



**GREATER GRIFFITH PARK
NEIGHBORHOOD COUNCIL**

STANDING RULES, POLICIES, AND PROCEDURES

(COMPILATION DRAFT & NOTES, v1.3)

TABLE OF CONTENTS

Committees	Active Committees, Mission, Related Information.....	Page 2
Meetings	Agenda Setting, Meeting Procedures, Practices & Protocol	Page 3
Officers	Authority / Responsibility of Officers.....	Page 7
Communications	Description	Page 8
Records	Board Materials, Record Retention, Etc.	Page 9
Financial	Budgeting, Disbursement of Funds, Etc.....	Page 10
Elections	Outreach, Candidate Forums, Election Guidelines	Page 19
Appointments	Outreach, Timetable, Procedures	Page 22
Miscellaneous	Description	Page 25
Special Rules of Order	Page 26
Official Postions	Page 27

COMMITTEES

Committee Members – Official List

All committee chairs must maintain a complete and up-to-date list of committee members and their contact information, submitted to the Secretary and updated immediately upon any additions, changes, or resignations. A record of committee members shall be permanently kept by the Secretary and their names made public through the GGPNC website.

Adopted October 19, 2010

Meeting Agendas – Submission for Distribution To Governing Board

All publicly noticed meeting agendas must be submitted to the Secretary before, or at the time of their posting. The Secretary shall be responsible circulating said agendas to the entire Governing Board preferably through e-mail.

Adopted October 19, 2010

MEETINGS

Effective January 1, 2011, all committee chairs shall observe and comply with all current GGPNC Bylaws, standing rules, policies and procedures;

- And shall convene and hold a committee meeting,
- And report on committee activities to the Governing Board,
- And report to the Budget and Finance Committee

At least once within each fiscal quarter

- In addition, committee chairs shall be responsible for ensuring accurate meeting minutes are recorded and posted in draft form on the GGPNC web site before convening a subsequent meeting of that committee..”

Adopted November 16, 2010

Code of Civility

Collectively and individually, the members of the Governing Board of the Greater Griffith Park Neighborhood Council agree to abide by a Code of Civility to ensure our Neighborhood Council’s business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for our Neighborhood Council.

The freedom to express one’s views about public matters is a cornerstone of the democratic process. The Greater Griffith Park Neighborhood Council welcomes the diverse views and opinions of our other board members and stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.

By affixing our signatures to this document (filed with Secretary), we collectively and individually agree to abide by this Code of Civility to the best of our abilities.

1. I will conduct myself in a professional and civil manner at all times as a representative of the Greater Griffith Park Neighborhood Council, including treating each member of the board and members of the public with respect at all times.
2. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public. During meetings, functions, or events I will not engage in or threaten to engage in any verbal or physical attack on any other individual. I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures. I believe derogatory language about an individual’s ethnicity, race, sexuality, age, disability, or religion is not acceptable.
3. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility we have pledged to follow, I will join my fellow board members in demanding the persons conduct themselves in a respectful manner even if I agree with the point of view being expressed.
4. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption. I pledge to truly listen to and hear other points of view. I will practice the art of being able to disagree without being disagreeable.

5. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws.
6. I will commit to learn the applicable laws that govern Neighborhood Councils, including bylaws, standing rules, meeting procedures, the Brown Act, conflict of interest laws, city ordinances, and the City Charter, and will not knowingly violate any of them so we can maintain a safe and effective environment for conducting business.
7. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
8. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from participating in the debate and voting on such matters, and I will seek advice from the Office of the City Attorney whenever I have doubts about whether a conflict truly exists or not.
9. I will commit to good faith efforts to resolve grievances that come before our board as specified in our bylaws.
10. Out of respect to my fellow board members, the public, and the decision-makers who we are trying to influence, I will make the best possible effort to understand the issues before me; I will "do my homework."

Adopted July 20, 2010

Agenda Guideline Policy – Governing Board Meetings

The Greater Griffith Park Neighborhood Council has approved the following guidelines for setting the agenda for its regular monthly Board Meetings:

1. Items shall be placed on the agenda by the Secretary (or other officer designated by the President in the absence of the Secretary) either (a) with the approval of the President, or (b) at the request of at least four (4) Board Members. The Secretary or other designated officer shall prepare a proposed agenda to present to the President for approval, and may include items on such proposed agenda requested by one or more Board Members or stakeholders.
2. Items proposed for inclusion on the agenda should be presented to the President, or to the Secretary or designated officer. The proposed agenda item should contain a brief description of the matter to be discussed or considered, in plain language designed to alert Board Members and stakeholders of the basic subject matter and the scope of possible action. The President shall have final authority over the wording of any item, unless the item is listed without the approval of the President, in which event it shall be listed as requested but excluding any scandalous matter.
3. Items presented for inclusion on the agenda for which action by the Board is requested should preferably be accompanied by a specific proposed resolution to be considered by the Board. If not presented at the time the request for inclusion on the

agenda is made, the form of proposed resolution should be presented in writing prior to or at the meeting at which the item is considered. Members are encouraged to present the form of resolution sufficiently in advance of the meeting to permit copies to be made and distributed to the Board at the meeting.

