

SONC

POLICIES AND
PROCEDURES

Sherman Oaks Neighborhood Council 2007 Election
Council Member Rules and Responsibilities

All Sherman Oaks Neighborhood Council Board Members shall be expected to:

1. Serve the designated term and accept the responsibilities of a Member of the SONC Board as outlined in the SONC Bylaws and of any officer position if so elected.
2. Attend regularly scheduled Council meetings held the second Monday of each month, unless otherwise agreed to by the board, beginning with the October 8, 2007 meeting for purposes of transition. Newly elected Members will be installed at this meeting.
3. Participate on at least one committee and attend regularly scheduled meetings for that committee.
4. Comply with the SONC Conflict-of-Interest Code and all applicable ethics laws.
5. Attend applicable training sessions required by the City of Los Angeles.
6. Comply with Brown Act requirements.
7. Work one or more shifts in the SONC booth during the Sherman Oaks Chamber of Commerce (October) and BID (April) Street Fairs and other events in which SONC sponsors or chooses to participate in.
8. Participate and assist with SONC elections in years when not up for re-election.

1. POLICY ON EXTERNAL COMMUNICATIONS (Adopted July 25, 2005 by SONC Executive Committee. Approved minutes of SONC Board August 8, 2005)

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

It is the policy of the Sherman Oaks Neighborhood Council that the Chair, at his or her discretion, reviews and approves all printed material that will be published as official communication of the SONC Board or its committees.

It is the policy of SONC that the Chair (President) is the official spokesperson of the Council. At the discretion of the Chair (President), another person may be designated as spokesperson on a specific issue.

Any individual Board or committee member is free to speak or write expressing his or her own opinion in a public venue or media outlet as long as it is clearly stated that the person is not speaking on behalf of the Council or as an official representative of SONC or its committees.

Sample disclaimer language: *"The opinions expressed are solely those of the author and not intended to represent the views of the organization."*

2. **POLICY ON BOARD COMMITTEE MEMBERSHIP** (Adopted July 25, 2005 by SONC Executive Committee. Approved minutes of SONC Board August 8, 2005)

To ensure participation by all Board members of SONC, it is the policy of SONC that all members of the Board of Directors are expected to participate on at least one committee (standing or ad hoc) of the Board.

3. POLICY ON LAND USE COMMITTEE PROJECT REVIEW (Approved minutes of SONC Board November 12, 2007)

The function of the Land Use and Planning Committee 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 Land Use and Planning Committee, the Council approved the following policy regarding decisions and/or recommendations to be made by the Land Use and Planning Committee:

Decisions and/or recommendations made by the Land Use and Planning 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 Land Use and Planning 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 Land Use and Planning Committee or any applicant may appeal to the full Board for review of any decision or recommendation of the Land Use and Planning Committee permitted by this policy.
- c. All decisions and/or recommendations of the Land Use and Planning Committee that are permitted by this policy shall be issued on the letterhead and/or stationary of the Council and shall be subject to review by the Council President, pursuant to the SONC Policy on External Communications.
- d. This policy shall be effective for one year from the date of its adoption (until November 12, 2008), at which time it shall expire, unless adopted and renewed by a majority of the SONC Board.

4. Policies for Expenditures and Reimbursements

(Adopted by SONC Board September 12, 2011. Revised from Board action of August 8, 2005)

1. A Committee Chairperson 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 her or him.
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 Chairperson/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. All expenditures and reimbursements will be made in accordance with Department of Neighborhood Empowerment (DONE) policies and procedures. Any request for reimbursement must be submitted to the Treasurer with original receipt(s).