



CITY OF LOS ANGELES  
CALIFORNIA

## ARROYO SECO NEIGHBORHOOD COUNCIL (ASNC)

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**ARROYO  
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COUNCIL**  
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### Board of Representatives Standing Rules

Revised: September 29, 2020

#### PREFACE:

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

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#### STANDING RULES:

1. SELECTIONS
  - A. Board vacancies shall be filled by open selection by the Board from the qualified candidates as per Attachment B of the ASNC By-laws. Potential candidates must submit the approved candidate form. Deadline to submit the form is one week before the meeting at which the selection takes place. If there is more than one candidates, the candidate with the highest number of votes will be seated. (Adopted by Board vote, 07/22/13; revised 04/25/16)
  - B. If a geographic seat is not filled during the general elections, or becomes vacant at any point after the elections, the Board will have sixty (60) days to fill the vacancy with a stakeholder who meets the requirements for the seat as specified in Attachment B of these bylaws. If the seat is not filled within sixty (60) days it shall convert to an At Large Representative seat for the remainder of the current Board term and may be filled by anyone meeting the requirements of an At Large Representative. A geographic seat which has been filled in this manner will revert back to a geographic seat for the next general elections. (Adopted by Board vote, 05/18/15)

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2. FUNDING GUIDELINES

- A. ASNC funding for expenditures approved for community projects (if any) must begin by the end of the current council fiscal year. All Community Improvement Projects (CIP) and Neighborhood Purpose Grants (NPG) must be heard by the Board no later than the April meeting. No more than one CIP or NPG for any organization will be heard within a fiscal year. It is required that a Board member report results of a funded project within six months of the time the funding is received. (Adopted by Board vote, 10/23/06; revised, 04/25/16, 05/21/18)
- B. Guidelines for Community Project Funding Requests – Whenever possible, funding requests should be brought to the relevant committee and to the Budget and Finance Committee for their review and recommendations prior to being considered by the Board. (Adopted by Board vote, 04/27/09; revised 05/18/15, 04/25/16)

3. FUNDING PROCESS (reserved)

4. ORGANIZATIONAL AFFILIATIONS & LIASONS

- A. The ASNC President nominates and the Board approves liaisons whose 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. (Adopted by Board vote, 10/24/05)
- B. The Board must approve all signatory agreements, letters of support, and sponsorships. (Adopted by Board vote, 10/24/05; revised 05/18/15, 04/25/16)

5. PAID SERVICE PROVIDERS (reserved)

6. POSTING LOCATIONS

- A. 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:
  - i. Mt. Washington Elementary School Bulletin Board, 3981 San Rafael Ave, Los Angeles, CA 90065
  - ii. Budd Weiner Park (between Via Colina and Via Arbolada 90042)
  - iii. ASNC's official Website at [www.ASNC.us](http://www.ASNC.us)
  - iv. ASNCalert Yahoo Group (subscribe by email [asncalert-subscribe@yahoo.com](mailto:asncalert-subscribe@yahoo.com))
  - v. [NCSupport@lacity.org](mailto:NCSupport@lacity.org) (the City's Early Notification System)  
(Adopted by Board vote, revised 06/28/08, 10/25/10, 04/1/13, 05/18/15, 04/25/16)

7. STANDING, LOCAL & AD-HOC COMMITTEES <sup>A</sup>

- A. Standing, Local Issues and Ad-Hoc Committee Standards.
  - i. Unless specified otherwise in the ASNC bylaws, all Standing Committee Chairs shall be selected from the Board members by the Board members. Terms shall be until the selected chair is no longer an ASNC Board member or until the seating of a new Board following an election, whichever comes first. (Adopted by Board vote, 10/27/14)
  - ii. Quorum shall be 50% plus one as required to hold a meeting. A simply majority of the quorum present may pass motions. Committees have no authority, except when specified by the board, other than to make recommendations to the ASNC board. All standing committees are to take minutes. Meetings must be held at least every two months observing the Brown Act requirements. Committee members who are not Board members are encouraged to take Ethics training. All standing committees shall include a minimum of three and a maximum of 11 members. (Adopted by Board vote, 10/27/14; revised 04/25/16)



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- iii. At the first meeting of each fiscal year, all Board representatives not assigned/elected to chair one of the existing standing committees shall be assigned to be members of at least one standing committee. Assignments may be voluntary or by the President's appointment. (Adopted by Board vote, 06/28/10)
  - iv. Community Impact Statements (CIS) and letters for Governing Board review, with the exception of letters from the Planning & Land Use Committee, may be reviewed through the Rules and Elections Committee; after which, they shall be presented to the Governing Board during the monthly Board Meeting for approval as part of a consent agenda. Otherwise, CISs may be reviewed individually by the Governing Board during the monthly Governing Board Meeting. (Adopted by Board vote, 09/29/20)
8. STAKEHOLDER REQUESTS
- A. A stakeholder may request an item be included in a future agenda. (Adopted by Board vote, 06/24/13; revised 04/25/16)
9. VOTING BY THE PRESIDENT
- A. The ASNC president (or any presiding officer of a Board meeting) may vote on all agenda items. (Adopted by Board vote, 01/25/10)
10. ACTION REGARDING ELECTRONIC SIGNATURES ON ASNC DOCUMENTS
- A. Electronic signatures are permitted and can be audited periodically by the president or designee or at the request of a board member. (Adopted by the Board 05/21/18)
11. REQUIRED BOARD MEMBER PARTICIPATION
- A. Board participation in outreach is central to our mission. Each board member is expected to commit to attend or otherwise assist with a minimum of 6 outreach events or other ASNC-sponsored activities per year and to find a substitute for schedule changes. (Adopted by the Board 05/21/18)
12. OUTREACH MATERIALS
- A. All outreach materials must be approved by the outreach committee chair or designee and must conform to ASNC guidelines such as logo, etc. (Adopted by the Board 05/21/18)

**FOOTNOTES:**

- A. See current Bylaws for responsibilities of each.

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THE AMERICAN WITH DISABILITIES ACT – As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: [www.asnc.us](http://www.asnc.us) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact ASNC president at 323-418-ASNC or email [president@asnc.us](mailto:president@asnc.us).

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the ASNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the ASNC Bylaws. The Bylaws are available at our Board meetings and our website [www.asnc.us](http://www.asnc.us)