4. All Committee chairpersons are encouraged to present any Committee proposed agenda items and resolutions in accord with these guidelines, immediately after a committee action, which requires GGPNC Board approval and at least seven (7) days in advance of the meeting if possible.

5. Any proposed action requiring approval or authorization for expenditures of Board funds should state that a request for funding will be considered.

6. Wherever in these Guidelines action by the President is contemplated, in the absence of the President a Vice President shall be qualified to take such action, and in the absence of both of them a Board Member designated by the President shall be qualified to take such action.

7. The failure to comply with these Guidelines in any respect will not prevent effective Board action on any properly noticed item. However, the Board may defer consideration of items not presented in compliance with these guidelines.

Adopted January 16, 2007

Absences - Excused

It is incumbent on Governing Board members to contact the President and/or Secretary to advise of an anticipated board meeting absence before said meeting, as soon as reasonably possible, preferably by e-mail. The President shall determine excused absences in concordance with the bylaws. Immediately after the meeting is called to order, a roll call attendance will be taken, and the President shall announce which board members have been excused and the reason(s) provided. Any absence without prior notice shall be considered "unexcused" in concordance with the bylaws. In the event of unanticipated circumstances (e.g., emergency, sudden illness, act of God, etc.), the President may also grant or rescind an excusal at the next governing board meeting. The Board may appeal and overrule the President's excusal, whether granted or rescinded, by a two-thirds majority vote of those board members present at the time.

Adopted June 15, 2010

Voting – Roll Call Tally

Any Board decision not decided by consensus shall be confirmed by a roll call vote, with the outcome indicating the votes cast, and by whom, recorded in the minutes by the Secretary.

Adopted January 19, 2010

Voting – Abstentions

An abstention during a vote shall not be counted as either a yes or a no.

Agendas – Posting Places

That the three posting locations for GGPNC agenda will be on the web site, at the community police center and at the public library and that the rule will not preclude posting at any other location that is reasonably accessible and appropriate and that the Board and committee agendas will be updated to reflect the new rule.

Adopted July 20, 2010

Agenda Removal

Resolved that all Board Members, Committee Chairs and Committee Members are authorized and encouraged to remove outdated meeting agendas from public posting places.

Adopted February 17, 2009

OFFICERS

Community Impact Statements ('CIS') – Authorized Filers

The only three (3) Board members authorized to file Community Impact Statements are: President; VP, Administration; and Secretary.

Adopted October 21, 2008

Secretary - Website Access

The Secretary shall have interim authority to have complete access to the GGPNC web site to facilitate the business of the GGPNC. If the Secretary changes the web page content for a committee, the Secretary shall notify the committee chair.

Adopted June 15, 2010

COMMUNICATIONS

GGPNC Letterhead – Use of

That the GGPNC letterhead or any written communication incorporating the GGPNC logo or name above the name of the addressee shall be used only for official GGPNC business, including authorized communications in conducting the business and affairs of the GGPNC and communications of GGPNC positions adopted or approved by the GGPNC Board, but not including communications of positions or expression of views which have not been adopted or approved by the GGPNC Board.

Adopted July 22, 2009

Official Correspondences - Board Actions

GGPNC correspondence limited to communicating approved GGPNC positions to City Officials or agencies should be also copied to the GGPNC Secretary, posted in a file on the website, and maintained by the Secretary in a file designated as “Official Correspondence.”

Adopted July 22, 2009

The President and Secretary, working in concert with committee chairs and committee members, may augment official correspondence by the Governing Board to update and/or correct factual references, spelling, and grammatical syntax. Provided the nature and sentiment of the Board’s intent is not changed. All official correspondence shall be disseminated (cc’d) to the entire Governing Board on or around the same time as it is sent to the specified recipient(s).

Adopted December 21, 2010

Use of GGPNC E-Mail

All GGPNC Board Members and Committee Chairs shall be issued and will utilize a ggpnc.org e-mail address for any and all neighborhood council related matters, including any e-mail correspondence with other GGPNC Board Members and/or Committee Chairs.

