

Standing Rules of the Mar Vista Community Council

Approved by MVCC Board of Directors on
August 13, 2019

1. Authority

These Mar Vista Community Council (MVCC) Standing Rules supersede all prior versions and are subordinate to - and shall adhere to - the MVCC Bylaws; the California Brown Act; the Department of Neighborhood Empowerment (DONE) rules; the Board of Neighborhood Commissioners (BONC) rules; and all local, state, and federal laws that apply.

2. Communications

- 2.1. All MVCC communications and web postings to the general public, or to the full MVCC Stakeholder list, shall be compliant with applicable MVCC media policies.
- 2.2. All MVCC communications and web postings to the general public, or to the full MVCC Stakeholder list, shall originate from the Chair of the MVCC Board of Directors, except for:
 - 2.2.1. The posting of committee agendas, minutes, supporting documents, and other calendar items by that committee's representative(s).
 - 2.2.2. Communications sent by the Chair, Secretary, or their designee, to inform MVCC stakeholders about news items, council meetings, or other community activities of general interest.
- 2.3. The Chair of the MVCC Board of Directors shall speak for, and represent the council, in all official matters.

3. Expenditures

- 3.1. All MVCC expenditures shall be limited as follows:
 - 3.1.1. Operational expenses of the MVCC and its committees.
 - 3.1.2. Outreach expenses intended to increase community awareness and engagement with MVCC, the City of Los Angeles, or any of its official entities.
 - 3.1.3. Community Improvement Project (CIP) or a Neighborhood Purpose Grant (NPG), as permitted and described by The City of Los Angeles.
- 3.2. All expenditures shall be fully compliant with all City of Los Angeles rules and regulations.
- 3.3. All expenditures and reimbursements shall require approval by majority vote of the Directors present at a scheduled meeting of the Board of Directors.
- 3.4. All MVCC CIP and NPG applications submitted to the Board for approval shall include all completed, required, or relevant forms as required by the City of Los Angeles, and a Community Benefit Statement.

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- 3.4.1. CIP and NPG applications from a 501(c)(3) shall include a current Form 990 for Board review.
- 3.5. Expenditures involving the purchase of goods or services exceeding \$1,000 shall be made only after the consideration of alternate bids, proposals, or estimates. This requirement may be waived by action of the Board when the expenditure specifics so dictate.
- 3.6. All MVCC Board members and committee chairs shall review the Funding Guidelines from the City of Los Angeles and be responsible for following the guidance therein.

4. Board Agendas

- 4.1. Agenda items with supporting documents, council file number, “directed to”, and/or other pertinent information shall be submitted to the Chair, Secretary, or designee (due date for submission to be determined by Chair).
- 4.2. Agenda items received by the Secretary shall be compiled and submitted to the Chair, who will then determine the content of, and prepare, the final Board agenda.
- 4.3. The Agenda shall identify the Committee, Director, or stakeholder submitting each motion, and each motion on the agenda shall be categorized as “Administrative”, “Funding”, or “Policy”.
- 4.4. The Secretary or designee shall post agendas for Board meetings in accordance with MVCC Bylaws and in accordance with DONE rules and regulations.

5. Meeting Minutes and Public Notice

- 5.1. The Secretary, or designee, shall upload draft board meeting minutes to the appropriate page on the MVCC website six days prior to the next Board meeting and final minutes uploaded within ten days of approval.
- 5.2. Board policy shall be communicated officially only on MVCC letterhead, with the signature of the Chair.
- 5.3. Notice of each policy motion passed at the board meeting shall be sent to each policy’s associated parties within ten days of Board action, at the discretion of the Chair.
- 5.4. Upon approval of the minutes by the board, the Secretary or designee shall:
 - 5.4.1. Post the minutes to the appropriate page on the MVCC website.
 - 5.4.2. Post each “Administrative”, “Funding, and “Policy” motion to the appropriate page on the MVCC website.

6. Western Regional Alliance of Councils (WRAC)

- 6.1. The serving Chair of Board shall be the MVCC representative to WRAC.
- 6.2. The current First Vice-Chair of the Board shall be the MVCC alternate representative to WRAC.

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- 6.3. The Chair shall appoint as WRAC Committee Members, the chair or co-chair of the MVCC committee that most closely reflects the subject matter of other WRAC committees. Each appointment shall be subject to approval by majority vote of the Board.
- 6.4. In the event that a standing appointee to WRAC does not wish to represent the MVCC, then the Chair of the Board shall appoint an alternate representative for that position, subject to the approval by majority vote of the board.
- 6.5. All MVCC representatives to WRAC shall vote on any policy issue before WRAC in accordance with the existing policies and actions taken by MVCC on that issue.
- 6.6. MVCC representatives to WRAC shall abstain from all votes where the Board has not previously taken a position.
- 6.7. MVCC representatives to WRAC shall vote on WRAC administrative items in accordance with their best judgment and in accordance with the best interests of the MVCC.

7. Ethics and Transparency

- 7.1. All Board and committee agendas shall include a standing agenda item for the “Declaration of Ex Parte Communications and Conflicts-of-Interest” by each present MVCC board member, committee chair or co-chair.
- 7.2. Ex Parte declarations shall be noted in the official minutes of meetings, including details such as meeting dates, identities of the participants, and the substance of the communication.

8. Committee Constitution

- 8.1. All committees shall be formed in accordance with Article VII of the MVCC Bylaws.
- 8.2. Ad-Hoc Committees may be established by majority Board vote to perform specific, time-delimited tasks, and shall be disbanded upon completion of those tasks.
- 8.3. All MVCC Board members shall serve as chair, co-chair, or vice-chair of no fewer than one committee.
- 8.4. The Chair of the MVCC Board shall announce committee appointments during the Board meeting immediately following election of new board officers, or as new committees form or as vacancies occur.
- 8.5. A committee may appoint additional officers if deemed necessary.
- 8.6. Each committee appointment shall be subject to Board approval by majority vote.
- 8.7. The Board may remove any committee officer by two-thirds vote of the full Board.
- 8.8. The MVCC Chair shall designate – or delegate such designation to any committee – the selection of the committee’s presiding chair, responsible for drafting agendas and conducting its meetings.
- 8.9. Any MVCC Stakeholder is a constituent of each MVCC Standing or Ad-hoc Committee attended.

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9. Committee Business

- 9.1. Each committee shall conform to the purpose and responsibility detailed by its mission statement, reporting findings, motions, or resolutions to the full Board.
- 9.2. Each committee shall respond to stakeholder claims, concerns, and requests within its area of responsibility.
- 9.3. Items requested by a Director, or by petition of no fewer than five stakeholders, shall be agendized by the committee chair within 60 days.
- 9.4. A topic relevant to two or more committees may be addressed via a joint committee meeting.
- 9.5. Committees shall post meeting agendas in accordance with MVCC Bylaws and DONE rules and regulations.
- 9.6. Committees shall notify the appropriate Zone Director(s) of agenda items specific to that zone or immediately adjacent to it.
- 9.7. Majority committee vote is a prerequisite to Board consideration of the Committee's motion or resolution.
- 9.8. Each committee chair or designee, shall upload draft committee minutes to the website six days prior to the next meeting and final minutes uploaded within ten days of approval.
- 9.9. Committees or committee members shall not represent the MVCC Board in any matter. The sole representative of the MVCC Board of Directors is its Chair, who shall represent only policy that has been approved by majority vote of the full Board.