

COMMITTEE CHAIR GUIDELINES

APPOINTMENT OF CHAIRS

The Executive Committee of the Governing Board appoints Committee Chairs.

“The chairperson of the committee shall be appointed by the Executive Committee, and may be removed and replaced by the Executive Committee.” (GGPNC Bylaws Article VIII, Sec. C-2, Pg. 8). [Check citation re current location.]

GGPNC BYLAWS REQUIREMENTS

1. All committees must meet at least once per quarter
2. All committees must report to the Governing Board once each quarter.
3. Committees may not schedule a new meeting until draft minutes of previous meeting are posted on the committee’s webpage.

CHAIR DUTIES:

- Schedule meeting dates, times and locations. A consistent monthly date is preferred. If meeting is in the Citibank Building, arrange for room access with VP Admin.
- Compile the meeting agenda. Consult the GGPNC SRPP for agenda formats.
 - Set realistic time limits on agenda items, especially presentations.
 - Provide brief, unbiased descriptions, usually a brief paragraph, for each item.
- Arrange for a meeting room for which there is:
 - No rental fee (If a fee is involved Executive Committee must approve.)
 - Ample parking for the expected number of attendees (provide parking passes if required).
 - Tables and chairs for the expected number of attendees
 - Access for the disabled
 - Open access for attendees
- Arrive at least 10 minutes before meeting to open and prepare meeting room.
- Set out speaker cards for members of the public.
- At the end of the meeting, tidy up and lock meeting room. If at Citibank retrieve doorbell.
- Provide sign-in sheets for attendees (stakeholder sign-in shall be voluntary).
- Keep accurate, concise meeting minutes (this may be assigned to committee secretary).
 - Post draft minutes online before scheduling next meeting.
 - Present draft minutes at the next meeting for committee approval.
- Maintain up-to-date committee membership rolls, including attendance records.
- Maintain Committee webpage on GGPNC website, including posting of agendas, draft minutes and approved minutes. See VP Admin for webpage passwords and instructions.

CIVILITY:

GGPNC Committee Chairs are responsible for setting a productive, civil and welcoming tone at all times to all persons. This may prove difficult when emotions run high on an issue. It is advisable to consult the GGPNC President and other committee chairs for advice on defusing disruptive situations. In general, however, it is expected that chairs will:

- Treat colleagues and stakeholders with equal courtesy at all times.
- Actively discourage personal attacks, verbal bullying and discourtesy of any kind:
 - Between committee members
 - Between committee members and stakeholders
 - Exchanges between stakeholders during public comment
 - Directed at a stakeholder who is making a presentation
 - Directed toward City personnel
 - Demeaning remarks aimed at someone who is not in the room

NOTIFICATIONS:

- Notify the VP Communications of meeting dates and locations in a timely manner.
- Post Pdf versions of agendas (with attachments) online.
- Post hard copy agenda notices at the designated locations at least seventy-two (72) hours prior to the meeting. (see GGPNC Bylaws for required posting places.)
- Confirm availability of any person(s) slated to make a presentation.
- Duly notify any person or group whose property, place of business, event or project is specifically slated for discussion on the meeting agenda.

CONDUCTING THE MEETING:

- Take the committee member attendance roll at the beginning of the meeting (to be reflected in minutes).
- State for the record the voting members present.
- Before opening public comments on non-agenda items, announce availability and purpose of speaker cards, brief attendees on decorum rules, time limits for public comment, meeting format, addressing all questions and comments to the chair, etc.
- Keep agenda items on track by keeping committee discussions on topic.

REPORTING TO THE GOVERNING BOARD

When taking items forward to the Governing Board for discussion and action:

Preparation:

- Notify the Board Secretary, in writing, of any items that will be listed committee report at the next Board meeting.
- All motions brought forward to the Board, including letters to be endorsed by the board, must be submitted in writing to the President and Secretary at least seven (7) days prior to the coming Board meeting.
- Duly notify any person or group whose property, place of business, event or project is specifically slated for discussion on the Board agenda.

