



# **RULES OF ORDER**

for the

## **LOS ANGELES BOARD OF NEIGHBORHOOD COMMISSIONERS**

**\*\*\*\*\***

**ADOPTED ON FEBRUARY 9, 2000**

**\*\*\*\*\***

### **AMENDMENTS**

**04/18/00, 05/16/00, 11/13/01, 03/11/03, 03/15/05, 04/04/06,  
10/03/06, 09/10/07, 06/05/12, 01/14/13, 05/20/13, 01/07/14,  
12/15/14, 12/21/15, 12/19/16, 12/18/17**

**RULES OF ORDER**  
for the  
**LOS ANGELES BOARD OF NEIGHBORHOOD COMMISSIONERS**

---

**ELECTION OF OFFICERS**

1. During its last regular meeting in July of each year, the Board of Neighborhood Commissioners (Board) shall elect a President and Vice-President, who shall hold office for one year or until their successors have been elected, unless their respective membership on the Board ceases sooner.
2. The President shall be the presiding officer of the Board and Chair the meetings of the Board. The Vice-President of the Board shall act as the presiding officer and Chair in the absence of the President of the Commission.

**MEETING DAYS AND TIME, QUORUM AND ATTENDANCE**

3. All meetings of the Board are open to the public. Consistent with the Ralph M. Brown Act, all Board agendas will be posted within 72 hours of all regular meetings. Copies of the agendas and reports for a meeting will be made available at the Department of Neighborhood Empowerment (Department), located at 200 North Spring Street, Room 2005, and, to the extent feasible, posted on the Department's Web site: [www.EmpowerLA.org](http://www.EmpowerLA.org) and be included within the Department's weekly E-Blast, if feasible.

The Board conducts its regular meetings on the 1st Tuesday and the 3rd Monday of each month. The regular meetings that are conducted on the 3rd Monday of each month will begin at 1:00 p.m. in City Hall, 10th Floor Conference Center, Room 1050, 200 North Main Street, Los Angeles, California, 90012.

The regular meetings that are conducted on the 1st Tuesday of each month will begin at 6:00 p.m. at the various locations listed below within the City of Los Angeles.<sup>1</sup>

---

<sup>1</sup>Amended 01/07/14

**Rules of Order**  
**Board of Neighborhood Commissioners**  
**Page 3 of 10**

---

	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
	Tuesday, January 02, 2018	6:00 PM	East LA Area
**	Monday, January 15, 2018	1:00 PM	City Hall
	Tuesday, February 06, 2018	6:00 PM	North Valley Area
**	Monday, February 19, 2018	1:00 PM	City Hall
	Tuesday, March 06, 2018	6:00 PM	South Valley Area
	Monday, March 19, 2018	1:00 PM	City Hall
	Tuesday, April 03, 2018	6:00 PM	Harbor Area
	Monday, April 16, 2018	1:00 PM	City Hall
	Tuesday, May 01, 2018	6:00 PM	West LA Area
	Monday, May 21, 2018	1:00 PM	City Hall
	Tuesday, June 05, 2018	6:00 PM	South LA Area
	Monday, June 18, 2018	1:00 PM	City Hall
	Tuesday, July 03, 2018	6:00 PM	Central LA Area
	Monday, July 16, 2018	1:00 PM	City Hall
	Tuesday, August 07, 2018	6:00 PM	East LA Area
	Monday, August 20, 2018	1:00 PM	City Hall
	Tuesday, September 04, 2018	6:00 PM	North Valley Area
	Monday, September 17, 2018	1:00 PM	City Hall
	Tuesday, October 02, 2018	6:00 PM	West LA Area
	Monday, October 15, 2018	1:00 PM	City Hall
	Tuesday, November 06, 2018	6:00 PM	South LA Area
	Monday, November 19, 2018	1:00 PM	City Hall
	Tuesday, December 04, 2018	6:00 PM	Central LA Area
	Monday, December 17, 2018	1:00 PM	City Hall

**\* Please note meeting dates and locations may change at the discretion of the Commission President, and/or when a Certification Hearing or an agenda item, requires a meeting in a designated area.**

**Amended by Board of Neighborhood Commissioners on December 18, 2017.**

**\*\* City Holiday**

4. The President shall take the Chair at the hour the Board is scheduled to meet, call the meeting to order, and except in the absence of a quorum, shall proceed to business in the manner prescribed by these Rules. In the absence of both the President and Vice-President the quorum present shall select a Member of the Board to act as Chair until the President or Vice-President arrives.
  
