

North Hollywood West Neighborhood Council (NoHoWest NC)
Adopted Standing Rules 2024-25

Standing Rule 1: Dissemination of Information

Bylaws Article II, Section 2, E: *To inform its stakeholders of forthcoming projects. Process for dissemination of information will be delineated in standing rules.*

NoHoWest NC will disseminate all information to stakeholders through the website (nohowest.org), email newsletter, Facebook, Next Door, Instagram, and designated physical public postings. This includes committee and board meeting announcements, events, and other information necessary. The Vice President is responsible for outreach and ensuring all information is disseminated properly.

Standing Rule 2: Outreach Plan

Bylaws Article V, Section 11: *For a detailed description of the NoHoWest NC's outreach plan, please see the Board's standing rules.*

The Vice President shall serve as chair of the Outreach Committee and lead the outreach plan. NoHoWest NC will have a minimum of two (2) in-person community events per fiscal year with the goal of dissemination of information about NoHoWest NC (e.g. festivals, town halls, and so forth).

Standing Rule 3: Standing Committees

Bylaws Article VII, Section 1, B: *Rules for committees will be addressed in the standing rules established by the board.*

Standing Committees shall meet a minimum of four (4) times per fiscal year. Standing Committees must consist of a minimum of one (1) board member and no more than three (3) board members. Standing Committee membership is open to all stakeholders and there is no membership limit. Only NC board members may serve as committee chair. The Standing Committees for NoHoWest NC shall be:

- Beautification and Community Improvement Committee
- Homelessness Committee
- Planning and Land Use Committee
- Outreach Committee
- Bylaws Committee

Standing Rule 4: Creation of Committees

Bylaws Article VII, Section 3: *NoHoWest NC will include process, structure and authority of committee creation in standing rules.*

Authority to create committees lies with the Board, upon presentation by the executive committee who will determine need, based on input from stakeholders, Board members, and committee members. The Board shall appoint the minimum required forming members.

Standing Rule 5: Committee Rules

All committees must present any and all items for consideration of the Board to the Executive Committee first. All committees are expected to post an agenda as outlined in the Bylaws and a minimum of 72 hours in advance, unless a special meeting is called.

Standing Rule 6: Parliamentarian

The President may appoint a parliamentarian to serve during all general board meetings. The parliamentarian may also serve as timekeeper, at the discretion of the President. The parliamentarian shall use acceptable rules of order to ensure a fair and efficient disposition of the business of the Board. The parliamentarian shall have a thorough knowledge of Rosenberg's Rules of Order, NoHoWest NC Bylaws, NoHoWest NC standing rules, and the Brown Act, advising the President as required.

Standing Rule 7: Presentations at Meetings

Informational presentations by government officials or community organizations at general board meetings that are not tied to a board action do not require Executive Committee approval before being placed on the agenda. All presentations are limited to 15 minutes with an additional 10 minutes for Q&A.

Standing Rule 8: Late Agenda Items

Agenda items for general board meeting consideration may be added to the general board meeting agenda without Executive Committee approval, at the discretion of the President, if all the following conditions are met:

- The Executive Committee has already met to approve the next general board meeting agenda.
- The item is of a priority nature, as determined by the President, and cannot be delayed to the next general board meeting.
- The item is submitted at least one (1) week prior to the general board meeting and/or the general board meeting agenda has not yet been published and there is more than 72 hours before the meeting.

Standing Rule 9: Meeting and Event Roles & Responsibilities

1. The President will issue a call for general board meeting agenda items via email to the entire Board at least five (5) days prior to the Executive Committee meeting.
2. The Secretary will create and distribute the Executive Committee agendas and general board meeting agendas no later than 72 hours before the meeting, as prescribed by the Brown Act and other applicable laws and regulations. This includes sending the agenda to NoHoWest NC webmaster, NC Support/ENS, public posting places, and the entire board.
3. The President will assemble, distribute, and post electronically all necessary materials for board members to make educated decisions at the general board meeting. The Secretary will make and provide copies of all materials for distribution at the general board meeting.
4. The President will create BACs for the appropriate agenda items, mark them as appropriate per the general board vote, ensure proper signatures, and provide the BAC to the Treasurer for submittal as required.
5. All official communications and flyers for events must be approved by the President, or their designee, before posting.

Standing Rule 10: Speaking Times

Public comment on all agenda items will be limited to three (3) minutes per speaker per agenda item. The time limit may be adjusted by the Chair of the meeting.

Standing Rule 11: Historian

The President may appoint a historian to serve as the official custodian and interpreter of the NC's historical records and institutional memory. This role is essential to preserve the legacy of the NC, inform current decision-making, and guide future strategic planning. The Historian shall:

- Collect, organize, preserve, and maintain the NC's historical records, including documents, artifacts, photographs, and other materials.
- Prepare historical analyses and stories for the Board, staff, and stakeholders, to be shared online and via email.
- Develop and implement strategies for sharing the organization's history with internal and external audiences through publications, exhibits, and educational programs.
- Advise the Board on matters related to the organization's history and traditions.