



# WILMINGTON NEIGHBORHOOD COUNCIL



October 22, 2019

Valerie Contreras, Chair  
Carlos Sanchez, Co-Chair  
Santiago Sedillo, Secretary  
Gina Martinez, Treasurer  
Barbara Zepeda, Parliamentarian

## **STANDING RULES**

Approved Oct. 2019

### BOARD MEMBER TRAINING

**ETHICS:** Board member training will be checked at all WNC meetings until all board members are in compliance.

On the third time a member is not in compliance action will be taken to remove the board member from the meeting.

ALL Wilmington Neighborhood Council board members shall complete the ethics, funding and code of conduct training according to State law and keep it in compliance to update it every 2 years.

In any event, the WNC board member who refuses to complete or update their Ethics, and Code of Conduct shall not participate in any WNC meeting and full board vote will be taken to remove the board member indefinitely.

No motions, seconds, comments or voting, he/she cannot be a candidate for office or chair a committee or participate in any WNC actions.

The member will be removed and escorted out. Their seat will be declared vacant at the next meeting.

Should the board member complete the required training at that time it's too late.

Once the board member is removed, he cannot return for non-compliance.

Ethics, code of conduct and funding are required training in order to vote on funding matters. All three are required per the City funding department.

The ethics and code of conduct are required in order for a member to participate in any board involvement.

# WILMINGTON NEIGHBORHOOD COUNCIL STANDING RULES

## ATTENDANCE

- A. 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.
- B. If a board member misses 4 meetings the matter will be taken up with the Executive officers and taken to a full board vote for removal.
- C. Notification is to be made in advance of monthly meetings to at least one member
- D. of the Executive Board (Chair, Vice Chair, Secretary, Treasurer and
- E. Parliamentarian). Therefore, notification after 6:00 p.m. does not count.
- F. Should you seek a fourth (4th) **excused** absence during your service on the board
- G. you will be asked to meet with the Executive Board to discuss your absences.
- H. Unexcused absences at governing board meetings are not tolerated. One (1) no-show,
- I. 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.
- J. Tardiness is not tolerated. After 4 times it will be referred to the Executive officers.
- K. The matter will be up for discussion by the Executive board and followed with a board vote.
- L. Notify an Executive Board member if you expect to arrive late to a governing board meeting.

## CIVILITY AT MEETINGS

- A. All board members shall raise their hands for recognition from the Chair or presiding Officer before discussing a matter or the member is “Out of Order” Per Parliamentary rules.
- B. 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. A warning, a second warning advising individuals they
- C. could be asked to leave, and a final warning asking individual to leave. Should an
- D. individual refuse to leave, the Chair or presiding officer shall declare a recess and call for removal.
- E. 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.
- F. Board members shall not engage in conversations or answer questions with stakeholders during public comments. According to EmpowerLA rules.

Board members should display professionalism during the meeting at all times. Members shall ask to be excused from your board seat during a meeting. It

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- F. displays a lack of respect for the WNC board to just get up and leave during a meeting as it effects the quorum for voting.
- G. During presentations board members are asked to turn their chair to see the screen or presenter unless you need a restroom break. Please do not take a seat in the audience.

**COMMITTEES:** Standing committees of the WNC are: Planning & Land Use, Finance, Environmental, Transportation, Public Works, Bylaws, Publicity & Outreach, and Beautification.

