

Standing Rules

Approved 09/19/2011

~ Code of Civility/Conduct

Collectively and individually, the members of the Board of Directors of the Hollywood United Neighborhood Council will ensure to the best of their ability that the Neighborhood Council's business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for the Neighborhood Council.

The freedom to express one's views about public matters is a cornerstone of the democratic process. The Hollywood United Neighborhood Council welcomes the diverse views and opinions of our Board Members and Stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, the Board should treat others with respect and dignity.

~ To broaden stakeholder involvement, **Rosenberg's Rules of Order** <http://www.gvqc.us/files/Rosenbergs-Rules-of-Order.pdf> will be used to conduct Board and other meetings.

~ Conflict of Interest:

Financial information specifically to the Agenda Item before the Neighborhood Council must be disclosed."

~ Any written communication representing itself to be an official communication or position of HUNC must be approved by the President.

~ HUNC representation on CPAB shall come from Public Safety & Transportation Committee.

~ The President, Vice President or Government Affairs Liaison are authorized to write a CIS (Community Impact Statement)

~ Outreach is the responsibility of each Board member. Each Committee will come back to the full Board annually with a Mission Statement including when, how and where for outreach, and 3-5 bullet-pointed goals. Written updates will be submitted periodically to the full Board for follow-up and assistance in outreach.

~ All stakeholders who attend a meeting of any HUNC-sponsored Committee shall be considered members of that Committee with rights to vote. It was agreed by consensus that each Committee when sending recommendations back to the full Board should submit for the record both a pro and con vote summary in writing.

~ HUNC may allocate up to \$100 per committee meeting, up to \$200 per Board meeting, and up to \$500 per Town Hall for food and drinks.

~ Executive Committee may approve up to \$1000 of purchases of hardware, software.

~ The Treasurer may spend, with regard to office supplies, up to \$200 per month.

~ Grievance Process

All Grievances that meet the Criteria for a Grievance as defined in the email from the City Attorney dated 9/20/07 (Attachment A) shall be moved forward to an Ad Hoc Committee as defined in the HUNC Bylaws, Article XV, B

Attachment A

Subject: RE: Fwd: Grievance Ad-Hoc Committee formed...

Date: 9/20/2007 12:15:06 P.M. Pacific Daylight Time

From: Darren.Martinez@lacity.org

To: breelong@gmail.com

CC: larson711@aol.com, SSwanLA@aol.com, Arturo.Pina@lacity.org, Mark.Lewis@lacity.org

Hello Bree:

Please feel free to distribute this e-mail message to your board when your grievance panel makes its recommendations to the board on the grievances that you are evaluating.

You asked our Office for advice on the permissible parameters for a grievance as defined under your bylaws.

Article XV of your bylaws states:

"This formal grievance process shall not apply to stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances should be aired at all meetings. This grievance process addresses matters involving procedural disputes, e.g., the Board's failure to comply with these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and Federal law."

The critical element under your bylaws is that the grievance relate to improper actions taken by the Board. In other words, the grievance process is not intended for disputes by individuals against individuals. In addition, under the Plan for a Citywide System of Neighborhood Councils (the "Plan") "[a] grievance procedure shall be established by which an individual Community Stakeholder or group of Community Stakeholders of a Certified Neighborhood Council shall be able to express concerns to their Governing Body about its decisions and actions." (Plan, Article III, § 2(c)(iv).) Under the Plan, Neighborhood Councils are only able to consider grievances as they relate to the collective activity of the Governing Body.

I understand that you have several grievances filed by board members against other board members in their individual capacity. Neither the grievance panel nor the full board have the authority to take punitive or remedial measures against an individual board member. The only method that exists under your bylaws for removal of a board member is the stakeholder initiated petition process described in Article XIV of your bylaws.

However, this does not mean that your board is incapable of doing anything in response to the grievances. Any remedies that you suggest or recommend would have to be implemented for the board as a whole. For example, I understand that one of the grievances involves allegations that a board member is no longer a stakeholder. A possible remedy that your board could consider is the adoption of a bylaw amendment that would create a vacancy on your board if an officer holder moves out of the area, sells their business, no longer works in the area, or is no longer affiliated with a group in your area that provided the basis for stakeholder status.

I understand that one of the grievances involves allegations of slander committed by one board member against the other. Again, it is not within the grievance panel or board's authority to resolve the issue of whether slander occurred or whether punitive remedies may be imposed against an individual. However, there are remedies that you and your board could suggest. For example, you could recommend that the involved individuals attend VOLUNTARY dispute mediation, which is provided by our Office, or you could recommend the adoption of a Code of Conduct for all board members to follow. Nonetheless, please keep in mind, that there is no ability for the board to punish individuals. If your board would like a process where individual board members could be removed absent a stakeholder petition, then please request that DONE initiate an ordinance subject to City Council adoption and approval that would create such a process.

If there are any additional remedies that your grievance panel or board would like to consider, please feel free to contact me in advance of attempting to formally impose any restrictions on any individual board members.

Darren R. Martinez

Deputy City Attorney

Los Angeles City Attorney's Office

Neighborhood Council Advice Division

General Counsel Practice Group Telephone: (213) 978-8132