

DLANC Standing Rules

DRAFT 11/02/2021

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SECTION 1: GENERAL COMMITTEE RULES

Agendas / Meeting Preparation

- Creation of the agendas shall be responsible by the chair or co-chair.
- The chair of the committee shall:
 - Create the website event
 - Post the electronic agenda on the website. The agenda must be posted a minimum 72 hours prior to a regular meeting or 24 hours prior to a special meeting. Example file name: **2021-11-02_LIVABILITY_AGENDA.**
 - Post the supporting documents on the website prior to the start of the scheduled committee meeting. Chairs should try to post supporting documents minimum 24 hours in advance to give members enough time for proper review.

- Email the agenda to the required EmpowerLA emails for distribution, as well as dlanc@empowerLA.org.
- The physical agenda shall be posted by the committee chair (or their designated representative from the committee). The agenda must be posted a minimum 72 hours prior to a regular meeting or 24 hours prior to a special meeting.

Meeting Minutes

- The recording of meeting minutes shall be the responsibility of the chair or their designee as per the committee operating procedures.
- The chair shall post a draft PDF of the meeting minutes on the website for the next scheduled meeting for approval. The file name should say DRAFT and header of the minutes shall say DRAFT. Example file name: **2021-11-02_LIVABILITY_MINUTES_DRAFT**
- After approval of the draft meeting minutes, the chair shall post a finalized version of the meeting minutes on the original meeting date. The file name and header of the minutes shall say FINAL. Example file name: **2021-11-02_LIVABILITY_MINUTES_FINAL**

Post-Meeting Documentation

- After the meeting, the chair shall combine all supporting documents (draft letters of support, draft CIS's, presentations, etc) into a single PDF and send to both The President and the Secretary of the board for posting at the next general board meeting, as well the language to be included in the general board meeting agenda. This shall be done no later than 24 hours prior to the Executive Committee Meeting each month. The file shall be named similar to: **2021-11-02_LIVABILITY FILES**
- After the meeting, the chair shall post a recording of the digital recording of the meeting on the website.

Letters of Action

- Draft letters of action approved by the committee shall be composed immediately after the meeting. The file name should say DRAFT and the header shall say DRAFT.
- If approved at the board level, the committee chair shall digitally sign the letter and send to the President to sign.
- **TO BE DISCUSSED FURTHER AT NEXT MEETING**

Community Impact Statements (CIS's)

- Committee chairs shall reference the city "Submission Procedure Guidelines" powerpoint and word document.
- Draft letters of support approved by the committee shall be composed immediately after the meeting.
- The committee shall decide if they want to submit an attachment
- **TBD NEXT MEETING**

Meeting Access

- Digital Meetings
 - Committee chairs shall be given access to the account for hosting digital meetings.
- In-Person Meetings
 - Access shall be given to all executive committee members and committee chairs, The committee chair shall be given access to office space and

SECTION 2: COMMITTEE OPERATING PROCEDURES

A draft template titled 'Committee Operating Procedures' is provided in the appendix for each committee to fill out at the beginning of each term. Committees shall reference the bylaws and standing rules for general guidelines but use the operating procedures to document operating procedures that are specific to that committee.

SECTION 3: ADDITIONAL RULES, PROCEDURES, AND GUIDELINES