At the Board meeting:

- As supplemental material, provide a written summary that
 1. States the motion to be considered
 2. States the known facts
 3. Sums up the arguments, pro and con, as discussed at the meeting
 4. States if the committee position was reached by consensus or vote
- Report only on items with significant developments.
- Respect your committee's findings. If you disagree, openly state that you voted with the minority opinion but that you respect your committee's finding.

BETWEEN MEETINGS

- Keep an accurate log containing time, place and a brief content summary, of communications (phone calls, emails and one-on-one meetings) with stakeholders, Council Office, City personnel, or committee members.

COMMITTEE MEMBER GUIDELINES

ELIGIBILITY

“Any interested Stakeholder of the GGPNC, including Board Members, shall be entitled to

serve on any Standing Stakeholder Committee upon request to the Committee or the Board. Stakeholder Committee membership shall be effective as of the second regularly scheduled Committee meeting following the request for membership on the Committee.” (GGPNC Bylaws, Article VIII, Sec. I-B Stakeholder Committees, Pg. 12).

APPOINTMENT

Membership on a particular committee is subject to the approval of the Executive Committee or the Governing Board. (see Bylaws quote above.)

COMMITTEE REPRESENTATIVES: In an effort to effectively cover issues that are of concern to GGPNC stakeholders, GGPNC Committee Chairs may assign areas of interest to various committee members. The intent is that these members function as point persons to monitor developments in specific areas and regularly inform the committee of items of concern that need to be considered by the committee and brought forward in a timely manner to the GGPNC Board for consideration and action.

DUTIES OF REPRESENTATIVES: It is the expectation that these representatives will, among other things, remain abreast of the key players and the central issues in their area of concentration, attend meetings public and non-public where developments are being discussed that may directly impact the wider Los Feliz area and report the known facts to the committee in a fair and balanced manner.

When attending public or non-public meetings or engaging in correspondence on behalf of a GGPNC Committee it is important that point persons conduct themselves in a way that honors their position as representatives and that each one strives to adhere to the code of civility adopted by the GGPNC Governing Board and the Ralph M. Brown Act.

PUBLIC COMMENT PROTOCOLS FOR COMMITTEE REPRESENTATIVES:

1. When speaking or asking questions at a public forum outside of regular GGPNC meetings, official committee point persons will identify themselves as “A representative of the _____ Committee of the Great Griffith Park Neighborhood Council.”
2. Refrain from expressing a personal opinion that can be construed as the official advisory position of the GGPNC Board.
3. In email correspondence with City officials or City staff regarding a particular issue, always cc the Chair, the GGPNC President and the VP Communication.
4. Whatever the GGPNC Board decides by vote becomes the official advisory position of the GGPNC. Committees can have no official positions.
5. The GGPNC President is the spokesperson for the Board.
6. Respect the following order of precedence for speaking at public comment sessions of City meetings. Those authorized to convey the official GGPNC advisory position on any issue are in descending order of precedence depending on which of them are present at the meeting:
 - a. GGPNC President (or the President’s specific designee)
 - b. Committee Chairs
 - c. Committee representatives

COMMENTING PUBLICLY AS A PRIVATE PERSON

Chairs and committee members may from time to time wish to attend a meeting as a private citizen to offer a personal opinion or voice a concern regarding a particular issue. In that case it is expected that committee members will refrain from identifying themselves as chair or member of the committee and clearly state, “I am commenting today as a private citizen.”

In matters related to the chair's or point person's area of concentration, it is expected that the representative will, in advance, notify the GGPNC President, the Board Secretary and the Committee Chair that they will be attending a publicly noticed meeting or non-public meeting as a private citizen for the purpose of conveying a personal opinion. This includes one-on-one meetings with the Council Office or any other City officials or City employees.

IF YOU FIND YOURSELF DEEPLY AT ODDS WITH COMMITTEE DECISIONS

You have the option of resigning from the committee by sending a letter to the GGPNC President, with a cc to the committee chair, outlining your objection. Once your resignation is accepted you may no longer claim an official connection with the committee.