Adopted July 20, 2010

USE of GGPNC Web Site

“The secretary be given interim authority to have complete access to the web site to facilitate the business of the GGPNC”

Adopted June 15, 2010

RECORD KEEPING

Access To Records

Records of the GGPNC and Committees are available to Board Members upon reasonable request. Officers, Committee Chairs and Board Members shall attempt to make information available to Board Members, Officers and Board Committees as promptly as is practical. Any dispute or uncertainty shall be presented to the Executive Committee.

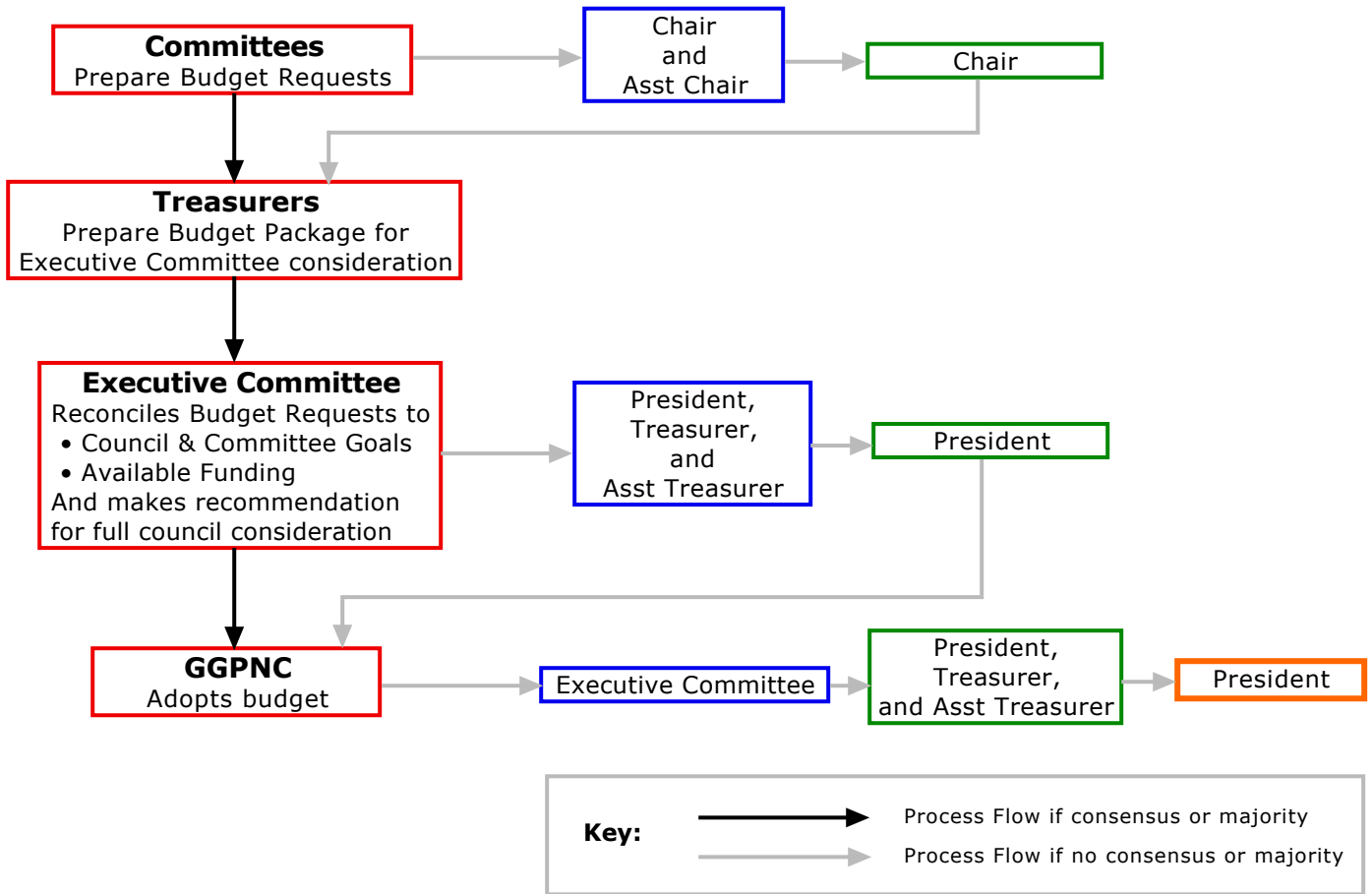
Adopted July 22, 2009

FINANCIAL

Budget Structure

GGPNC Budget Formation

March 18, 2003 - Version 1.3



GGPNC Approval Matrix
Budget Reallocations, Expenditures, and Commitments
 March 18, 2003 - Version 1.3

