

ENCINO NEIGHBORHOOD COUNCIL September 28, 2005 Agenda Item No. 7c (1)
ATTACHMENT A

THE FOLLOWING ARE RECOMMENDED STANDING RULES ADOPTED AT BYLAWS COMMITTEE MEETING 9-21-05:

Standing Rules may be approved by the Council to supplement the administration of the Bylaws. Such rules shall be in addition to the Bylaws and shall not be construed to change or replace any 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 Standing Rules may be adopted, amended, or repealed by a two-thirds (2/3) vote of the Council Representatives voting.

1. Unless the Chairperson announces otherwise at the commencement of the meeting, the conduct of meetings of the Council and committees 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".

Minority Position: The conduct of meetings of the Council and committees 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 Comment, which shall follow Old Business and New Business. Public Comment speakers shall be limited to two 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 issue on which a vote is expected. In the event no alternate point of view is presented, the Council may by majority vote of the Council Representatives voting defer a vote to the next regularly scheduled Council meeting or vote on the issue.

4. Copies of Agendas, Minutes, and other materials from meetings will be available for public inspection at the Encino Neighborhood Council and to the extent feasible be posted on the website: www.encinocouncil.org.

5. At least seven days before the regular Council meeting, the Proposed Agenda (which shall be subject to revision at the discretion of the President 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 committee members voting. A minority report, if submitted, is to be provided with a majority report when a recommendation is made to the Council. The vote count must be shown on the recommendation.