

WILMINGTON NEIGHBORHOOD COUNCIL

STANDING RULES

ATTENDANCE

- All board members may be allowed three (3) excused absences from Monthly Governing Board & Stakeholder Meeting during their two (2)-year service, or upon appointment to the board.
 - Notification is to be made in advance of monthly meetings to at least one member of the Executive Board (Chair, Vice Chair, Secretary, Treasurer and Parliamentarian). Therefore, notification after 6:30 p.m. does not count.
 - Should you seek a fourth (4th) excused absence during your service on the board you will be asked to meet with the Executive Board to discuss your absences.
- Unexcused absences at governing board meetings are not tolerated. One (1) no-show, no-call is grounds for removal from the board and shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
 - The board member in question shall provide reason for unexcused absence.
 - The matter will be up for discussion and followed with a board vote.
- Notify an Executive Board member if you expect to arrive late to a governing board meeting.

CIVILITY AT MEETINGS

- All board members shall raise their hands for recognition from the Chair or presiding officer.
- Individuals speaking out of order- occurs when an individual does not seek recognition from the Chair or presiding officer before speaking- will be given three (3) warnings by Parliamentarian. A preliminary warning, a second warning advising individuals they could be asked to leave, and a final warning asking individual to leave. Should an individual refuse to leave, the Chair or presiding officer shall declare a recess and call for removal.
- No board member shall engage in side conversations when a meeting is in session. Board members shall make public their comments, questions or concerns by first being recognized by the Chair or presiding officer.

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- Handouts and community resources are allowed and space will be available at the WNC resource table available at each Monthly Governing Board and Stakeholder meeting.
 - Individuals may provide Governing Board handouts during public comment. The board member closest to the Podium will accept the handouts for distribution.

USE OF OFFICE & EQUIPMENT

- Members of the Governing Board are the only authorized individuals to conduct meetings, neighborhood council business and have access to equipment at the office. Any unauthorized use of the office or equipment shall be subject to the applicable laws.
 - Notification is to be made 72 hours in advance to at least one member of the Executive Board for use of WNC audio and visual equipment, folding tables and chairs, and flags outside of the office.
 - Board member must be present with equipment while off-site of the WNC office.
 - Equipment must be returned within 24 hours, or the next business day in the event of a weekend or holiday.

FILLING VACANCIES BY APPOINTMENT

- Vacant seats shall be declared at the following governing board and stakeholder meeting when the seat becomes vacant.
- Any Stakeholder interested in filling a vacancy shall submit a completed Candidate Filing Form to wilmingtonnc@empowerla.org
- The seat will remain vacant until members of the Governing Board appoint a qualified candidate by a simple majority vote during a governing board and stakeholder meeting.
- In the event of a tie, a coin flip will determine a winning candidate. The winning candidate will be appointed to fill the vacant seat.
- New appointments will be seated and sworn in at the next regularly scheduled meeting and serve for the duration of the term.
- In no event shall a vacant seat be filled where a general election is scheduled to occur within 60 days of the date that a written application is presented to the Board.