- A. Chairs of all Standing Committees must be chaired by current WNC Board Members only and have completed/updated all required trainings: Ethics, Funding and Code of Conduct.
- B. Members of the current WNC Governing Board are the only authorized individuals to conduct community meetings, chair committee meetings, conduct neighborhood council business and have access to equipment at the office.
- C. No member or members can speak on behalf of the full board or make a commitment to a group or individuals on behalf of the full board. ALL matters go before the full board for a vote. Only the Chair has the authority to speak on behalf of the board according to our By-laws.
- D. 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.
- E. Individuals may provide Governing Board handouts during public comment. The board member closest to the Podium will accept the handouts for distribution.
- F. Anyone who wants to share information on an event, reports etc. shall attend the WNC meeting and provide their own copies of handout, reports, and materials. The WNC does not make announcements for those who cannot attend the meeting nor do they copy flyers, handouts or print materials for anyone who cannot attend. Individuals who cannot attend our meeting but have information to share can send someone on their behalf.
- G. Communications: The official means of communication is by Email. Text messages should only be used to the full board when setting up a meeting to confirm there will be a quorum or to notify the executive officer that you are running late to the meeting or that you will not attend. Notifications should be given regarding excused absence prior to the start of the meeting or it will be considered a non-excused absence. Please be considerate of others who work and cannot receive text messages. Use text messages for emergency purposes

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and board members may wish not to give out their personal cell phone numbers for communication. It's not required.

- H. Board members should create a separate email from their personal email to use for WNC correspondence. Changes and updates should be sent to the Chair, Secretary or executive officer so they can send the updates to Roster with the City and update on the website.

### **USE OF OFFICE & EQUIPMENT**

- A. Members of the current WNC Governing Board are the only authorized individuals to conduct community meetings, chair committee meetings, conduct neighborhood council business and have access to equipment at the office.
- B. Any unauthorized use of the office or equipment shall be subject to the applicable laws.
- C. All equipment must be properly labeled with the WNC logo and added to the inventory list before log out or use.
- D. 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.
- E. Equipment must be checked out at the office with the log in/log out sheet.
- F. ALL equipment is for official WNC events only.
- G. Board member must be present with equipment while off-site of the WNC office.
- H. 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 follow governing board and stakeholder meeting when the seat becomes vacant.

Any Stakeholder interested in filling a vacancy shall submit a completed Candidate filing application form and submit it via email only to the full WNC board to [wilmingtonnc@empowerla.org](mailto: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 the fill the vacant seat. The same process shall determine the winner during an official WNC City Election. The tie breaker shall be conducted within the Wilmington boundaries at a stakeholder meeting to ensure transparency. 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.

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## WNC ELECTIONS

Candidates: The Wilmington Neighborhood Council Election candidates must verify their stakeholder status and provide proof of their declared seat to be filled. This applies even if the City Election division, EmpowerLA or the WNC or any other entity holds the WNC elections.

The Community Interest Representative seat must continue to be ongoing and substantial participation with the organization by which the candidate applied with to fill the WNC vacant seat or election candidate seat. The affiliated community interest seat must be within the Wilmington boundaries. Once the board member no longer has participation in the community organization by which the seat was filled then they can be removed from the WNC board. Per the WNC by-laws Attachment B governing board structure and voting, community interest representative elected or appointed must be ongoing and substantial. The same goes for all WNC seats. The candidate who applies for a seat on the WNC board as a stakeholder for a specific seat being At-Large, residential, employee or own property shall hold that seat and it must be ongoing. i.e. if you hold a residential seat and move out of Wilmington boundaries your seat is no longer ongoing and therefore you need to give up your seat on the board. This applies to all seats.

Qualifications to be a candidate for the WNC board: No person in a paid position with an elected official, including but not limited to, the Mayor's representative, State Senator, Congress person, State Assembly, Council member, Governor, Port of LA, LA County Supervisor representative, and all City Elected official departments representatives.

A board member of the WNC should not engage in ongoing serious criminal activity while serving on the WNC board. We are elected representative of our stakeholders and therefore are responsible for funds, decision making and sound judgement and we must reflect well.

Per WNC By-laws organizational structure C.6 "to the best of our ability the WNC shall comply with local, state and federal laws."

Voters: Method of verifying stakeholder: All voters shall provide proof of their stakeholder status with documents that proves they are a stakeholder within the Wilmington Boundaries. No proof of verifying stakeholder then no voting.

Board approved on October 22, 2019

These standing rules shall be included in our by-laws upon approval by the full board and according to the by-laws update procedures.