



**CITY OF
LOS ANGELES**

ENCINO NEIGHBORHOOD COUNCIL

(A CERTIFIED NEIGHBORHOOD COUNCIL)

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**OFFICERS
JOEL SIMON
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**ROB GLUSHON
VICE-PRESIDENT**

**JESSE WOODS
TREASURER**

**SHERMAN GAMSON
SECRETARY**

**GREGORY MARTAYAN
SERGEANT-AT-ARMS**

COUNCIL MEETING 4-26-06 ATTACHMENT B – STANDING RULES

Proposed Standing Rule – Consent Items [Adopted by Committee 4-19-6 Unanimous]

The Agenda of the Council may have as an item following the approval of the minutes an Item denoted “Consent Items”. Consent Items shall consist of recommended actions of a routine nature passed unanimously by a committee for referral to the Council. The presiding officer will ask if there are any objections to the Consent Items, if there are none, they shall be deemed unanimously adopted by the affirmative vote of all Representatives present. If there is an objection to an Item by a Representative, the item shall be heard and acted upon under the report of the Committee that referred the item. Each consent item will be described in 20 words or less. Materials related to the Consent Item shall be available to the Representatives at the meeting.

Proposed Standing Rule – Conflict of Interest [Adopted by Committee 4-19-6 Unanimous]

A representative, alternate or committee member who is concerned that he or she may have a conflict of interest in connection with a matter before the council or a committee of the council is encouraged to consult (but is not required to do so) the City Attorney. If a person receives advice that there is a conflict of interest, the board member shall recuse themselves from participating in the decision. Absent an opinion of the City Attorney, it is the responsibility of representative, alternate or committee member to personally determine whether or not he or she has a conflict of interest. The board or committee may determine by a majority vote that an individual board or committee member should seek advice of the City Attorney as to whether or not a conflict exists as to a matter and if the board member refuses to seek advice, then the board member may not participate in the decision, including voting on the matter; in which case, the matter will be put over to the next regular of the Council unless two-thirds of the Representatives vote to hear the matter immediately. This rule does not affect the rights, obligations and remedies of the representative, alternate, committee member and any other persons resulting from a representative, alternate or committee member’s failure to declare a conflict of interest in connection with the matter voted upon. A board member who does not seek advice of the City Attorney assumes the risk of their behavior and may be subject to civil or criminal liability without the indemnification protections offered by the City Charter. Similarly, someone who "personally determines" their own conflict, assumes the same risk. Expenditure of funds, voting on contracts, or voting on policies that may create contracts, present an entirely different set of ethical concerns under Government Code section 1090. Any board member concerned with a Government Code section 1090 violation should immediately contact the City Attorney, and if warranted, the City Attorney may issue an advice letter voiding the expenditure and preventing the Neighborhood Council from entering or voting on the subject.

Proposed Standing Rule Code of Civility [Adopted by Committee 4-19-6 Unanimous]

Council Representatives and alternates are encouraged to abide by the following Code of Civility to the best of their abilities:

1. Conduct oneself in a professional and civil manner at all times as a representative of the Council.
2. Treat each member of the board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion.
3. Even in the face of disagreement or differences of opinion, to demonstrate esteem and deference for colleagues and the public.
4. Under no circumstances during Council meetings, functions, or events to engage in or threaten to engage in any verbal or physical attack on any other individual.
5. Communicate ideas and points of view clearly, and allow others to do the same without interruption.
6. To Not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.
7. Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.
8. To take responsibility for your own actions, and work to fulfill your role and responsibilities as specified in the bylaws
9. To attempt to abide by the applicable laws that govern the Council, including bylaws, standing rules, the Brown Act, ethics rules, city ordinances, and the City Charter, and not knowingly violate any of the above.
10. To abide by the Council's meeting procedures or rules in order to create a safe and effective environment for conducting business.
11. Promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate these rules of civility that we have pledged to follow, to join fellow board members in demanding that the persons conduct themselves in a respectful and orderly manner even if you agree with the point of view that is being expressed.
12. Seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
13. Pledge to truly listen to and hear other points of view.
14. Practice the art of being able to disagree without being disagreeable.