	>\$0 - \$500	>\$500 - 2500	>\$2500 - \$5,000	>\$5,000
Budget Reallocations	Committee Chair(s) and Treasurer (1)	President and Treasurer (1)	Executive Committee (1)	Full Council (1)
Expenditures and Commitments Budgeted	Committee Chair (for Expenditures) Treasurer (for Commitments) (2)	Treasurer (3)	President and Treasurer (3)	Full Council (3)
(1) Requires submission of "Request and Approval of Reallocation" to Treasurer (2) Requires submission of "Statement of Expenditure or Commitment" and "Receipt Submittal" or "Contract Submittal" to Treasurer (3) Requires submission of "Request and Approval of Expenditure or Commitment" and "Receipt Submittal" or "Contract Submittal" to Treasurer In all cases, Treasurer may designate Assistant Treasurer to act in his/her capacity, and Committee Chair may designate Assistant Chair to act in his/her capacity				

Greater Griffith Park Neighborhood Council
Request and Approval of Budget Reallocation (Version 1.1)

Budget Year: 2003-2004 Budget Quarter: Q1

<u>Budget Line Item(s) to be reduced:</u>	<u>Committee:</u>	<u>Pre-Allocation Budget:</u>	<u>Post-Allocation Budget:</u>	<u>Reduction:</u>
1. <u>Web Site Development</u>	<u>Outreach</u>	<u>\$2500</u>	<u>\$1500</u>	<u>(\$1000)</u>
2. <u>Email Newsletter</u>	<u>Outreach</u>	<u>\$2000</u>	<u>\$800</u>	<u>(\$1200)</u>
3. <u>Hosted Community Events</u>	<u>Outreach</u>	<u>\$500</u>	<u>\$100</u>	<u>(\$400)</u>
			<u>Total reduction:</u>	<u>(\$2600)</u>

<u>Budget Line Item(s) to be increased:</u>	<u>Committee:</u>	<u>Pre-Allocation Budget:</u>	<u>Post-Allocation Budget:</u>	<u>Increase:</u>
1. <u>Community Improvements</u>	<u>Neighborhood Beautification</u>	<u>\$1000</u>	<u>\$3600</u>	<u>\$2600</u>
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
			<u>Total increase:</u>	<u>\$2600</u>

SAMPLE ONLY

<u>Submitted by:</u>	<u>Title:</u>	<u>Acting on behalf of:</u>	<u>Date:</u>
1. <u>Bernadette Soter</u>	<u>GGPNC</u>	<u>Neighborhood Beautification Committee</u>	<u>4/10/03</u>
2. _____	_____	_____	_____

<u>Approved by:</u>	<u>Title:</u>	<u>Acting on behalf of:</u>	<u>Date:</u>
1. <u>Cheryl Johnson</u>	<u>Chair, Outreach Comm.</u>	_____	<u>4/11/03</u>
2. <u>Jacqueline Kerr</u>	<u>Chair, NB Comm.</u>	_____	<u>4/13/03</u>
3. <u>Bruce Carroll</u>	<u>Secretary</u>	<u>Executive Committee</u>	<u>4/16/03</u>

<u>Received by:</u>	<u>Title:</u>	<u>Acting on behalf of:</u>	<u>Date:</u>
<u>Kerry Hunnewell</u>	<u>Treasurer</u>	_____	<u>4/16/03</u>

Greater Griffith Park Neighborhood Council

Receipt Submittal (Version 1.1)

Budget Year: _____ Budget Quarter: _____

Amount of Receipt: _____

Paid by Cash: _____ Debit Card: _____ GGPNC Check: _____ Comptroller Check: _____ (Check one)

Payee: _____

Description of Expenditure: _____

Budget Line Item Charged:

Committee:

Submitted by:

Title:

Acting on behalf of:

Date:

Received by:

Title:

Acting on behalf of:

Date:

PLEASE ATTACH ORIGINAL RECEIPT.

Greater Griffith Park Neighborhood Council

Contract Submittal (Version 1.1)

Budget Year: _____ Budget Quarter: _____

One-time Commitment _____ Recurring Commitment _____ (Check one)

Amount of Contract Commitment: _____

Contractor: _____

Description of Contract Commitment: _____

Budget Line Item Charged: _____ Committee: _____

Submitted by: _____ Title: _____ Acting on behalf of: _____ Date: _____

Received by: _____ Title: _____ Acting on behalf of: _____ Date: _____

PLEASE ATTACH COPY OF UNEXECUTED CONTRACT.
PLEASE SUBMIT EXECUTED CONTRACT ATTACHED TO COPY OF CONTRACT SUBMITTAL WITHIN 10 DAYS.
No expenditures will be released pursuant to the contract until an executed contract is received by the Treasurer.

