



**Sherman Oaks  
Neighborhood Council**

# **Standing Rules, Policies & Procedures**

**of the Sherman Oaks Neighborhood Council**

The Sherman Oaks Neighborhood Council (SONC) Executive Committee shall review and affirm and/or modify this document at least once every other year. The Council President with Executive Committee approval may establish an ad-hoc rules committee for the purpose of amending this Standing Rules, Policies and Procedures document (henceforth referred to as Standing Rules). All such amendments shall be subject to Board approval, pursuant to Robert's Rules of Order, and shall be considered during no less than two consecutive Board meetings before final adoption.

### **A) Neighborhood Council Member Rules and Responsibilities**

1. Serve the designated term and accept the responsibilities of a Member of the SONC Board as outlined in the SONC Bylaws and these Standing Rules, and of any officer position if so elected.
2. Participate on and attend meetings for at least one committee, and attend scheduled meetings for the Board as specified in the Bylaws.
3. Comply with the Brown Act and all City requirements for Neighborhood Council Members, including but not limited to Anti-Bias, Ethics, Finance/Funding, Code of Conduct, and any other trainings required by the City, such as Planning 101 for Planning Land Use Management (PLUM) Committee members.
4. Participate and represent SONC during community outreach events, such as the Sherman Oaks Street Fair, Movies in the Park, Spring Tree Adoption, and other events in which SONC sponsors or chooses to participate.
5. Participate and assist with promotion of the SONC elections

### **B) Policy on External Communications**

To ensure proper and effective representation of SONC and that the council speaks with one voice:

It is the policy of the SONC that the President, at their discretion, reviews and approves all printed, audio, and/or visual material that will be published as official communication of the SONC Board or its committees.

It is the policy of SONC that the President is the official spokesperson of the Council. At the discretion of the President, or as provided in these rules, another Neighborhood Council member may be designated as spokesperson on a specific issue.

Individual Board and Committee members who wish to speak, write, or express their own individual opinions in public venues or media outlets shall proclaim that their communication is solely theirs and not intended to represent the views of SONC.

While an individual Board or Committee member may freely speak, write, or express their own individual opinion in a public venue or media outlet, no Neighborhood Council member or committee member shall, through use of SONC marks (such as branded apparel or badges/cards), verbal or written words, or otherwise, explicitly or implicitly represent their personal opinion as representative of the Neighborhood Council or its committees.

Neighborhood Council Members and committee members shall comply with any additional guidelines or rules published by the City of Los Angeles regarding external or digital communications.

### **C) Committees and their Duties (see Bylaws Article VII, Sections 1, 2 & 3)**

SONC may have both Standing and ad hoc committees. A SONC committee can also appoint subcommittees or "working groups" of its members, which report to the committee. A subcommittee cannot adopt rules of its own (Robert's Rules).

All committees can only do what the organization asks them to do. A committee cannot act independently of the organization (Robert's Rules).

#### **1. Standing Committees**

- a. **Executive Committee:** The President shall be the Chair of this committee. The Executive Committee shall consist of the Council's five officers and up to two Board members appointed each month by the President. The President shall set the agenda for the Executive Committee and for the Council meetings with input from the

Executive Committee. The Executive Committee shall act as the administrative body for the Council and shall recommend actions to the Council. The Executive Committee shall also have the authority of the Council to make decisions on emergency and routine business items, and shall report all such actions and decisions to the Council, which may modify or reverse such actions upon a majority decision.

- b. **Finance Committee:** The Treasurer shall be the Chair of this committee. This committee oversees and administers all Council financial matters, including a system of financial accountability as required by the Department of Neighborhood Empowerment (DONE).
- c. **Planning Land Use Mangement Committee (PLUM):** The Chair of this committee shall be appointed by the President and shall be a Board member. Appointment is subject to Executive Committee approval. The President may also appoint a Vice Chair or CoChair subject to the same approval.

This Committee shall be composed of not more than nine (9) members to be selected by the President and PLUM Committee Chair, with every attempt that this committee be balanced and be representative of broad segments of the community.

The Committee shall receive and review public input and shall report on and make recommendations to the full Council on any land use and planning issues affecting the Sherman Oaks community. Please refer to section D) Policy on Land Use Committee Project Reports in this document.

- d. **Outreach Committee:** The Chair of this committee shall be a Board member, unless the committee is co-chaired, in which case one chair may be a stakeholder and not a Board member. This committee oversees the effectiveness of the Council's communications with stakeholders and is responsible for developing ways to increase stakeholder participation in Council meetings and events.
- e. **Other Standing committees** may be formed at the discretion of the President with approval of the Executive committee.

## 2. Ad Hoc Committees

Ad hoc committees are created for a particular purpose and go out of existence when that purpose is completed. They shall be formed as necessary at the discretion of the President with approval by the Executive Committee.

## 3. Sub-Committees

Sub-committees are created by, comprised of members of, and report to an existing Standing or Ad Hoc committee.

## 4. Committee Creation and Authorization

- a. **Committee Oversight:** All committees, with the exception of the Executive Committee, shall be overseen by the First Vice President.
- b. **Committee Purpose and Authority:** The purpose of all committees, with the exception of the Executive Committee, is to investigate and explore issues raised by stakeholders, the Council Board, or the President. The committee reports to the Council with their findings and to make recommendations as appropriate. Committees shall take independent action only when charged to do so by the President, Executive committee or Council, or otherwise specifically authorized to do so by the governing documents.
- c. **Committee Chair Appointments:** With the exception of the Executive Committee, committee chairs, co-chairs or vice chairs shall be appointed by the President, with approval by the Executive Committee. Chairs are subject to reappointment by the President.
- d. **Committee Structure:** Each committee must have at least three (3) committee members, including the committee Chair. All committee members must be SONC stakeholders which may include non-board members. With the exception of the Executive Committee, committee members shall be appointed by the committee Chair and the President, subject to approval by the Executive Committee. While the President may serve as ex officio on all committees, they may not vote unless they are specifically appointed to the committee as a full member.

