

STANDING RULE NO. 1
RULES OF ORDER

The rules of order for the Los Angeles Neighborhood Council Congress (“LANCC”) shall be **the latest edition of Robert’s Rules of Order Newly Revised**, unless otherwise required or provided by law, the Charter for A Citywide Congress of Neighborhood Councils, bylaws of the LANCC, or other standing rules of the LANCC.

STANDING RULE NO. 2
OFFICERS

1. The Senate of the LANCC (“Senate”) shall have the following officers:
 - 1) Chair
 - 2) Vice-Chair
 - 3) Secretary
 - 4) Treasurer
2. Officers shall be elected by majority vote at a regularly-scheduled meeting of the Senate. Votes for officer positions shall be conducted by roll call vote.
3. For the purpose of electing officers, a quorum shall be a majority of the Neighborhood Councils that are members of the LANCC.
4. Each office shall be filled by either an officially-designated Neighborhood Council delegate or alternate to the Senate.
5. Only the Chair and/or his/her designees may make communications on behalf of the LANCC.

STANDING RULE NO. 3
TERM OF OFFICE

Officers shall continue to serve until successors have been elected.

STANDING RULE NO. 4
REGULAR MEETINGS

1. The Senate of the LANC Congress shall meet on the first Saturday of each month at 10 a.m., unless the Senate votes otherwise at a previous meeting.
2. The Senate may also meet in conjunction with the biannual DONE Congress of Neighborhood Councils meetings.
3. **Meetings may be changed by the Chair if necessary, with proper notification of the members.**

STANDING RULE NO. 5
NOTICE OF MEETINGS

The LANC Congress shall provide **at least 72 hours** notice of the date, time and location of all meetings of the Senate of the LANC Congress, and its committees, by the following methods:

- 1) Posting of meeting notices on the LANC Congress website; and
- 2) E-mail notice to each board member of each Neighborhood Council;
- 3) E-mail notice to each official delegate to the Senate and alternate; and
- 4) E-mail notice to each stakeholder who has requested such notification.

STANDING RULE NO. 6
PUBLIC PARTICIPATION

1. The LANC Congress has a policy of complying with the spirit of open meeting laws.
2. All meetings of the Senate of the LANC Congress, and its committees, shall be open to the public.
3. The Senate shall determine its own methods and rules for public participation in meetings of the Senate and its committees, which **shall** include a period for stakeholder comments as determined by the Senate.

STANDING RULE NO. 7
STANDING COMMITTEES

1. The Senate of the LANC Congress shall have the following standing committees:
 - a. Agenda/Steering
 - b. Budget/Finance
 - c. Communications/Outreach
 - d. Organization/Structure
 - e. General Assembly/Congress of Neighborhood Councils
2. In addition, the Senate of the LANC Congress may create subject matter and/or *ad hoc* committees.
3. The Chair of each committee shall be appointed by the Senate of the LANCC.
4. The members of each committee shall be appointed by that committee's Chair, and are subject to confirmation by the Senate.
5. Members or chairs of committees need not be official delegates to the Senate of the LANC Congress, official alternates, or members of a board of a Neighborhood Council.

STANDING RULE NO. 8
SENATE MEETING AGENDAS

1. The Agenda Committee shall prepare a proposed order of business, or agenda, for each meeting of the Senate of the LANC Congress. In accordance with Roberts Rules of Order, Newly Revised, the proposed agenda may be amended and must be approved by majority vote at the beginning of each Senate meeting.
2. The Vice-Chair of the Senate shall chair the Agenda Committee.
3. Each proposed agenda shall include the following items:
 - 1) Reading and approval of minutes
 - 2) Adoption of Meeting Agenda
 - 3) Official Communications From Member Neighborhood Councils: if the Board of a Neighborhood Council has passed a motion directing a communication to the Senate of the LANC Congress, that item shall be included on the proposed agenda.
 - 4) Reports of Officers
 - 5) Reports of Standing Committees
 - 6) Reports of Ad Hoc or Special Committees
 - 7) Unfinished Business (matters previously introduced which have been carried over from a prior meeting)
 - 8) New Business
 - 9) Future Agenda Items

STANDING RULE NO. 9
RIGHT OF THE FLOOR

1. For any agenda item, only one delegate per Neighborhood Council has the right of the floor.
2. A delegate may yield his/**her** seat to his/her alternate on any agenda item.