



Best Practices

1. Always seek counsel with the ENC Board President, and/or at an Executive Committee Meeting when working through ideas, plans, suggestions—especially if you are a Committee Chair/Co-Chair.
2. When acting in any official ENC capacity and contacting any government entity, including DONE, Councilmembers, Assemblymembers, Senators, City or State agencies, etc., one must always copy/include the ENC Board President, after already reviewing the reason for contacting the entity—*see 1 above
3. An important reminder, per ENC Bylaws, no one board member, unless appointed by the board, may act as an individual representative of the ENC, no matter the ENC Representative/Alternate position one may hold, and/or Committee one chairs/co-chairs, or serves on. Only the ENC Board President can contact the appointed DONE City Attorney, per DONE.
4. Committee Chairs/Co-Chairs should review committee meeting agendas in advance with the ENC Board President, especially when hosting presentations. Sometimes a committee meeting may or may not be the correct place to conduct presentations (a General Board Meeting, Special Board Meeting, or even a Town Hall Meeting may be the better choice—and each have their own criteria to schedule appropriately). This is also important so that the ENC President will be well-aware and kept apprised of who the Committee Chair/Co-Chair is working with to be best kept in the know, and offer support and guidance as needed.
5. Committee Chairs/Co-Chairs should have the committee meeting agenda sent to the ENC President well before the 72-hour required posting time. This is out of respect for everyone's time, and to ensure a committee meeting is properly posted in time.
6. Committee Chairs/Co-Chairs should place items on a committee meeting agenda for all committee members to be aware of, especially if a presentation is planned at an upcoming meeting. This way committee members are in the know, kept apprised, can share resources, and be a part of the planning and executing process. This also allows for the full ENC Board to be aware of what is happening at on a committee level. Once agenda items are passed at the committee level, they then are placed on the agenda for the next scheduled General Board Meeting. Please note if time is of the essence, the agenda item may go before the Executive Committee first as they tend to meet a week prior to the scheduled General Board Meeting. *This also protects the ENC as there is an agenda item to refer to if anyone ever states the ENC Board was not being transparent.*

*Golden Rule: When in doubt, seek advice from the ENC President for direction.

*Many times there is no need to reinvent the wheel, in most cases there are procedures already in place.