- e. **Committee Term:** Once appointed, each committee member shall serve a two year term, and is subject to reappointment, unless the committee is terminated sooner, or unless the member is removed from the committee or resigns.
- f. **Committee Removal and Vacancies:** Committee members may be removed in the same manner in which they were appointed. Vacancies on any committee may be filled by appointment made by the committee Chair or Co-chair, and the President, subject to approval by the Executive Committee

## 5. Committee Chairs

- a. Are responsible for the execution of all functions and features of the SONC website for facilitating committee administration. This includes timely publication of meeting dates, times and locations. Agendas and supporting documents need to be posted prior to meetings, and subsequent meeting minutes should be posted within 60 days after the meeting. Chairs are responsible for the content that appears on their committee web page.
- b. Are required to provide monthly updates on Committee activities to the Outreach Committee for publication in the SONC Newsletter.
- c. Will conduct their committee meetings in compliance/accordance with all applicable guidelines and rules including Brown Act, Roberts Rules, etc. Establishment of a quorum at each committee meeting is essential in order for any measures to be voted/approved by committee or for motions to be submitted for approval to the full council.
- d. With the exception of Executive, Finance, Outreach and PLUM, all Standing Committees should conduct meetings at least once quarterly. All Committees are encouraged to meet monthly and in-person at least once per quarter. Executive, Finance, Outreach and PLUM are required to meet a minimum of 9 times annually.

**Table – Summary of Committee Appointment Procedures**

<b>Committee</b>	<b>Type</b>	<b>Who Appoints</b>
Executive	Chair	N/A – President is Chair
Finance	Chair	N/A – Treasurer is Chair
All Others	Chair or Co-Chair	President (alone)*
All	Vice Chair	President (alone)*
All	Member	President and Committee Chair*

\* Subject to approval of the Executive Committee. In the case of non-leadership committee members, the President and applicable Committee Chair or Co-Chairs must agree on an appointment in order for said appointment to occur.

**D) Policy on Planning Land Use Management Committee Project Reports**

The function of the Planning Land Use Management Committee (PLUM) as set forth in the Bylaws is to receive and review public input, report on and make action recommendations to the Council on any land use and planning issues affecting the Sherman Oaks community.

Due to the large volume of development and redevelopment plans in Sherman Oaks, and in order to encourage as many land owners and developers to seek input from and the approval of the Sherman Oaks Neighborhood Council, through its PLUM Committee, the Council approved the following policy regarding decisions and/or recommendations to be made by the PLUM Committee:

Decisions and/or recommendations made by the PLUM Committee are not required to be presented to the full Board unless the request or specific project at issue involves one or more of the following:

- a. A request for a zone change, general plan amendment, variance or Specific Plan exception;
- b. A residential project in excess of 20 residential units;
- c. A commercial project in excess of 30,000 square feet.

This policy is subject to the following provisions:

- a. Notwithstanding the foregoing, the PLUM Committee may present for full Board approval any decision and/or recommendation.
- b. Any affected person, including any member of the Board, any member of the PLUM Committee or any applicant may appeal to the full Board for review of any decision or recommendation of the PLUM Committee permitted by this policy.\*
- c. All decisions and/or recommendations of the PLUM Committee that are permitted by this policy shall be issued on the letterhead and/or stationery of the Council and shall be subject to review by the Council President, pursuant to the SONC Policy on External Communications.

\*A person seeking to appeal to the full Board a review pursuant to this provision shall contact a member of the Executive Committee (President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Secretary) with their request.

#### **E) Policies for Expenditures and Reimbursements**

1. A Committee Chair may authorize up to \$50.00 in expenditures in a single month for committee supplies, photocopying, etc. from a Board approved funded budget line item with notification to the Treasurer.
2. The President and Treasurer may authorize expenditures from \$50.01 to \$250.00 from Board approved funded budget line items. The President will notify the Treasurer when such expenditure(s) has (have) been authorized by the President.
3. Any amount from \$250.01 to \$500.00 must be submitted to the Finance Committee for approval, and then authorized by the Executive Committee or the full Board.
4. Any amount over \$500.01 must be submitted to the Finance Committee for approval and then authorized by the full Board.



5. For any time sensitive expenditure or reimbursement when it isn't feasible for the Finance Committee to meet, the Finance Committee Chair/Treasurer may waive the need for Finance Committee approval and refer the matter directly to the appropriate SONC Body (Executive Committee, or the full Board) for authorization.
6. Any expenditures or reimbursements which exceed Board approved funded budget line items will require reallocating available funds from existing budget line items and Board approval.
7. Any Board Member request for reimbursement must be submitted to the Treasurer with the following:
  - 1) Original receipt/invoice showing item/service is paid
  - 2) Depending on the payment method, front and back copy of endorsed check or credit card statement showing the amount paid. Cash purchase requires only paid receipt/invoice.
8. All expenditures and reimbursements will be made in accordance with City of Los Angeles and Department of Neighborhood Empowerment (DONE) policies and procedures.

**Table – Summary of Expenditures**

<b>Amount</b>	<b>May or Must be Authorized by</b>
\$0.01 - \$50.00	A Committee Chair or Co-Chair
\$50.01 - \$250.00	The President and Treasurer
\$250.01 - \$500.00	Finance Committee; and then Executive Committee or Full Board
\$500.01 or greater	Finance Committee; and then Full Board

All expenditures must be authorized from a Board approved funded budget line item.