

**MINUTES OF
ENCINO NEIGHBORHOOD COUNCIL
BY-LAWS COMMITTEE**

A regular meeting of the By-Laws Committee ("Committee") of the Encino Neighborhood Council ("ENC") was held on June 2, 2005 at the offices of the Encino Chamber of Commerce. There were present at said meeting the following members of the Committee: Sherman Gamson, Shari Gamson, Lyn Klein, Sharon Lambert, Sharon Brewer, Chuck Hand, Linda Goldstein and Jerold V. Goldstein. Absent was Glenn Bailey who was excused. Also present was Gerald A. Silver, Barbara Hand, and Bill Jasper.

ATTACHMENT "B"

THE FOLLOWING ARE RECOMMENDED STANDING RULES:

Standing Rules may be approved by the Council to supplement the administration of the By-Laws. Such rules shall be in addition to the By-Laws and shall not be construed to change or replace any By-Law. If there is a conflict between a provision of the By-Laws and a Standing Rule, the By-Law shall govern. Standing Rules may be adopted, amended, or repealed by a majority vote of the Council Representatives voting

1. Any procedure not referred to herein for the conduct of meetings shall be governed by Roberts Rules of Order Revised as articulated in the City of Los Angeles Department of Neighborhood Empowerment Board Orientation Packet's "The Basic Rules of Parliamentary Procedure For Neighborhood Councils"
2. Public comment for items not on the Council Agenda, including announcements, comments, or requests, shall be Agendized as Public Forum, which shall follow Old Business and precede New Business. Public Comment speakers shall be limited to one minute each. The total Comment Period shall not last more than ten minutes. At the conclusion of all business, if time allows, the presiding Officer may, at his or her discretion, open another Comment Period. The Agenda shall include Boardmember Comment which shall be limited to one minute per person. The Chair may impose a reasonable time limit on any speaker
3. The Council shall make every reasonable effort to host at least two positions of equal time for every Presentation on which a vote is expected. In the event no alternate point of view is presented, the Council may defer a vote to the next regularly scheduled Council meeting
4. Copies of Agendas, Minutes, and other materials from previous meetings will be available for public inspection at the Encino Neighborhood Council office during regular business hours. Copies will be provided upon request. Selected items will be posted on the Website: www.encinocouncil.org
5. At least seven days before the regular Council meeting, the Agenda (which shall be subject to revision up to 72 hours prior to the meeting) shall be mailed (including electronic mail) or faxed to all Council Representatives and Alternates and such other interested persons as requested and as the Council directs. The final Agenda for the regular Council meetings shall be posted at least 72 hours in advance at the Encino Chamber of Commerce, Encino Community Center, Encino/Tarzana Branch of the Los Angeles Public Library, and such other public place as the Council determines. All materials mailed (electronically or otherwise), faxed, or distributed to Council Representatives and Alternates shall be similarly distributed in a timely manner to members of the public who have so requested receipt of same. A form for this purpose shall be made readily available to interested persons. Copies of the Agenda, Minutes, and other materials distributed to Council Representatives and Alternates shall be made available to the public at each meeting. A copy of each item for the current meeting shall be placed in a clearly marked binder which shall be readily available for public review
6. Committee recommendations shall be decided by majority vote at each meeting. A minority report, if submitted, is to be provided with a majority report when a recommendation is made. The vote count must be shown on the recommendation
7. No Officer or other Council Representative or Alternate, nor the Council as a whole, shall impose sanctions on any Officer or other Council Representative or Alternate for expressing his or her own personal opinion

ALL ABOVE WERE APPROVED FOR SUBMITTAL TO THE COUNCIL

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THE FOLLOWING ARE STANDING RULES RECOMMENDED ADDITIONS:

1. Prospective members of an established Committee must attend two meetings, 28 days apart, prior to consideration as a voting member of said Committee
2. If a vacancy exists on a Committee, new members may be added by a majority vote of existing Committee members
3. Committee members may have no more than two unexcused absences per year

4. Rotating members of Executive Board:
 - A. If designated At-Large Representative is absent, their Alternate may participate and vote in their place
 - B. In the case of a vacancy, preference is to be given to the member who had not been there the longest
5. Each Committee shall choose a Vice-Chair, who is a Member of the Council or an Alternate, by a majority vote of the members of that Committee
6. Committees shall select the date of the next meeting, accommodating all or as many members as possible, subject to facility availability
7. At least once each fiscal year and prior to submitting any accounting statements to the Department of Neighborhood Empowerment, the Executive Board shall discuss the Neighborhood Council's finances at a regular Executive Board meeting
8. The Executive Board shall establish, implement and enforce a policy regarding media, government and community relations and communications
9. All Committees shall have: a Mission Statement (stating the Committee's Purpose and areas of responsibilities); meetings held at least quarterly; an Agenda (properly posted prior to each meeting, with copies provided at each meeting); Minutes taken and accepted; and provide recommendations to the full Council as necessary.
10. 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

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