

### **Standing Rules for all Committees approved by the Board April 11, 2016**

- a) There must be Brown Act compliance and procedures for all committees
- b) Agendas must be posted according to posting guidelines.
- c) Minutes must be posted after approval. If posted ahead of approval should be clearly labeled "DRAFT."
- d) All items for consideration, discussion, or voting must be listed on agenda, posted publicly, made available to the Board at least 72 hours in advance, made available to the public at the *same time* as committee or Board members; all done in a timely manner.
- e) All committee reports must be posted publicly on the SONC website (can be posted labeled as "DRAFT.")
- f) All required reports, documents, or materials must be transmitted to DONE on a timely basis.
- g) Committees must set guidelines for projects people or organizations bring to them. These guidelines must be presented to the Exec Committee for approval, be taken to the Board if needed, posted on the SONC website, and given to applicants before presenting to committees.
- (h) To ensure the public is noticed three days in advance, information on individuals making presentations at a Committee, Executive Committee or Board meetings must be sent to the presiding officer a minimum of 5 days in advance of the meeting, in order to be placed on the agenda.