

# HHPNC Standing Rules

Drafted: 12-16-19

Approved: [Pending]

## Agenda Setting Policies

- Regular Board Meetings

- The Executive Committee is responsible for setting and posting the Agendas for Regular Board Meetings, and shall hold Executive Committee Meetings one week prior to the Regular Board Meetings, with the exception of holidays.
- The deadline by which Board Members can submit items for consideration to be placed on the Regular Board Meeting Agenda (including budget requests), is 48 hours prior to the Executive Committee Meeting.
- Board Members may submit Agenda Item requests via an online form, link provided by the Committee, or may email in writing to any Board Officer if the form is unavailable.
- Regarding submitted Agenda Items, the Executive Committee may:
  - standardize the item language
  - refer the item back to the submitting Committee/Board Member for further clarification, review or correction
  - forward the item to another HHPNC Committee for further discussion
  - forward the item to the next or a future Board Meeting
  - table the item
  - determine the priority and order of items.
- Each Regular Board Meeting Agenda may include, but not be limited to:
  - Call to Order & Roll Call
  - President's Statement
  - Board Announcements
  - LAPD
  - LAFD
  - Elected Officials
  - DONE
  - LAPL
  - Department of Recreation and Parks
  - Committee Reports
  - Budget Advocates Reports
  - Liaisons
  - Alliances
  - General Public Comment (must be included)
  - Action Items:
    - Adoption of the agenda
    - Approval of the minutes of the prior meeting
    - Motions and Discussions
    - New Business
    - Adjournment

- If the Executive Committee is unable to meet prior to the next Regular Board Meeting, or an agenda item is submitted after the Executive Committee deadline, the President may set the Board Meeting agenda or add additional items at her/his discretion.
  - If the President is unavailable then the next available Board Officer in the line of succession (1st VP, 2nd VP, Treasurer, Secretary) may set the Board Meeting agenda.
- Once the Agenda is posted there may be no changes to the Agenda.
- Special Meetings
  - The President is responsible for setting the Agenda for Special Board Meetings.
  - The Committee Chair is responsible for setting the Agenda for Special Committee Meetings.
  - General Public Comments are not required for Special Meetings but are recommended.
- Committee Meetings
  - Committee Chairs are responsible for setting and posting Committee agendas.

## Agenda Posting Policies

- In accordance with the Brown Act, agendas need to be posted within a required timeframe prior to the meeting time.
  - **Regular Board AND Committee Meeting** agendas must be posted a minimum of 3 days (72 hours) before the meeting time.
  - **Special Board and Special Committee Meeting** agendas must be posted a minimum of 1 day (24 hours) before the meeting time, but they should also ideally be posted with 72 hours notice.
- Agendas must be posted in the following locations:
  - **Fire Station**
    - A physical copy of the agenda must be posted on the front window of Fire Station #12, 5921 North Figueroa St, Los Angeles, CA 90042. (Bring tape with you.)
  - **HHPNC Website**
    - A digital copy must be posted on [highlandparknc.com](http://highlandparknc.com) by emailing a PDF agenda and supporting documents to our webmaster Kristina Smith at [ksmith-mailroom@mail.com](mailto:ksmith-mailroom@mail.com). She will also post on Social Media by request.
  - **Early Notification System**
    - A digital copy must be sent through the City's Early Notification System (ENS) by emailing a PDF agenda to [ncsupport@lacity.org](mailto:ncsupport@lacity.org).
- **Social Media Sites**
  - Email the pdf agenda to the Outreach Committee Chair to post on Social Media.