

# DLANC STANDING RULES

*Proposed v.1 October 8, 2022*

Prepared by the DLANC Rules & Selection Committee

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## **1. PURPOSE**

The purpose of DLANC Standing Rules is to provide information that helps DLANC directors guide the business of DLANC.

## 2. GENERAL BOARD RULES

### a. Agendas / Meeting Preparation

The President, VP of Administration, or Secretary shall be responsible for uploading and posting all Board Agendas and, Supporting Documentation to the DLANC website, Early Notification System (ENS) via EmpowerLA/DONE, and physically post Agenda at the designated physical posting site; Pershing Square Recreation Office.

### b. Meeting Minutes

The President, VP of Administration, or Secretary shall be responsible for uploading and posting and Draft/Final copies of the Board Minutes to the DLANC website.

Both a Draft and Final approved minutes must be present on the DLANC website after each meeting.

### c. Post-Meeting Documentation

The President shall distribute finalized letters to their proper distribution lists and cc the Secretary and Committee Chair co-signer of the letter to ensure that they are kept up-to-date. Agendas / Meeting Preparation

## 3. GENERAL NEIGHBORHOOD COUNCIL RULES

### a. Procedure for DLANC meetings

#### i. Chairing regular board meetings

1. Each meeting of the Board of Directors is facilitated or guided by a chair, who shall be the DLANC President or a designated DLANC officer (“meeting chair”), in the event that the President is not in attendance. The meeting chair is responsible for ensuring that the meeting runs smoothly, with civility, and in accordance with [California’s Ralph M. Brown Act](#) and [Robert’s Rules of Order](#). The meeting chair at general meetings leads the discussion and helps facilitate discussion among members. The meeting chair does not make motions at General or Special meetings and does not vote, except in the event, after a vote has been taken, that his/her vote would be the vote decider. After the discussion of motions among members, the meeting chair supervises and acts to certify the vote or agreement on consensus.

#### ii. Debate, motions, amendments, and voting

1. For guidance and procedures on General Rules of Debate, Motions, amendments of motions, and voting procedures of meetings please refer to DLANC Bylaws approved November 2021, article XII ‘Parliamentary Procedure’ and its referenced Robert’s Rules of Order (see hyperlinks above).

### b. Committee Post-Meeting Documentation

- i. After committee meetings, 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**

- ii. After the meeting, the chair shall post a recording of the digital recording of the meeting on the website.

**c. Letters of Action**

- i. 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.
- ii. If approved at the board level, the committee chair shall digitally sign the letter and send to the President to sign.
- iii. The President, designated Board Officer, or Committee Chair shall be the only authorized individual to send final signed copies of letters. The Secretary, President, and Committee Chair must be cc'd in the final distribution of the letter.

**d. Committee Community Impact Statements (CIS)**

- i. The President, Secretary, Chair(s) of the Government Liaison Committee, and any other appointee designated by the President, shall be authorized to submit Community Impact Statements (CIS) on behalf of the Neighborhood Council with board confirmation
- ii. The Government Liaison Committee Chair(s) shall submit all CIS's that are from the Government Liaison Committee in coordination with the Secretary
- iii. The Secretary shall be responsible for all CIS's from all other committees of the board, the Government Liaison Committee Chair(s) are also authorized to submit all CIS's for other committees with previous authorization from the Secretary
- iv. All CIS language and attachments shall be approved by the board prior to submission

**e. Meeting Access**

- i. The officers and board chairs shall have access to the virtual meeting account to create and control virtual meetings.

**4. COMMITTEES & COMMITTEE CHAIRS**

For guidance and procedures related to DLANC committees and its committee chairs, please refer to DLANC Bylaws dated November 2020, pages 12 - 15, which can be found at [dlanc.com](http://dlanc.com)

**5. Civility at Meetings**

Chair shall warn anyone who is out of line 3 times. A preliminary warning, a second advising they could be asked to leave. The final warning shall ask them to leave. Should they refuse to leave, the chair shall declare a recess and call for removal.

**6. Censure**

Refer to DLANC Bylaws approved November 2021, article V section 8, page 8

THIS IS THE END OF THE PROPOSED REVISION OF DLANC STANDING RULES 2022

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ON THE FOLLOWING PAGES THE READER WILL FIND A REDLINED VERSION  
OF THE CURRENT DLANC STANDING RULES AS ADOPTED BY THE DLANC  
BOARD OF DIRECTORS IN 2020.

