



## Arroyo Seco Neighborhood Council (ASNC) Board of Representatives Standing Rules

(Updated – 5/11/09)

*The following standing rules were approved by majority votes of the ASNC Board at the times indicated. They remain valid until amended or appealed or unless otherwise found to be contrary to the neighborhood council's procedural authorities as detailed in the ASNC Bylaws, Article X.*

### **DEPUTY REGISTRARS**

- The Registrar shall, at his or her discretion, nominate any number of registered stakeholders to serve as Deputy Registrars.

**(adopted by Board vote, 7/20/04)**

- All Board members may serve as Deputy Registrars.

**(adopted by Board vote, 2/6/06)**

### **ELECTIONS/SPECIAL ELECTIONS**

- In case of a Board vacancy, the Board shall appoint the individual who received the next highest number of votes at the last election to serve until the next General election. If that individual is unable to assume the Board position, the Board, with the recommendation of the membership from that area, shall appoint a replacement from that area until the next General election. That Special Election at the General (Board) Meeting will be announced one month in advance.

**(adopted by Board vote, 10/24/05)**

### **FUNDING GUIDELINES**

- Unless otherwise outlined in the motion at the time ASNC funding is requested, approved expenditures for community projects must begin within six months, or by the end of the current council fiscal year (whichever is longer), or they will automatically lapse.

**(adopted by Board vote, 10/23/06)**

- Whenever funds are appropriated by the ASNC, the appropriation shall state the fiscal year or years for which such funds are appropriated and, in the event funds are appropriated for more than one fiscal year, the amount appropriated for each fiscal year.

**(adopted by Board vote, 4/28/08)**

- Guidelines for Community Project Funding Requests – Request committee review of all community project funding requests prior to presentation to the full ASNC board:
  - Local Issues Committees – responsible for reviewing and preliminary approval of funding requests related only to one community (e.g. community sign, neighborhood watch, public art)
  - Standing/Ad-hoc Committees – responsible for reviewing and preliminary approval of funding requests related to their area of cognizance (e.g. public safety, environment). Ad-hoc committees must follow all Brown Act requirements
  - Budget & Finance Committee – responsible for reviewing and preliminary approval of all other funding requests not covered by Local Issues or Standing/Ad-hoc Committees. Note: B&F will only hear funding-related items (not letters of support or opposition, land use, etc)

**(adopted by Board vote, 4/27/09)**

- As a policy guideline, the ASNC places a \$2,500 maximum on the amount of financial support provided for, or purchases on behalf of, any community group or event (school, beautification project, festival or celebration, etc.) during each JULY-01 to JUNE-30 fiscal year, beginning with budgeting for FY2010.

**(adopted by Board vote, 4/27/09)**

### **ORGANIZATIONAL AFFILIATIONS & LIAISONS**

- The ASNC Board appoints liaisons for an annual term, terminating with the Board year. Specific areas of responsibility are established when these individuals are designated to represent the ASNC at other organizations and City departments. Liaisons will be listed on the ASNC website.
- The ASNC Board establishes policies and supports the liaisons. The Board must approve all signatory agreements, letters of support, and sponsorships.
- Liaisons shall keep the Board and stakeholders informed about other organizations and various City departments and shall help to achieve ASNC goals.
- The representative/liaison to the LA Department of Water and Power (DWP) should act as other liaisons, providing input to the ASNC Board on DWP items and serving as the sole point of contact with the DWP. Specifically, this representative is empowered to request information from the DWP and to request meetings with its staff and management.
- The representative [liaison] to the DWP Oversight Committee needs to receive guidance from the ASNC Board before negotiating modifications to the Memorandum of Understanding (MoU), before the Oversight Committee votes on significant programs, and before the Oversight Committee votes to expand their own powers or their Standard Operating Procedures.