5. With appropriate notice, the Board may temporarily schedule regular meetings at another time and/or location.

**Rules of Order**  
**Board of Neighborhood Commissioners**  
**Page 4 of 10**

---

6. The presence of four members of the Board shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time until a quorum is present. Except as otherwise required by the Charter or other law, or by these Rules where not inconsistent, action by the Board shall be taken by a majority of the Board.
7. Board members shall advise the President of the Board, or the Executive Assistant to the Board, as early as possible in advance of expected absences, late arrivals or early departures from the meetings.
8. The Board shall have the power to set its own agenda. However, agenda scheduling may be delegated to the Department of Neighborhood Empowerment office staff.
9. The agenda for each regular meeting of the Board shall be posted at least 72 hours before the meeting. It shall contain, in addition to information pertinent to a specific meeting, information the public may require to follow the proceedings. It shall also contain the meeting date, time and location and a brief general description of each item of business to be transacted or discussed at the meeting. No other business may be considered except as otherwise provided by law.

The Board may take an action on items of business not listed on the agenda, as an exception to the 72-hour agenda posting requirement, only if:

- a. It make a determination upon a majority vote, that an emergency situation exists; or
- b. It makes a determination upon a two-thirds vote, or if less than two-thirds are present, a unanimous vote of those members present, that the need to take immediate action arose subsequent to the agenda being posted.

Prior to discussing any item pursuant to exceptions a) and b), the Chair shall publicly identify the item not appearing on the agenda.

10. The usual order of business shall be:
  - i. Introduction
  - ii. Call to Order

- iii. Approval of Minutes
  - iv. General Manager Report
  - v. Public Comment
  - vi. Agenda Items
  - vii. Commissioner Comment
  - viii. Public Comment
  - ix. Adjournment
11. The Board shall take up each item on the agenda until all business is completed, unless a quorum is lost.
  12. A special meeting of the Board may be called by the Board President, or by a majority of commissioners, for a specific purpose. No other business at the special meeting than that which is listed on the agenda may be discussed.
  13. Special meetings may be held anywhere in the City, provided that notice prescribed by law is duly given, a 24-hour posting of written notice and delivery by personal service, by mail or by any other available and requested electronic means of the notice to Commissioners and news media (who have requested notice of special meetings) is required and to the extent feasible on the Early Notification System (ENS) and the E-Blast.<sup>2</sup>
  14. An emergency meeting, as a result of a crippling disaster or work stoppage or other activity, which severely impairs public health, safety, or both, as determined by a majority of the Board, may be called.

No posting or notice shall be required, except for a one-hour prior notification to news media (who have requested notice of special or emergency meetings) by telephone.

Following an emergency meeting, a list of persons attempted for notification, a copy of the roll call vote, and the minutes of the meeting

---

<sup>2</sup>Amended 06/05/12

shall be posted as soon after the meeting as possible, and shall remain posted for a minimum of ten days.

**PUBLIC NOTICE, ATTENDANCE AND COMMENT**

15. The Board shall provide an opportunity in open meetings for any member of the public to address the Board on each agenda item, the amount of time for each agenda item to be determined by the Chair at each meeting. This requirement shall not apply if the opportunity for public comment on the item was previously provided by a Board committee at which a quorum was present when it considered the item on its posted agenda and the item has not substantially changed since the previous Board meeting. (This requirement is in addition to any other hearing requirement specifically imposed by law). The Board agenda shall state whether that opportunity was duly provided before a quorum of the committee. If the Board determines that an item was substantially changed since the public meeting, it shall provide an opportunity for public comment.
16. The Board shall also provide an opportunity in open meetings for any member of the public to address it on items of public interest that are within the subject matter jurisdiction of the Board. (This requirement is in addition to any other hearing requirement specifically imposed by law).

Individual testimony within the public comment period shall be limited as follows:

- a. For non-agendized matters, up to three (3) minutes per person and an amount of time as determined by the Chair per subject.
- b. For agendized matters, an amount of time as determined by the Chair.
- c. For presentations made by duly authorized representatives of a certified Neighborhood Council, up to five (5) minutes for agendized matters.<sup>3</sup>

The Chair may allocate the number of speakers per subject, the time allotted each subject, and the time allotted each speaker if the Chair so chooses.

---

<sup>3</sup>Amended 01/14/13

17. Every person wishing to address the Board must complete a speaker's request form and submit it to the Board Executive Assistant.
18. No person shall be permitted to interrupt Board members or the General Manager during a Board meeting.
19. Except at hearings where specific law requires a hearing in a particular manner, the number of speakers per subject, the time allotted each subject and the time allotted each speaker who addresses the Board may be limited as determined by the Chair.
20. Matters set for hearing shall be taken up at the time set or as soon thereafter as possible.