# DLANC Standing Rules

DRAFT 10/03/2022

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## **SECTION 1: GENERAL BOARD RULES**

### **Agendas / Meeting Preparation**

- The President, VP of Administration, or Secretary shall be responsible for uploading and posting all Board Agendas and, Supporting Documentation to the DLANC website, Early Notification System (ENS) via EmpowerLA/DONE, and physically post Agenda at the designated physical posting site; Pershing Square Recreation Office.
- All supporting documents should either be attached as PDF copies on the DLANC website and/or hyperlinked on the board agenda.

### **Meeting Minutes**

- The President, VP of Administration, or Secretary shall be responsible for uploading and posting and Draft/Final copies of the Board Minutes to the DLANC website.
- Both a Draft and Final approved minutes must be present on the DLANC website after each meeting.

### **Post-Meeting Documentation**

The President shall distribute finalized letters to their proper distribution lists and cc the Secretary and Committee Chair co-signer of the letter to ensure that they are kept up-to-date.

## **SECTION 2: GENERAL NEIGHBORHOOD COUNCIL RULES**

### **Committee Post-Meeting Documentation**

- After committee meetings, 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.
- The President, designated Board Officer, or Committee Chair shall be the only authorized individual to send final signed copies of letters. The Secretary, President, and Committee Chair must be cc'd in the final distribution of the letter.

#### **Committee Community Impact Statements (CIS's)**

- The President, Secretary, Chair(s) of the Government Liaison Committee, and any other designated appointee, shall be authorized to submit Community Impact Statements (CIS) on behalf of the Neighborhood Council with board confirmation
- The Government Liaison Committee Chair(s) shall submit all CIS's that are from the Government Liaison Committee in coordination with the Secretary
- The Secretary shall be responsible for all CIS's from all other committees of the board, the Government Liaison Committee Chair(s) are also authorized to submit all CIS's for other committees with previous authorization from the Secretary
- All CIS language and attachments shall be approved by the board prior to submission

#### **Meeting Access**

- The officers and board chairs shall have access to the virtual meeting account to create and control virtual meetings.

### **SECTION 3: COMMITTEE OPERATING PROCEDURES**

Each committee shall develop and maintain operating procedures that are more specific and tailored to their committee needs than what is included in these Standing Rules. The document shall be maintained by the committee chair, posted on the website, and provided to each committee member.

### **SECTION 4: OFFICER ROLES AND RESPONSIBILITIES**

- VP of Administration and/or the Secretary shall be responsible for updating and maintaining the Neighborhood Council Letterhead and ensuring each committee is in compliance with the use of the Neighborhood Council letterhead.

## SECTION 5: ADDITIONAL RULES, PROCEDURES, AND GUIDELINES

~~Providing an innovative forum for all community stakeholders to contribute to a healthy, vibrant, and inclusive Downtown.~~¶

¶

### ~~Use of the DLANC Office~~¶

~~The office is leased by the city of Los Angeles for the sole purpose of downtown neighborhood council use. The executive board, the committee chairs shall be authorized to use the office for their meetings. Any use by others must be by authorization from the chair or vice chair in writing with 48 hours' notice. Any unauthorized use of the office or equipment shall be subject to the applicable laws.~~

### **Procedure for DLANC meetings**

**For information on and procedures of both general and committee meetings see bylaws p# section #, as well as [hyperlinked] Robert's Rules of Order.**

### ~~Procedure for board discussion at a meeting~~¶

~~The following procedure shall be administered by the chair or whoever is running the meeting: On any item, a motion shall be made and seconded. Public comment shall follow. Chair shall declare public comment closed and shall call on the board, starting from their far left, giving each board member 2 minutes each. At the conclusion of a full round of board members, the chair shall ask if there are any follow up questions or comments and begin again at their far left, allowing 1 minute each. Chair shall then close board members' comments and shall take the vote.~~

[Include 2008 sections C, D, E]

[include link to Brown Act link]

### **Censure**

Refer to DLANC Bylaws article V section 8, page 8 [hyperlink to DLANC Bylaws]

~~The Council can take action to publicly reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed~~



~~on the agenda for discussion and action.~~

## ~~Clarification of Committee Agenda Postings¶~~

~~The board member chair of each standing or ad hoc or other appointed committee is the ONLY person authorized to post and authorize the distribution of an official agenda for the committee.¶~~

~~¶~~

~~2008¶~~

~~¶~~

~~14.03 Board Rules of Order ¶~~

~~DLANC Board Rules of Order (Adopted April 8, 2008) ¶~~

~~Rules of Order exist to facilitate the decision-making process at meetings. They ensure that discussion is clear, and that the rights of both the majority and the minority are protected. Below are some of the basic rules that help a meeting run more smoothly and keep the discussion on track. The rules, however, are not meant to disrupt or hold up a meeting, and may be suspended by a majority vote of the Board if a member is using them for those purposes.~~

