

Sherman Oaks Neighborhood Council

STANDING RULES

Policies and Procedures

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 President, 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 President is the official spokesperson of the Council. At the discretion of the 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 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 MEMBER COMMITTEE MEMBERSHIP

(Adopted July 25, 2005 by SONC Executive Committee. Approved, Minutes of SONC Board August 8, 2005)

To ensure full 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. COMMITTEES and their DUTIES (see bylaws Article VII, Sections 1,2,3)

(Adopted July 25, 2005 by SONC Executive Committee. Approved, Minutes of SONC Board August 8, 2005. Updated December 3, 2012)

The Council may have both **Standing** and *ad hoc* committees. A committee can appoint subcommittees or “working committees” of its members, which report to the committee. A subcommittee cannot adopt rules of its own (*Robert’s Rules*).

A committee can only do what the organization asks it to do. A committee cannot act independently of the organization (*Robert’s Rules*).

Section 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 two Board members appointed each month by the President. At least four (4) members must be present to conduct business, at least three (3) of whom must be officers .

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 DONE.

- C. Land Use Committee:** The Chair of this committee shall be appointed by the President and shall be a Board member. The President may also appoint a Vice Chair or Co-Chair.

This Committee shall be composed of *not more than* nine (9) members to be selected by the President with consultation with the Land Use 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.

- 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.

Section 2: *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 .

Section 3: 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 Authority:** The function 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, and to *report 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 Council, or otherwise specifically authorized to do so by these bylaws.
- C. **Committee Chairs:** 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 comprised of *stakeholders*, Board members and non-Board members. With the exception of the Executive Committee, at least one (1) member of each committee should be a stakeholder who is not a Board member of the Council. 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.
- E. **Committee Term:** Once appointed, each committee member shall serve a one year term, and is subject to reappointment, unless the committee is terminated sooner, or unless the member is removed from the committee.

- 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.

4. POLICIES for EXPENDITURES and REIMBURSEMENTS

(Adopted by SONC Board, July 29, 2008, Revised September 12, 2011,
Revised and approved by SONC Board, April 8, 2013)

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 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 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.