



## **Standing Rules**

1. The Mission Hills Neighborhood Council and committees will post agendas at the MHNC website, ENS and at a 24hr accessible physical location as prescribed by the Board.
2. An excused absence in the eyes of the Board is an absence that the Board was made aware of prior to the start of the meeting being missed.
3. In the event that a board member is unable to attend a total of 5 regularly scheduled Board Meetings in a fiscal year, or 5 consecutive Board Meetings, the Executive Committee will agendize the removal of that board member for discussion and possible action at the next regularly scheduled Board Meeting.
4. Public Comment will be 3 minutes per stakeholder per item on the agenda and 3 minutes for nonagendize public comment unless otherwise designated by the President for all stakeholders.
5. Administrative tasks such as minute-keeping, attendance taking and other non-voting or signing activities of the secretary can be delegated to another willing member or a temporary staffer hired by the Board.
6. On days in which the General Board would meet on a Federal, State or religious Holiday, the Regular Board Meeting will meet on the Monday following the holiday.
7. The Executive Committee will keep a record of the username and password for the NC's website and social media accounts. If at any point an Executive Committee member resigns, is removed, or term expires, the username and password will be provided to the new Executive Committee Member and the Department of Neighborhood Empowerment. The incoming Secretary will establish a new password to be used moving forward.
8. Chairs of Committees will be appointed either by the President or by a majority of the Board Members.
9. If and where possible, the Neighborhood Council will use vendors based within the boundaries of the Neighborhood Council to promote local businesses.
10. The President will appoint a Disability Liaison within the Neighborhood Council who will become the official contact for communication with the Department on Disability regarding reasonable accommodation requests for Board Meetings.
11. If and where possible, flyers, agendas, and other Neighborhood Council material will be printed in both Spanish and English if requested.
12. Mission Hills Neighborhood Council will conduct targeted outreach to the community effected by a proposed development within the Neighborhood Councils bounds prior to agendizing a vote for approval of Planning and Land Use item. The efforts will be recorded in the form of a report given by the PLUM Committee prior to the item being heard.

13. The Neighborhood Council will maintain a contact list for local resources within the Mission Hills Neighborhood Council area to assist concerned community members and point them in the right direction.
14. The Mission Hills Neighborhood Council will develop a yearly Outreach Strategic Plan that will be reviewed at the end of the year for an after-action report.
15. Every Committee Chair will have access to an outreach email system such as mail chimp.
16. The Board will establish a shared Google Drive for necessary documents. If at any point a Board Member resigns, is removed, or term expires, the acting Secretary, or another member of the Executive Committee, will make sure the exiting Board Member will no longer have access to the Google Drive.
17. The Executive Committee will meet before a regularly scheduled board meeting to set the agenda.
18. To comply with quorum, one Executive Committee Member will not attend Executive Committee Meetings. The Executive Committee Member absent from these meetings will be determined by a rotation every quarter starting with the President (for July - September) and then moving on to the Vice-President (October - December), Treasurer (January - March), and then Secretary (April - June). If there is an Executive Committee Member vacancy all remaining Executive Committee Members may attend the Committee meeting.
19. The Board will elect an "Alternate(s)" Executive Committee Member within the Neighborhood Council who will become the official alternate(s) in the event that the Executive Committee consists of less than three.