### ~~A. PRESIDENT CHAIRING REGULAR BOARD MEETINGS ¶~~

~~Each meeting of the Board of Directors is facilitated or guided by a chair, who shall be the DLANC President or a designated DLANC officer, in the event that the President is not in attendance. The chair of a General Meeting shall not vote except in case of a tie. S/he is responsible for ensuring that the meeting runs smoothly and fairly. The chair at general meetings leads the discussion and helps facilitate discussion among members. The chair does not make motions at General or Special meetings and does not vote, except in the event, after a vote has been taken, that his/her vote would be the vote decider. After the discussion of motions among members, the chair supervises the vote or agreement on consensus.¶~~

### ~~B. COMMITTEES & COMMITTEE CHAIRS~~

~~[“Refer to DLANC Bylaws dated November 2020, pages 12 - 15 [hyperlinked to dlanc.com document]]~~

~~Standing committees are the regular, consistently operating committees of the general body. Special or ad hoc committees may be developed for a shorter term purpose which has a definite end. The structure of committee meetings is more informal. The committee chair may take part in the discussion and voting at the committee level. Committees are advisory to the Board of Directors; any recommendation or motion from a committee for action by DLANC requires ratification by the Board of Directors.~~

### ~~C. MAIN MOTION~~

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~~The basis for debate is a formal motion. The motion is put forward or 'moved' by a voting member of the Board to focus discussion. Each motion must have a mover and a seconder to show that it has at least a minimum of support from the Board. If there is no seconder for a motion, the motion dies and no discussion~~

~~takes place. Once a motion has been seconded and put 'on the floor' for debate, debate must focus on the substance of the motion. All other discussion is out of order and should not be allowed except for discussion after a motion to amend has been made and seconded. A main motion may not be introduced if there is any other motion on the floor. The mover must state the motion or write it out and hand it to the chair for reading if necessary so that everyone is clear on what is being discussed. For a main motion to be adopted, unless otherwise specified in the Bylaws, a simple majority vote in favor of the motion is required. ¶~~

#### ~~D. ORDER FOR MAIN MOTIONS & DISCUSSION~~

[\[migrate to new doc\]](#)

~~Once a motion is introduced and seconded, the chair will maintain a speaker's list to allow for discussion in an orderly manner. The maker of the motion is first to speak on behalf of the motion. The order is up to the chair, including the amount of time to speak. A member may yield their time or position on the floor to another member. At the end of the discussion, the maker of the motion is given an opportunity to speak ¶ again as the last speaker before a vote is taken on the motion. A new motion cannot be introduced until the present motion under discussion is amended, adopted, tabled or defeated.~~

#### ~~E. AMENDMENTS~~

[\[migrate to new doc\]](#)

~~At any time, a person who has the floor during discussion of a main motion can introduce an amendment to the main motion being debated. A "friendly amendment" may be made to a main motion, only if the maker of the main motion, and the seconder of the main motion are agreeable to the revision. Otherwise, a motion must be made, seconded and adopted to make an amendment to the main motion. An amendment is a motion that alters, adds to, or subtracts from the main motion. Amendments to motions must have a direct bearing on the original motion, and may not include new subject areas. Amendments must also be moved and seconded. Once an amendment has been moved and seconded, debate is held on the amendment only — not on the main motion. If further revision of a main motion is necessary, it is best to ask the maker to withdraw the motion and begin with a new main motion. For an amendment to be adopted, a simple majority vote in favor of the amendment is required. Once an amendment has either been adopted, defeated, or withdrawn, discussion reverts back to the main motion, taking into account whether the motion has been altered due to an approved amendment. Complex or lengthy amendments should be written out for the chair to be able to read back to the membership.~~

#### ~~F. POINT OF ORDER~~

~~[Sections F — L will be replaced with the following text: " For guidance and procedures on General Rules of Debate, Motions, and voting procedures during meetings please refer to DLANC Bylaws article XII 'Parliamentary Procedure' and its referenced Robert's Rules of Order [hyperlinked]"~~

~~If a member feels that the rules of order are being broken, s/he can immediately raise a 'point of order', and state what rule has been broken or not enforced by the chair. A point of order can interrupt a speaker. It cannot be used as an opportunity to get around the speakers' list — it can only be used to ask the chair to enforce the rules. The chair decides if the point is valid or not, and proceeds accordingly.~~

#### G. POINT OF PRIVILEGE

A point of privilege can interrupt the speaker. A member who feels her/his right or privileges have been infringed on may bring up this point by stating their problem. Privilege refers to anything regarding the comfort or accessibility of the member (i.e. too much noise, etc.), or to the right of the member not to be insulted, misquoted, or deliberately misinterpreted. Again, the chair decides if the point is valid or not and proceeds accordingly.

