

ADMINISTRATIVE MOTION

COMMITTEE: Election and bylaws committee

TITLE: Possible discussion and approval of standing rules submitted (see supporting document for deletions/changes/additions and rationales.

PURPOSE: One of the purposes of the Elections and Bylaws Committee is to review and revise as needed the Bylaws and Standing Rules and submit to the MVCC board for approval.

BACKGROUND:

Most of the changes were made the during the FY2020-21 but never made it to the board. So...we started over and reapproved each one plus a few more that were submitted. The supporting document lists the current language in black, any deleted language has a “~~strikethrough~~”, and any new language is in red. The rationale for each follows in *italics*.

THE MOTION:

The MVCC approves the submitted changes to the Standing Rules of the MVCC.

ACTION/VOTE COUNT:

There were six people at the Jan 2022 meeting (Martin Rubin, Holly Tilson, Bitta Sharma, Tommy McHenry, Jason Lewis and Kathryn Wheeler.) Each item was voted on separately, and all were approved with 6 yes 0 no.

Standing Rule 9.8 was removed with a motion to address it specifically (after more research) at the February Elections & Bylaws Committee meeting. Moved by Wheeler, seconded by Rubin, approved 6-0.

Standing Rules of the Mar Vista Community Council

Approved by MVCC Board of Directors on
August 13, 2019

All wording in black is current wording, all deletions are "strikethrough" (~~example~~), all suggested new wording/changes are in red. Rationales are in *italics*. All were voted on individually and approved without objection. 6 yes 0 no.

1. Authority

These Mar Vista Community Council (MVCC) Standing Rules supersede all prior versions and are subordinate to - and ~~must~~ **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.

Rationale: Language consistency.

2. Communications

2.2.1. The posting of committee agendas, minutes, **supporting documents**, and other calendar items by that committee's representative(s).

Rationale: Provide clarity of responsibilities.

3. Expenditures

3.1.3 Community Improvement ~~Grant (CIG)~~ **Project (CIP)** or a Neighborhood Purpose Grant (NPG), as permitted and described by The City of Los Angeles.

3.4 All MVCC ~~CIG~~ **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.

3.4.1 CIP and NPG applications from a 501(c)(3) shall include a current Form 990 for Board review.

Rationale: "Community Improvement Grant" is now called "Community Improvement Project". Suggested changes are for language consistency. Form 990 is public information and required by the state yearly. It is a like a tax return and provides us with the financial status/mission/etc. of an organization. It helps us make a more informed decision when considering requests for tax dollars.

4. Board Agendas

4.1. Agenda items **with supporting documents, council file number, "directed to", and/or other pertinent information** ~~must~~ **shall** be submitted to the **Chair, Secretary, or designee** (due date for submission to be determined by Chair). ~~The Secretary may~~

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~~solicit agenda items via email, at least ten days prior to a scheduled Board meeting, of all Board members and Committee chairs and/or co-chairs.~~

Rationale: Change "must" to "shall"- language consistency. Include "Chair" and "designee" as 1) the Chair has ultimate responsibility for agenda (per the Bylaws); and 2) a designee may need to be named during a secretary vacancy. Since submitting agenda items is the responsibility of the submitter and not the recipient, the last sentence should be stricken.

- 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"**. ~~or "Administrative"~~.

Rationale: Alphabetical order.

- 4.4. ~~The Secretary may e-mail a draft of the final agenda to the Board of Directors and Committee chairs before posting the agenda.~~

Rationale: E-mailing a draft to the board creates a potential serial communication, aka Brown Act violation. Draft minutes addressed in next section.

5. Meeting Minutes and Public Notice

- 5.1. The Secretary, or designee, shall ~~forward~~ **upload** draft **board meeting** minutes **to the appropriate page on the MVCC website** ~~by e-mail to all Board members and committee chairs within ten days of~~ **six days prior to the next Board meeting and final minutes uploaded within ten days of approval.**

Rationale: Provides timeline and delineates duties.

- 5.3. Notice of each policy motion passed at the board meeting (~~→~~) shall be sent to each policy's associated parties (~~6-D~~) within ten days of Board action, at the discretion of the Chair.

Rationale: Delete unnecessary characters/typos.

- 5.4. Upon approval of the minutes by the board, the Secretary (~~→~~) or designee (~~→~~) shall:

5.4.1 Post the minutes to ~~an easily accessible~~ **the appropriate** page on the MVCC website.

5.4.2 Post each **"Policy"**, **"Funding"**, and **"Administrative"**, **"Funding"**, **"Policy"** motion to ~~an easily accessible~~ **the appropriate** page on the **MVCC** website ~~according to category.~~

Rationale: Removes unwanted characters, places in alpha order, and provides consistency.

6. Western Regional Alliance of Councils (WRAC)

- 6.5 All MVCC representatives to WRAC ~~must~~ **shall** vote on any policy issue before WRAC in accordance with the existing policies and actions taken by MVCC on that issue.

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Rationale: Consistent language.

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 ~~must~~ **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.

Rationale: Ex parte is without a hyphen. “Shall” consistency.

8. Committee Constitution

- 8.1. All committees shall be formed in accordance with Article ~~VIII~~ **VII** of the MVCC Bylaws.

Rationale: Correct Bylaw Article is VII not VIII

- 8.2. Ad-Hoc Committees ~~and~~ may be established by majority Board vote to perform specific, time-delimited tasks, and shall be disbanded upon completion of those tasks.

Rationale: Delete “and”, unnecessary word.

9. Committee Business

- ~~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.~~

Rationale: Contradicts the Bylaws (which are a higher authority).

- ~~9.8 A committee officer or designated stakeholder shall represent the minority position of each controversial motion or resolution considered by the Board via a minority report.~~

Rationale: Standing Rule 9.8 was removed with a motion to address it specifically (after more research) at the February Elections & Bylaws Committee meeting. Moved by Wheeler, seconded by Rubin, approved 6-0.

- 9.10 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.** ~~post meeting minutes upon committee approval to the committee’s page on the MVCC website.~~

Rationale: Consistent language with section 5.