



Historic Cultural Neighborhood Council

Standing Rules

“Standing rules outline the procedures of the association with specific details that are not included in the bylaws and that must not conflict with the bylaws. Standing Rules are a board document. Unlike bylaws which can be changed only by membership, standing rules can be changed more easily. Standing rules may be changed from administration to administration or from meeting to meeting”.

1. Standing Rules On Board Member Attendance

1. As per the HCNC bylaws, Board Members must attend a minimum of 9 (nine) meetings per calendar year. Absence of a 4th meeting will result in automatic removal from the board. No vote will be required for removal. Notification of the board will take place at the following board meeting.

2. Standing Rules On Board Member Voting Obligations As It Relates To Attendance

1. Board members are required to participate fully at all board meetings and participate in the Board's voting process. Board members who leave a meeting prior to concluding board business or who leave creating a loss of quorum will be considered absent for the entire meeting and the absence will constitute a strike towards the minimum meeting attendance rule.

3. Standing Rule On Minimum Time Requirement For Board Notification

1. All items requiring Board consideration (motions) must be submitted to the Board Members at least 72 hours before a General Board Meeting or 24 hours before a Special Board Meeting. If the time limits are not met, the item will not be considered at that Board meeting but will be carried forward to the next meeting that will permit such time for consideration of the item. Electronic transmission of same constitutes notification.

4. Standing Rule On Ethics Training

1. Board members who have not taken Ethics training or whose certification has lapsed must abstain from voting on all financial and land use matters before the Board.

5. Standing Rule On Required Training

1. Board members must renew their training within 2 months of expiration or joining the board.

6. Standing Rule On Consent Agendas

1. The Neighborhood Council may employ a consent agenda for the purpose of speeding meetings. Passage of items placed on the consent agenda shall be determined by a single Board vote, with no Board questions or debate allowed on any item. Public comment shall be allowed on any item on the consent agenda prior to Board action.
2. Financial motions and bylaws amendments, may not be placed on the consent agenda.
3. Prior to adoption, any item or items may be removed without debate from the consent agenda upon Board member request. Removed items will be considered individually under the Board's New Business, unless otherwise tabled or withdrawn.
4. Board members proposing a motion may ask that their motion be added to or excluded from the consent agenda prior to the posting of the meeting agenda, although the President retains the ability to set the final agenda.