TO BE FILLED IN UPON CONTRACT EXECUTION:
Executed by: _____ Date: _____ For Contractor: _____ Date: _____

Summarize any changes to document above: _____

Greater Griffith Park Neighborhood Council
Request and Approval of Expenditure or Commitment (Version 1.1)

Budget Year: _____ Budget Quarter: _____

Expenditure _____ Reimbursement _____ One-time Commitment _____ Recurring Commitment _____ (Check one)

Amount of Expenditure or Commitment: _____

Payee: _____ Original Payee (if Reimbursement): _____

Cash _____ Debit Card _____ GGPNC Check _____ Comptroller Check _____ Reimbursement _____ (Check one)

Description of Expenditure or Commitment: _____

<u>Budget Line Item Charged:</u>	<u>Committee:</u>	<u>Balance Before:</u>	<u>Balance After:</u>
_____	_____	_____	_____

<u>Submitted by:</u>	<u>Title:</u>	<u>Acting on behalf of:</u>	<u>Date:</u>
_____	_____	_____	_____

<u>Approved by:</u>	<u>Title:</u>	<u>Acting on behalf of:</u>	<u>Date:</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

<u>Received by:</u>	<u>Title:</u>	<u>Acting on behalf of:</u>	<u>Date:</u>
_____	_____	_____	_____

Request and Approval of Expenditure must be followed by Receipt Submittal attached to copy of Approval of Expenditure within 10 days.
Request and Approval of Commitment must have Contract Submittal and copy of unexecuted Contract attached.

Greater Griffith Park Neighborhood Council
Statement of Expenditure or Commitment (Version 1.1)

Budget Year: _____ Budget Quarter: _____
 Expenditure _____ Reimbursement _____ One-time Commitment _____ Recurring Commitment _____ (Check one)
 Amount of Expenditure or Commitment: _____
 Payee: _____ Original Payee (if Reimbursement): _____
 Cash _____ Debit Card _____ GGPNC Check _____ Comptroller Check _____ Reimbursement _____ (Check one)
 Description of Expenditure or Commitment: _____

<u>Budget Line Item Charged:</u>	<u>Committee:</u>	<u>Balance Before:</u>	<u>Balance After:</u>
_____	_____	_____	_____
 <u>Submitted by:</u>	 <u>Title:</u>	 <u>Acting on behalf of:</u>	 <u>Date:</u>
_____	_____	_____	_____
 <u>Received by:</u>	 <u>Title:</u>	 <u>Acting on behalf of:</u>	 <u>Date:</u>
_____	_____	_____	_____

Statement of Expenditure must be followed by Receipt Submittal attached to copy of Statement of Expenditure within 10 days.
Statement of Commitment must have Contract Submittal and copy of unexecuted Contract attached.

Adopted March 18, 2003

METHODOLOGY AND PURPOSE OF THE GGPNC PRELIMINARY BUDGET

Underlying Assumptions and Principles

1. Timing. The GGPNC should secure funding as soon as possible. It is better to have the funds and not use them, than to need the funds and not have them. A budget approved by the full council in a public forum must be submitted to DONE prior to initial funding.

2. Preliminary Budget. The proposed budget is preliminary in nature, and as stated on the budget document itself: "All budgeted amounts are subject to reallocation at the discretion of the Greater Griffith Park Neighborhood Council, consistent with its by-laws."

There are currently no policies or procedures in place for approving actual expenditures of money. According to the by-laws, it is the Treasurer's responsibility to establish such procedures. The Treasurer and Assistant Treasurer intend to expand that responsibility to the full Budget and Finance Committee to further "democratize" the process. That committee will then submit proposed procedures to the full council for consideration. In the meantime, the Treasurer and Assistant Treasurer intend to ask the Executive Committee to approve preliminary procedures to expend money as needed for such items as a post office box, voice mail, securing the ggpnc.org URL, and for small expenditures that to date have been funded personally by members of the Council. No money will be expended until such procedures are in place.

3. Methodology. As in any organization, a final budget should be developed from the bottom up, not the top down. During January, in the absence of a functional committee system, the Treasurer solicited input from the Executive Committee on appropriate line items to include in the preliminary budget. The only comments received requested that the majority of funds be dedicated to community outreach. As that prioritization is consistent with both the mission of the GGPNC and the intention of DONE, the preliminary budget submitted for full council consideration in the January council meeting reflected that priority. Although there was no consensus expressed in the January meeting as to alternative spending priorities, the revised budget (submitted for consideration at the February council meeting) reflected individual council member and stakeholder comments from and subsequent to the January meeting. Thus, on an annual basis, web site development was reduced by 74%, market / stakeholder issue research was reduced by 26%, and a funded line item for community improvement / beautification was added.