#### H. POINT OF INFORMATION

A point of information is a QUESTION. A member may interrupt the speaker to ask her/his question, but the speaker who has the floor has the privilege to refuse the question. The chair will ask the speaker if s/he wishes to entertain a question at that time. A point of information is not an opportunity to bring forward information, jump the speakers' list, or generally disrupt the proceedings.

#### I. TABLE

Debate may end in several ways. If a member feels that a decision on a motion needs to be postponed for some reason, then s/he can move to 'table' the motion. A member may not move to table a motion at the end of a speech, only at the beginning of the time they are recognized by the chair. A specified time may be put on the tabling or the motion may be left "on the table" indefinitely. The only debate allowed on a motion to table is as to the length of tabling. A motion to table requires a simple majority in favor of the motion.

#### J. CALLING THE QUESTION

If a member feels that further debate is unproductive, s/he may 'call the question', requesting the debate be ended. This can be done by any speaker who has the floor at any time in the discussion. The chair recognizes the "call" and asks if there are any objections, at which time anyone may say "objection". If there is no objection, the meeting proceeds to the main motion vote without further discussion. If there is objection, then the members vote on whether to end debate or continue. This vote requires a two-thirds (2/3) majority to be approved, and is non-debatable. If the 'call' is approved, a vote on the main motion is immediately taken without any further debate.

#### K. TAKING THE VOTE / ANNOUNCING RESULTS

Votes are conducted by the chair and can be taken either verbally "All in favor say 'aye'... All opposed say 'nay'"; or by show of hands; or written by secret vote, if such discretion is required and the members agree to conduct a secret ballot. Motions are decided in one of three ways and the result should be clearly announced after the vote by the chair. The result of a vote on a motion can be one of three things. Motions are either adopted/approved (majority says yes), defeated (majority says no), or tied, at which time the chair votes to break the tie. Motions which receive a vote are not "passed", or "lost" or "won". A passed motion is one for which the subject is tabled before a vote is called. A lost motion is a motion which obtains no second.

#### L. ADJOURN

This motion takes precedence over all others, except to 'fix the time to adjourn', to which it yields. It is not debatable and it cannot be amended. A motion to adjourn cannot be made when another has the

~~floor, nor after a question has been put and the assembly is engaged in voting.~~

## **RULES OF ORDER – Quick Guide – Adopted on April 8, 2008**

How are Motions Presented?

### 1. Obtaining the floor

- a. Wait until the last speaker has finished
- b. Raise your hand to alert the chair that you wish to speak
- c. Wait until the chair recognizes you

### 2. Make Your Motion

- a. Speak in a clear and concise manner and state a motion affirmatively.
- b. Say, "I move that we ..." rather than, "I move that we do not ...".
- c. Avoid personalities and stay on your subject. While making the motion is not the time to give discussion in support of your motion. You will have a chance to speak during discussion, and as maker of the motion will get the last word before the vote.

### 3. Wait for Someone to Second Your Motion

- a. Another member will second your motion or the chair will call for a second.
- b. If there is no second to your motion it is lost.

### 4. The Chair States Your Motion If Necessary

- a. The chair will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
- b. The membership then either debates your motion, or move directly to a vote. c. Once your motion is presented to the membership by the chair it becomes "assembly property", and cannot be changed by you without the consent of the members.

### 5. Discussing / Debating Your Motion

- a. The time for you to speak in favor of your motion is after it is presented and seconded.
- b. The mover is always allowed to speak first, and then in order according to the chair. c. All comments and debate should be directed to the chair.
- d. Keep to the time limit for speaking that has been established.
- e. The chair may call upon the mover or another speaker to answer a question if one comes to the floor.
- f. The mover may speak again as the last speaker after other speakers are finished to summarize or reiterate a point of choice. It is not mandatory that the mover speak again, it is his/her prerogative.

## 6. Putting the Question to the Membership

- a. The chair states the motion, including all approved amendments, and asks, "Are you ready to vote on the question/motion?"
- b. If there is no more discussion, a vote is taken and the results announced by the chair.