**BOARD ACTIONS, RECONSIDERATIONS, CONTINUANCES**

21. The powers conferred on the Board shall be exercised by order or resolution adopted by a majority of its members and recorded in the Board's minutes. After a motion is made and seconded, members of the Board who are present shall vote at the call of the roll. In the event a member who is present fails to vote "yes" or "no" that member shall be deemed to have voted "yes" and the member's vote shall be so recorded. The presiding officer shall then announce the disposition of the item.
22. If an opportunity is given, and no objection is raised, the presiding officer may announce a unanimous approval of an item under consideration and the Board Executive Assistant or his or her designee shall so record the vote.
23. A Board action shall be signed by the Board Executive Assistant and is an integral part of the minutes.
24. The Board may reconsider and amend its action on items listed on the agenda if such reconsideration takes place immediately following the original action, or at the next regular meeting, or on either of these two days may reconsider and continue the item to a future meeting for the purpose of amending its action if the Board has not lost jurisdiction over the matter.

Any item reconsidered and continued to the next regular meeting for the purpose of amending or altering an action shall be considered at that meeting.

A motion for reconsideration on a particular item may only be made once during the day on which the original action was taken or once during the next regular meeting.

A motion to reconsider shall be made by a Board member who had previously voted on the prevailing side.

25. If an agenda item has been duly placed on the agenda for consideration by the Board and the Board fails to act by sufficient votes to approve or reject the item and the Board has not lost the power to act on that item, it shall be continued to the next regular meeting unless the Board votes to continue the item beyond the next meeting.
26. The Board may continue an item for a stated purpose to another day, as long as the Board has the jurisdiction over that item and no legal time limit permits otherwise.
27. In the case of a Board meeting canceled due to a lack of quorum, all items shall be continued to the next regular meeting. When the Board anticipates a loss of quorum (unfinished business) items shall be continued to the next regular meeting date or beyond, as long as the Board has jurisdiction over that item and no legal time limits permit otherwise.

### **COMMITTEES AND COMMITTEE MEETINGS**

28. The Board may establish a committee or committees comprised of three of its members to consider matters for, to conduct hearings on behalf of, and make recommendations to the Board on matters relating to neighborhood empowerment.
29. Standing Committees of the Board may be appointed and their duties and functions shall be as prescribed in the resolution or order creating the Standing Committee. Meetings of Standing Committees, which have a continuing subject matter jurisdiction, irrespective of their composition, must comply with Rules of Order Numbers 9, 12-17, with respect to Public Notice, Attendance and Public Comment.
30. The President shall appoint all committees and their Chairs. The President of the Board may remove and replace a Chair of a Committee. Special Committees shall be appointed by the President Chair unless the Board-adopted action creating the committee provides a different method of appointment.



If the Chair of a committee is unable to attend a meeting or otherwise take care of the responsibilities of the committee, that Chair may appoint another Board member to act in the place of the Chair until the Chair is able to return to his or her duties. If the Chair of the committee is unable to make that temporary appointment, then the Chair of the Board may make that appointment.

In the absence of both the Chair and anyone temporarily appointed pursuant to these rules to act as Chair, any other member of the committee, with the consent of the other committee members present, may act as the Chair of the committee at that meeting.

31. Committees shall make reports on matters referred to them by the Board. A member of a committee may provide verbal status reports as deemed appropriate. The committee shall report final findings and/or recommendations in writing to the Board at the conclusion of the assignment.

All committee recommendations and/or motions presented to the Board shall be made available to the public concurrently with the posting of the agenda for any regular or special meeting where such recommendations and/or motions are to be considered for action by the Board.

## **MINUTES**

32. It shall be the duty of the Executive Assistant to the Board or his or her designee to keep a complete record of the proceedings of the Board and committee meetings, if any, and to provide copies to each member of the Board.

## **RULES**

33. These Rules of Order, one or more, may be suspended by a majority vote of the members of the Board except for those rules and procedures specified by the Los Angeles Municipal and Administrative Codes, the California Government Code or other applicable legislation.
34. An affirmative vote of the majority of all members of the Board shall be necessary to amend these Rules.

35. A copy of the Rules and each Board and committee agenda shall be available for public review at the Department of Neighborhood Empowerment.
36. These Rules of Order are adopted pursuant to the authority set forth in Los Angeles Administrative Code Section 22.808 (a). To the extent possible, parliamentary formality and detail are avoided for the benefit of all concerned. However, Robert's Rules of Order Revised may also be referred to and used for guidance, interpretation or to supplement these rules.

### **CORRESPONDENCE**

37. Any member of the public who wishes to submit correspondence to the Board should do so in writing via mail, fax, or e-mail. All correspondence shall include the name of the individual, group of individuals, or organization that is being represented in the correspondence. Correspondence should be sent to the attention of the Board of Neighborhood Commissioners via the Commission Executive Assistant who will then distribute the correspondence to the Commissioners.

---

(Amended 04/18/00; 05/16/00; 11/13/01; 03/11/03; 03/15/05; 04/04/06; 10/03/06; 09/10/07; 06/05/12; 01/14/13, 05/20/13, 01/07/14, 12/15/14, 12/21/15, 12/19/16, 12/18/17)