4. Purpose. According to the GGPNC bylaws:
"The mission of the GGPNC is to improve and unify the diverse communities of the Greater Griffith Park area by promoting citizen participation in government at all levels and by encouraging citizens to advise City government in accordance with the provisions of law cited in Article I above." For the purpose of the preliminary budget, the Treasurer and Assistant Treasurer interpreted that mission as

committing the GGPNC to allocate funds to politically empower the stakeholder community. The vehicle for such empowerment is outreach.

The allocation of money to various line items associated with outreach was based upon two principles. These principles may or may not guide the adoption of a final budget, depending upon the intention of the full council.

They are:

a. The council should “front load” funding to develop a methodology and infrastructure for soliciting stakeholder input on important community issues and priorities. That funding was anticipated in the line item “Market Research / Polling,” now called “Stakeholder Issue Research / Polling.”

b. The council should develop a number of vehicles for ongoing outreach efforts including an interactive web site, direct mailings, email newsletters, newspaper announcements, and door-to-door notices. In the first fiscal year, each method would be deployed and subsequently evaluated on a cost benefit basis, and such evaluation would determine spending priorities for future budgeting purposes.

Kerry Hunnewell, GGPNC Treasurer
Yvette Bryant, GGPNC Assistant Treasurer

Adopted February 21, 2003

ELECTIONS

GGPNC General Election Forums – 2010

Structure and Guidelines

BASIC LOGISTICS

Candidate total:

District A:	5
District B:	4
District C:	5
District D:	5
<u>District E:</u>	<u>4</u>
Total:	23

Forum #1: 3 hours

Forum #2: 2 hours

Time needed for one round of two-minute candidate statements: 46 minutes

Time needed for one round of a one-minute reply each to a question: 25 minutes

FORUM TIMETABLES

Forum #1 – Saturday, March 13, Hollywood Lutheran Church,
Moderator: Don Seligman, President, Los Feliz Improvement Association

10:00 – 10:10 AM:	Moderator welcome and format explanation
10:10 – 10:55 AM:	Candidate statements (2 min ea.)
11:00 – 11:25 AM:	Question #1 (1 min. ea.)
11:30 – 12:00 PM:	Question #2 (1 min. ea.)
12:00 – 12:30 PM:	Question #3 (1 min. ea.)
1:00 – 1:10 PM:	Wrap up and reminder of election time, place and voting particulars

Forum #2 – Thursday, March 18, Our Mother of Good Council
Moderator: Helen Diskant, Sr. Assoc. Program Coordinator, Kaiser Permanente Health Plan,
Inc., (Burbank)

7:00 – 7:10 PM:	Moderator welcome and format explanation
7:15 – 8:00 PM:	Candidate statements (2 min ea.)
8:00 – 8:30 PM:	Question #1 (1 min. ea.)
8:30 – 9:00 PM:	Question #2 (1 min. ea.)
9:00 – 9:10 PM:	Wrap up and reminder of election time, place and voting particulars

CANDIDATE SPEAKING ORDER

Candidate names will be printed on slips of paper and placed in a fishbowl. For candidate statements and rounds of questions, names will be drawn at random from the bowl four at a time and taped to large index cards. The moderator will announce those four names in a group. Once those four have spoken, four more will be announced until everyone has spoken. This lottery method will be used for all rounds of questions.

The purpose of this method is to vary the speaking order by choosing, at random, the order of speakers. The idea is that no candidate benefits from always speaking last.

QUESTION SELECTION PROCESS

On arriving, audience members will each be given a question card and invited to write their question on the card and hand it in at the question table. Cards will be designed & printed.

Three impartial persons will function as question handlers to sift through the written questions and sort them according to topic. Question #1 will be framed using the issue with the highest number of questions relating to that issue. Question #2 will be derived from the second highest issue, and so forth. If there is a tie, the question handlers are authorized to make a judgment call on which issue topic should go first. Questions addressed to specific candidates will be automatically discarded.

A deadline for question submission will be established and announced in order to provide the question handlers time to sort and tally the cards according to topic.

In order to assure the integrity of the process, the question sorting process will be scrupulously documented and the question cards and the tally sheets digitally copied for the GGPNC records.

THE MODERATOR

The Moderator will:

- Welcome the audience and candidates
- Thank the candidates for their participation
- Announce the forum structure
- State the decorum expected of candidates (see below)
- State the decorum expected of the audience (see below)
- Start the rounds of statements and questions by announcing the first four names.
- Continue the rounds by announcing four names at a time
- At the end of each round, check to make sure no candidate has been inadvertently omitted.
- If candidates stray from the expected decorum the Moderator will remind the candidate of the rules. If the Moderator is forced to interrupt with a reminder, the time clock keeps ticking and the candidate loses that time.
- If audience members stray from the expected decorum the Moderator will remind the audience of the rules. Audience reminders should come only after the speaker finishes.
- At the end of the last round, congratulate the candidates for completing the forum.
- Thank the audience for attending.
- Remind the audience of the coming election. Give the time, place and particulars.
- Tell the audience that if they would like to meet and ask questions of individual candidates they are welcome to do so right after the forum ends.
- Adjourn the forum.

