

# DLANC STANDING RULES

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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

### i. **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.

### ii. **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.

### iii. **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. Debate, motions, amendments, and voting.

2. 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 it 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. 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)

## 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

## 7. TELECONFERENCING

- i. General Board: One meeting per quarter will be held virtually via teleconferencing technology (every third meeting), with the executive committee having final jurisdiction of the appropriateness of the meeting type due to extenuating circumstances.
- ii. Committee Meetings: All committees will follow the schedule of the board of directors at minimum. However, committees may elect to meet virtually entirely. Chairs are able to bring appeals to the Executive Committee.
- iii. Virtual Meeting Protocol: Webcams are required to be turned on in order to count for meeting attendance. Cameras can be turned off temporarily, for up to 15 minutes, before being counted as absent.
- iv. Virtual Meetings shall follow SB411 (Government Code Section 54953.8) and adhere to the best practices provided by the "EmpowerLA Virtual Governance Plan."