**(adopted by Board vote, 10/24/05)**

- Motions to endorse or affiliate with another organization require a simple majority vote, take effect upon passage, and remain in effect until the next June 30th, at which time they automatically expire. Motions to renew the ASNC's endorsement or affiliation may be made at any Board meeting and, following passage, take effect on the July 1st immediately following the June 30th expiration.
- If an organization which the ASNC has endorsed or affiliated with takes an action that is a departure from that organization's basic philosophy or stated objectives, the ASNC Board must be so informed and the Board may then consider withdrawing its endorsement or affiliation or demand that the ASNC name not be associated with the action.

(adopted by Board vote, 6/26/06)

- Appointed liaisons and representatives should present an update to the ASNC Board at least once each quarter. That update may be in writing.

(adopted by Board vote, 12/17/07)

### PAID SERVICE PROVIDERS

- When filling vacancies or seeking replacements for paid professional service providers, the recruiting and advertising duties are to be handled by the Board member or officer that each provider reports to or works with most closely. The allocations of the funds, etc., shall be approved by the Board.

(adopted by Board vote, 6/2/08)

### POSTING LOCATIONS

- Under the requirements of the Ralph M. Brown Act and Los Angeles City Department of Neighborhood Empowerment, official neighborhood council agendas and other meeting announcements shall be posted no less than 72 hours in advance of regular meetings and 24 hours before special meetings of the ASNC Board of Representatives and its standing committees, at:
  - a. Mount Washington Elementary School Bulletin Board (*3981 San Rafael Avenue, 90065*)
  - b. Carlin G. Smith Recreation Center (*511 W. Avenue 46, Mt. Washington, 90065*)
  - c. Supermarket at Avenue 45 & Figueroa (*133 W. Avenue 45, Sycamore Grove, 90065*)
  - d. Art gallery at 4108 N. Figueroa Street, *Sycamore Grove, 90065* -- (Rock Rose Gallery)
  - e. Montecito Heights Senior Center (*4545 Homer Street, 90031*)
  - f. Montecito Heights Recreation Center (*4545 Homer Street, 90031*)
  - g. Adult Day Healthcare Center at Avenue 60 & Monterey Road (*5926 Monterey Road, Hermon, 90042*)
  - h. TBD posting location at Bud Weiner Park (*Via Marisol/Via Arbolada, Monterey Hills, 90042*) – pending City Recreation & Parks billboard installation
  - i. ASNCalert Yahoo Group (opt-in E-mail listserv)

As of July 2008, the standing committees of the ASNC created under its bylaws include: Rules & Elections; Budget & Finance; Communications & Outreach; and Candidate Recruitment, as well as the Hermon, Montecito Heights, Monterey Hills, Mount Washington, and Sycamore Grove Local Issues Committees.

(adopted by Board vote, 6/23/08)

**STANDING COMMITTEES (see current Bylaws for responsibilities of each)**

- In the interest of better meeting its stated purpose to "engage stakeholders in deliberation and collaboration on matters affecting the community" and to "promote stakeholder participation in City governance and decision making processes" (Bylaws, Article II) and of allowing them more say in positions taken and funding requests before they reach the Board of Representatives, all standing committees of the ASNC are required to meet at least three times a year. (Ad hoc committees of this neighborhood council should be encouraged to do the same).

*(NOTE: As of the date adopted, standing committees are: **1) Rules & Elections; 2) Budget & Finance; 3) Communications & Outreach; 4) Candidate Recruitment; and, 5) the distinct Local Issues Committees for: a) Hermon, b) Montecito Heights, c) Monterey Hills, d) Mount Washington, and e) Sycamore Grove. Ad hoc committees operating as of the same date include: **A) Recreation, Culture, & the Arts; and B) Environment.*****

**(adopted by Board vote, 8/25/08)**

- In order to make sure Local Issues meetings are held in each ASNC community according to Bylaws/ Standing Rules, the Board should name and/or identify at its first meeting of each year a stakeholder (elected representative, or otherwise) willing to convene that year's first meeting, if those groups haven't already formed. The selected convener would report back no later than the March meeting on when and where Local Issues will begin and detail any assistance needed from the Board itself.

**(adopted by Board vote, 1/26/09)**

###