CANDIDATE INFORMATION

- A printed candidate roster (or sample ballot, if available) will be given to arriving audience members. If no sample ballot is available from the City Clerk's Office a candidate list will be formatted to conform to the Clerk's order of listing.
- Candidate statements (two sets), as submitted to the City Clerk's Office, will be posted at the back of the room (left and right) for perusal by attendees.
- Each candidate will be provided with one space on a table set aside for printed campaign material. The allotted space per candidate is for one stack of letter-sized paper

- Candidates are asked not to distribute, or cause to be distributed, campaign materials before or during the forum. Candidates are free to distribute campaign materials immediately after the close of the forum.

CANDIDATE AND AUDIENCE DECORUM

Candidates are asked to:

- When speaking, state his or her name and the district he or she is running in.
- Honor the time limits.
- Speak to his or her personal objectives and concerns.
- Refrain from addressing each other.
- Refrain from asking direct questions of other candidates.
- Refrain from making accusations of other candidates.
- Refrain from aiming confrontational personal remarks at other candidates.

Audience members are asked to:

- Listen respectfully to each candidate.
- Refrain from disruptive outbursts (no jeers or cheers, please).
- Hold applause until the end of each round.

LOGISTICAL ITEMS

PA System:

- **Moderator:** We need a podium with a microphone for moderator
- **Candidates:** We need a PA system with a wireless microphone that can be passed from candidate to candidate. We also need two runners to take the mike from person to person.

Seating:

- **Candidates:** Seating will be provided for candidates.

Moderators:

- Saturday, March 13, Don Seligman, President, LFIA
- Thursday, March 18, TBD

Forum Assistance

- Three impartial people to sort and tally audience questions
- One person to work the timer.
- Two people (John Marshall High School Students?) to draw the names from the fish bowl, list them on a card and pass them to the moderator.
- We need four people for each forum to set up the hall, seating, etc.

Time clock:

- We need one person working the timer.
- We need a digital timer with auto reset and a loud ring.

APPOINTMENTS

PROCEDURES FOR SELECTION OF APPOINTED MEMBERS -- 2009

The Board adopts the following procedures for the selection of Appointed Members in September 2009, consistent with Bylaws as amended and approved by DONE May 28, 2009. The procedures include a timeline, a form of notice for applications, form of application, Appointed Seat Descriptions and candidate presentation and voting procedures.

Time Line:

Week ending July 13, 2009	Post in posting places and email notice to general list.
August 31, 2009	Deadline for applications to be received at PO Box.
September 4, 2009	Circulation of applications to Board and final posting on website (posting will occur within 3 days of receipt).
September 12, 2009	Special Board meeting for candidate presentations.
September 15, 2009	Board installation.

Form of Notice:
(see attachment)

NOTICE OF GGPNC APPOINTED BOARD MEMBERS POSITIONS

APPLICATION DEADLINE AUGUST 31, 2009

The Greater Griffith Park Neighborhood Council (GGPNC) is seeking applications for selection to open Board Member positions. The open seats will be filled by the GGPNC Board at its regular Board meeting on September 15, 2009.

In order to improve and unify the diverse communities of the Great Griffith Park area by promoting citizen participation in government at all levels and by encouraging citizens to advise city government, the positions will include four at-large seats and one seat each for representatives of: (a) business interests; (b) the religious community; (c) educational interests; (d) recreational interests; (e) non-residential community or charitable groups. At-large members are not limited to any specific segment of our district. The positions to be filled are for Appointed Members whose terms are

scheduled to expire in 2011. Any GGPNC stakeholder with these interests may apply for these positions.

As you may know, the GGPNC includes the areas of Franklin Hills, Griffith Park, Los Feliz and its Board will be charged with representing over 37,000 stakeholders. This is an important leadership position for the purpose of serving on an advisory body to city, and state government officials on matters that affect our communities.

The Board will make the appointment based on determinations set forth in the GGPNC By-Laws, including as to Appointed Members the need for representation of various identified stakeholder groups in the GGPNC area in relation to the purposes of the Council, and the nominated individual's potential for contribution to the Board in representing the interests of such identified stakeholder groups and of all stakeholders in the GGPNC area.

