

Van Nuys Neighborhood Council Standing Rules

Standing rules supplement the official bylaws and may be revised at any time by a majority vote of the Board.

Standing Rule on Committees

Standing Committees address topics of continuing interest of the Board. They define goals, issues, and concerns for the board, investigate possible activities to help further those goals, select appropriate actions and propose those actions to the Board for approval and funding, and implement any official action the Board approves.

1. All Standing Committees shall be Chaired by a VNNC Director.
2. It is the responsibility of each Standing Committee to:
 - Monitor the proposed actions of the City Council or committees, and the proposed actions, programs, projects and performances of the City departments, boards and commissions for which each Standing Committee has subject matter jurisdiction;
 - Invite City officials and others to Committee meetings and hear presentations on topics germane to the subject matter jurisdiction of the Committee
 - Consider recommending to the Board on a regular basis positions on proposed actions of the City Council and proposed actions, programs, projects and performance of City departments
 - Unless otherwise stated in these Standing Rules, all Standing Committees shall meet at least once every quarter, with no less than four (4) meetings per year.
3. The Van Nuys Neighborhood Council shall consist of the following Standing Committees:

Executive Committee – Sets the agenda for regular and special Board meetings, receives requests and assign tasks. The Executive Committee meets 1st Monday of every month (or 9 days prior to the meeting at 6:00 pm)

Government Relations and Bylaws Committee – Oversees with City-wide issues, Council files, actions of City officials and department. Monitors and transmit pertinent information to the Board and the community. Reviews and recommends amendments to VNNC Bylaws, rules, policies and procedures. The Government Relations and Bylaws Committee meets on the 2nd Monday of every month.

Education Committee – Oversees educational issues, policies and programs, LAUSD and charter school.

Budget and Finance Committee – Reviews financial reports, create annual budgets. Receives, review and submit stakeholder grant applications to the Board for consideration. Meets 2nd Wednesday of every month at 6:00 pm.

Outreach Committee – Works to promote and inform the community about the activities of VNNC and encourage stakeholder participation. Develops and vets community outreach events, projects and initiatives to participate in and support. Meets last Thursday of every month.

Planning and Land Use Management Committee – Oversees planning, zoning and land-use, and transportations issues affecting the VNNC including proposals for new developments, zoning and planning, land entitlements, conditional use permits, special uses, alcohol license, design and policy. Meets the 3rd Wednesday of every month.

Public Health and Safety Committee – Deals with public health and safety issues within the VNNC area. Meets the 2nd Monday of every month.

Parks and Recreation Committee – Deals with issues concerning children and youth, park programs, facilities and playgrounds in the VNNC Area. Meets 2nd Wednesday of every month at 6:00 pm.

Special Committee of Policy and Education –

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Standing Rule on Agenda Setting

1. The Executive Committee shall set the agenda for each VNNC Board meeting.
2. For the Executive Committee to consider an item for placement on the VNNC Board meeting agenda, all agenda items must have a presenter and a recommendation from a VNNC Committee, unless otherwise determined by the Executive Committee by majority vote.
3. All requested agenda items must be submitted in writing to the President and should include three sentences explaining the proposal or just over 20 words.
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5. Any VNNC Stakeholder may request items to be placed on the VNNC Board's agenda in accordance with the time limits set below. If an item is not placed on the agenda for two (2) consecutive meetings, the President shall introduce a motion for the Board to determine whether the item will be placed on the following month's agenda.
6. The President shall be notified in writing by email 13 days before the next scheduled VNNC meeting or 4 days before the next scheduled Executive Committee Meeting (This will be the last Thursday of the month or the Thursday before the first Monday of the next month).

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Standing Rule on Consent Agenda

1. In order to expedite meetings and reserve time for matters that need to be discussed, the VNNC can constitute a “Consent Calendar” which allows for items to be grouped together under one heading and decided up on at one time.
2. Any member of the Board and/or Stakeholder may pull an item off the consent calendar for separate discussion.
3. All items passed with a recommendation, through two committees will be automatically placed on the consent calendar for consideration.

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Standing Rule on Public Comment

The Procedures for Public Comments are intended to accommodate input from community residents in a fair, reasonable, and orderly fashion.

1. Stakeholder comments on non-agenda items within the Board's jurisdiction, are permitted during "General Public Comment" and will be allocated up to two (2) minute per speaker to address the Board.
2. Stakeholders will be provide the opportunity to comment up to one (1) minute per speaker, per item, with a maximum total of 10 minutes per speaker, unless adjusted by the facilitator/President.
3. The Board President will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.