

Historic Highland Park Neighborhood Council
Agenda Policies and Procedures
July 2012

The following two paragraphs regarding the agenda are in the HHPNC Bylaws:
The process used for establishing the Board's agenda will be set forth in the Board's standing rules, (Policies and Procedures) which may be modified from time to time. The Executive Committee shall meet at the beginning of the term of a new Board to establish the first agenda. At the first meeting of a new Board term, the Executive Committee shall offer an Agenda Policies and Procedures document for Board approval.

It is the express wish of the HHPNC that the agenda process be open to HHPNC Board members and Highland Park Stakeholders.

The HHPNC Agendas may be set in any one of the following ways:

1. The Agenda Committee is a Standing Committee which must post meetings and hold them in public in accordance with the Brown Act. The Standing Agenda Committee shall conform to the committee structures outlined in the HHPNC Bylaws.

OR

2. The Board may set the agenda for the next meeting at the end of the previous one with no discussion over the merits of any item, which would create a Brown Act violation, and may assign someone to establish the order and standardize the language. This person must be named in this Policies and Procedures. If the person changes, the Board must note this in a new Policies and Procedure

OR

3. The Board may assign a person to standardize the language. This person must be named in this Policies and Procedures. If the person changes, the Board must note this in a new Policies and Procedure

As of July 5, 2012 the Board will use option 3 to set its agenda. If the Board wishes to change this option it must note this in a new Policies and Procedure.

Once the Agenda is posted there may be no changes to the Agenda. However, the Board may table an item permanently, or continue it to the next meeting.

Motions and Discussion

Only Board members may submit motions and discussion, or any other items to the Agenda. Stakeholders may request an agenda item either by addressing the Board at

a meeting, or by asking a Board member directly. Only the HHPNC Board may decide the worthiness of a submission. The Agenda may be reworded in consultation with the submitting Board member. The submitting Board member may withdraw items only before the agenda is posted.

Agenda motions and discussions must:

1. Be submitted before Thursday at 12 midnight one week prior to the Board meeting
2. Be sent in writing via email to (insert email address) or USPS to (insert address).
3. Contain clear concise language
4. Include the name of the submitting Board member, the date submitted, and the amount of time needed to address the motion
5. Not include sub-categories unless directly associated to the main motion
6. Not include personal statements, or opinions.

Form of the Agenda

Each agenda shall always include, but not be limited to:

1. Call to Order
2. Guest speakers not requiring Board action, time is limited at the discretion of the Board
3. Council District 1 Report
4. Council District 14 Report
5. Mayor's Office Report
6. Announcements
7. Public Comments on non-agenda items, time is limited to 10 minutes total, maximum 2 minutes per speaker, sign up is required
8. Treasurer's Report with up-to-date totals
9. Committee Reports if requested
10. Roll call

Action Items:

1. Adoption of the agenda as posted
2. Approval of minutes of the previous meeting
3. Motions and Discussions
4. New Business
5. Adjournment

Priority of Motions and Discussions on the Agenda

1. Any agenda item forwarded from a previous meeting, in the order of the previous agenda

2. HHPNC financial business including committee requests for funds for HHPNCbusiness
3. Changes to HHPNC Bylaws
4. All other motions and discussions based on date submitted

Posting

Board meeting agendas must be posted three days (72 hours) prior to the Board meeting, or 24 hours previous to an emergency meeting, at the five predetermined sites listed below, as well as on the HHPNC website. These locations may only be changed by Board application to DONE.

The Board is responsible for posting the agenda.

Posting sites

1. Cafe de Leche 5000 York Boulevard
2. Ramona Hall Community Center 4580 North Figueroa Street
3. Police Historical Museum 6045 York Boulevard
4. Fire Station #12 5921 North Figueroa Street
5. Highland Market 6901 N. Figueroa (at Burwood) when possible
6. Arroyo Seco Library, 6145 North Figueroa Street.