

North Hollywood West Neighborhood Council (NoHo West NC)
Standing Rules 2025-26 (updated and approved 8.13.25)

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.*

NoHo West 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 chair of the Outreach Committee is responsible for stakeholder outreach and ensuring all information is disseminated properly to stakeholders.

Standing Rule 2: Outreach Plan

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

The chair of the Outreach Committee will lead the outreach plan. NoHo West NC will have a minimum of two (2) in-person community events per fiscal year with the goal of dissemination of information about NoHo West 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 as needed. 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 NoHo West NC shall be:

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

Standing Rule 4: Creation of Committees

Bylaws Article VII, Section 3: *NoHo West 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, NoHo West NC Bylaws, NoHo West 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 Decorum & Deliberation

General Decorum: All attendees are expected to conduct themselves in a professional and respectful manner at all times. The Chair has the authority to enforce rules of decorum to ensure a productive meeting environment.

Meeting Procedures & Virtual Etiquette

Recognition: All remarks must be directed to the Chair. Board members must be recognized by the Chair before speaking to prevent crosstalk and ensure orderly discussion.

Virtual Meetings: When meetings are conducted via Zoom, board members are encouraged to attend with their video on and face visible. All attendees must mute their microphones when not recognized to speak.

Public Comment

Time Limit: Public comment is limited to three (3) minutes per speaker, per agenda item. The Chair may adjust this time limit uniformly for all speakers.

Procedure: A member of the public may not speak more than once on a single agenda item. Public comments will not be interrupted, and board members will not respond to public comments. The board may choose to take the comments under advisement.

Non-Agendized Items: A specific period for public comment on non-agendized items will be designated on the agenda.

Board Member Deliberation

Time Limit: A board member's initial comments on any single agenda item are limited to three (3) minutes. The Chair may adjust this time limit.

Order of Speaking: A board member may not speak a second time on an item until every other board member who wishes to speak has had the opportunity to speak once.