Applicants for the position must be willing to attend GGPNC Board meetings and participate in GGPNC activities and be at least 18 years of age. Application forms can be obtained from the GGPNC website at www.ggpnc.org, by writing to GGPNC, P.O. Box 27003, Los Angeles, California 90027-0003, by email to ggpnc@ggpnc.org, or by calling the GGPNC at (323) 908-6054.

The GGPNC is an official body of the City of Los Angeles, and does not discriminate on the basis of race, gender, ethnicity, and religious affiliation.

Candidate Presentations and Voting.

A. Order of Selection.

Positions will be voted on first as to the representative positions, and then as to at large positions (***one position at a time***), in the order in which they appear in the Bylaws: (a) business interests; (b) the religious community; (c) educational interests; (d) recreational interests; (e) non-residential community or charitable groups; and (f) at large positions one at a time. ***Candidates not chosen for positions (a) through (e) may choose to be considered for the at large positions.***

B. Presentations (***September 12, 2009 at _____ pm.***)

1. Each candidate will have three minutes to make a presentation in which the candidate may give his/her qualifications for the position he/she is seeking, identify the nature and source of support in the community for the candidacy, state what he/she would like to accomplish in the position, and address any other matters which he/she wishes to present in relation to his/her candidacy.
2. The order of candidate presentation within each group will be determined by drawing numbers from a "hat" in alphabetical order by last name. Numbers shall also be drawn for candidates not present. Candidates present will then be physically

positioned in order starting with the lowest number, and shall make their presentations.

3. Presentations from the candidates will be followed by public comment. Then the presiding officer shall conduct the question and answer period, and may extend time periods when deemed appropriate. The presiding officer shall first identify whether written statements in support of candidates have been received. Such statements shall not be read at the meeting but shall be posted on the GGPNC website within three days of receipt, and copies shall be provided to the Board at the meeting and made available for review by Stakeholders at the meeting. Public comment will first be taken from the stakeholders in attendance; then the Board Members and the candidates shall participate in the question and answer period. Candidates shall have the opportunity to respond in the order determined for candidate presentation unless a question is directed to a specific candidate, in which event that candidate shall be given the opportunity to respond first. Candidate responses shall be limited to one minute. Candidates will not be permitted to ask each other questions; however, during the question and answer period any Board Member shall be free to raise any issue raised by the public or by the candidates.

C. Voting

1. Voting shall be preceded by public comment and discussion by the Board.
2. Voting will proceed by **written ballots**, with candidates' names to be **listed** in the order previously determined for candidate presentations. The secretary shall record the votes. If no candidate receives a majority, then the name of the candidate with the fewest votes will be removed from the list of candidates and voting will proceed. The process will continue until one candidate receives the majority of the votes of the Board Members present and voting. In the event of a tie between the last remaining candidates, there will be one more round of voting to determine if the tie remains, then the candidates shall draw numbers from a hat with the lowest number drawn eliminated. If more than one candidate remains, voting will resume as provided in these procedures.
3. In the event that a sitting Board Member is a candidate for a position, the Member shall recuse herself/himself from the voting on that position, on conflict grounds.

D. Seating of Candidates.

Candidates selected shall be seated at the next Regular Board Meeting following their selection.

FORM OF APPLICATION (See Attachment)

BOARD SEAT DESCRIPTIONS (See Attachment)

Adopted July 21, 2009

MISCELLANEOUS

Business Cards – Committee Members

Stakeholder Committee members may be provided with business cards by request of the Chairperson of the committee and with the approval of the Executive Committee.

Adopted January 20, 2009

Business Cards – Issuance and Usage

Board members and Committee Chairs shall be entitled to receive and otherwise utilize city-issued business cards of a standard format currently in use. When applicable, the date a board member's term ends shall be indicated on the card. A committee chair may recommend to the Executive Committee the issuance of special GGPNC business cards (with the GGPNC logo in place of the city seal) for committee members who have regular interaction with city officials, city employees, and other stakeholders at large in the course of acting on committee-related business, who have completed the course currently entitled: 'Ethics and Open Government Training for Neighborhood Councils'.

Adopted June 15, 2010

SPECIAL RULES OF ORDER

Meeting Minutes – Content

The Secretary is charged with recording and compiling the meeting minutes for Board approval. The Secretary shall attempt to capture not only actions taken, but selected abstracts of the debates in order to provide a summary that captures the spirit of the discussions so to provide a clear account of the meeting's proceedings for the public record and subsequent reference.

Adopted October 19, 2010

OFFICIAL POSTIONS

PARKING

“The GGPNC does not propose, control, or determine whether there will be restricted parking districts. The GGPNC is on record as generally opposing Preferential Parking Districts. However, this information is provided for Stakeholders who are interested in how the PPD process is facilitated.”

Adopted February 17, 2009