulations.

7. Meeting Minutes and Public Notice

- 7.A. The Secretary, or designee, shall forward draft minutes by e-mail to all Board members and committee chairs within ten days of the Board meeting.
- 7.B. Board policy shall be communicated officially only on MVCC letterhead, with the signature of the Chair.
- 7.C. Notice of each policy motion passed at the board meeting, shall be sent to each policy’s associated parties (6.D) within ten days of Board action, at the discretion of the Chair
- 7.D. Upon approval of the minutes by the board, the Secretary – or designee – shall:
 - 7.D.i) Post the minutes to an easily accessible page on the MVCC website.
 - 7.D.ii) Post each “Policy”, “Funding”, and “Administrative” motion to an easily accessible page on the website according to category.

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8. Western Regional Alliance of Councils (WRAC)

- 8.A. The serving Chair of Board – or designee – shall be the MVCC representative to WRAC.
- 8.B. The current First Vice-Chair of the Board – or designee – shall be the MVCC alternate representative to WRAC.
- 8.C. The Chair shall appoint as WRAC Committee Members, the chair or co-chair of the MVCC committee that most closely reflects the subject matter of other WRAC committees. Each appointment shall be subject to approval by majority vote of the Board.
- 8.D. In the event that a standing appointee to WRAC does not wish to represent the MVCC, then the Chair of the Board shall appoint an alternate representative for that position, subject to the approval by majority vote of the board.
- 8.E. All MVCC representatives to WRAC must vote on any policy issue before WRAC in accordance with the existing policies and actions taken by MVCC on that issue.
- 8.F. MVCC representatives to WRAC shall abstain from all votes where the Board has not previously taken a position.
- 8.G. MVCC representatives to WRAC shall vote on WRAC administrative items in accordance with their best judgment and in accordance with the best interests of the MVCC.

9. Ethics and Transparency

- 9.A. All Board and committee agendas shall include a standing agenda item for the “Declaration of Ex-Parte Communications and Conflicts-of-Interest” by each present MVCC board member, committee chair or co-chair.
- 9.B. Ex-Parte declarations must be noted in the official minutes of meetings, including details such as meeting dates, identities of the participants, and the substance of the communication.

10. Committee Constitution

- 10.A. All committees and subcommittees shall be formed in accordance with Article VIII of the MVCC Bylaws.
- 10.B. *Ad-Hoc* Committees and Subcommittees may be established by majority Board vote to perform specific, time-delimited tasks, and shall be disbanded upon completion of those tasks.
- 10.C. All MVCC Board members shall serve as chair, co-chair, or vice-chair of no fewer than one committee or subcommittee.
- 10.D. The Chair of the MVCC Board shall announce committee appointments during the Board meeting immediately following election of new board officers, or as new committees form or as vacancies occur.
- 10.E. A committee may appoint additional officers if deemed necessary.
- 10.F. Each committee appointment shall be subject to Board approval by majority vote.
- 10.G. The Board may remove any committee officer by two-thirds vote of the full Board.

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- 10.H. The MVCC Chair shall designate – or delegate such designation to any committee – the selection of the committee’s presiding chair, responsible for drafting agendas and conducting its meetings.
- 10.I. Any MVCC Stakeholder is a constituent of each MVCC Standing or *Ad-hoc* Committee attended.

11. Committee Business

- 11.A. Each committee shall conform to the purpose and responsibility detailed by its mission statement, reporting findings, motions, or resolutions to the full Board.
- 11.B. Each committee shall respond to stakeholder claims, concerns, and requests within its area of responsibility.
- 11.C. Items requested by a Director, or by petition of no fewer than five stakeholders, shall be agendized by the committee chair within 60 days.
- 11.D. A topic relevant to two or more committees may be addressed via a joint committee meeting.
- 11.E. Committees shall post meeting agendas in accordance with MVCC Bylaws and DONE rules and regulations.
- 11.F. Committees shall notify the appropriate Zone Director(s) of agenda items specific to that zone or immediately adjacent to it.
- 11.G. Majority committee vote is a prerequisite to Board consideration of the Committee’s motion or resolution.
- 11.H. A committee officer or designated stakeholder shall represent the minority position of each controversial motion or resolution considered by the Board via a minority report.
- 11.I. Expenditures proposed and passed via committee shall be vetted and passed by the Executive and Finance Committee for available funds, prior to referral to the full Board for consideration.
- 11.J. Each committee chair or designee, shall post meeting minutes - upon committee approval - to the committee’s page on the MVCC website.
- 11.K. Committees or committee members shall not represent the MVCC Board in any matter. The sole representative of the MVCC Board of Directors is its Chair, who shall represent only policy that has been approved by majority vote of the full Board.

12. Grievances

- 12.A. MVCC shall only consider a grievance, filed within 45 days of the alleged action, that arises from an Board member or committee chair acting in an official capacity.
- 12.B. A grievance shall be filed with the MVCC Secretary in writing or in person. Anonymous grievances shall not be accepted.
- 12.C. The filing shall include all facts and circumstances surrounding the grievance and allegations of effect.
- 12.D. The procedure for evaluating a grievance shall be as follows:
 - 12.D.i) The Chair shall notify the Board that a grievance has been filed.

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- 12.D.ii) The Chair shall appoint a deliberative panel by random selection of three MVCC stakeholders, willing to serve on such a panel, who are not Directors.
- 12.D.iii) No members of the Board or deliberative Panel shall engage any *ex-parte* communications regarding the grievance.
- 12.D.iv) The Secretary shall post a public hearing date and time for the grievance panel to deliberate procedural matters only.
- 12.D.v) The Secretary shall coordinate a private hearing date and time for the grievance panel to meet with the aggrieved individual or - if a group - its single, self-appointed representative.
- 12.D.vi) The Secretary shall provide pertinent motions and information requested by the panel.
- 12.D.vii) The Secretary shall record minutes of all panel deliberations. All documentation is the sole responsibility of the MVCC Secretary.
- 12.D.viii) The full Panel shall mediate findings by interviewing the aggrieved and may hear from witnesses or accept supplemental documentation from either party at its discretion.
- 12.D.ix) A panel designee shall forward written recommendations for resolving the grievance(s) to the MVCC Secretary and present its collective findings to the full MVCC Board within 90 days of the grievance filing.