STUDIO CITY NEIGHBORHOOD COUNCIL
OPERATING PROCEDURES

Revised August 26, 2026

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PREAMBLE

The Studio City Neighborhood Council, (SCNC),
Believing each individual, group, and organization has a right to express their viewpoint in a respectful and dignified environment; and
Holding that in order to foster a sense of community for all Stakeholders to express ideas and opinions about the neighborhood and their government; and
Believing the people to be independent, self-governing, and self-directed; therefore

Studio City Neighborhood Council issues this statement of its basic governing principles:
Assures to not discriminate against any individual or group in operations of the SCNC on the basis of race, color, creed, religious affiliation or belief, national origin, ancestry, sex, sexual orientation, age, physical disability, marital status, gender, financial situation and/or economic status, or political affiliation or belief, or perception of any of the aforementioned; and
Affirms to practice fair and open and transparent procedures for the conduct of business; and
Promotes public participation in City governance and decision making processes; and
Encourages all Stakeholders to participate in all activities of the SCNC; and
Promotes and facilitates collaboration among all Neighborhood Councils; and
Remains non-partisan with respect to political party affiliations and remains inclusive in SCNC operations including, but not limited to, the election process for Board members and Officers and the appointment process for committee chairs and members; and
Facilitates the delivery of City services and City government responses to requests for assistance.

ARTICLE I GOVERNING BOARD

SECTION 1: DUTIES AND POWERS

A. Each Board member shall serve on at least one (1) Standing Committee.
B. Each Board member shall volunteer a minimum of 10 hours each calendar year outside of Board or Committee Meetings.
C. Each Board member shall use a SCNC email address for all business of the SCNC.

SECTION 2: REPRESENTING SCNC

A. No individual member of the Board shall publicly represent a Board position unless authorized to do so by official action of the Board. The Board, only by official action, is delegated the authority to present before any public body a standing SCNC position previously adopted or lost by the Board or a statement that SCNC has had insufficient time to develop a position or recommendation on a matter before that body.

B. The President may represent the Board and the Stakeholders on all matters.

SECTION 3: VACANCIES

A. A vacant seat shall be filled by a qualified applicant within sixty five (65) calendar days of the first public notice at a Board meeting that the seat is being vacated by a current Board member, but shall not be filled by any applicant within ninety (90) days of a Board election.
B. Any Board seat vacated within ninety (90) days of a Board election shall remain vacant until a new Board is elected.
C. A vacancy on the Board shall be filled pursuant to the following procedure:

1. Vacancy shall be placed on Agenda at first available Regular Board meeting and include application deadline and process to apply.
2. The Secretary shall verify qualifying documentation of applicants and forward all qualified applicants to the Board.
3. A Board member shall nominate qualified applicants, and require a second, to fill the vacancy at the following Regular Board meeting. A minimum of two nominees, for each vacant seat, must be present for a vote to occur. Board members and stakeholders shall have the opportunity at the meeting to ask nominees questions as part of the evaluation process.
4. Once nominations are closed, the nominees shall be voted on in the order they were nominated.
5. The first nominee to receive a majority of votes shall be elected to the vacant seat.

SECTION 4: ABSENCES

A. A Board Member who incurs an absence at three (3) regularly scheduled Board Meetings during any consecutive twelve (12) month period may be removed by action of the Board.
B. Attendance shall be recorded in all meeting minutes.

SECTION 5: REMOVAL

A. Removal of an elected Board member for any reason other than what is described in B. of this section shall be properly handled through the process outlined in RONR (11th ed.) pp 654 - pp 669.

1. In general, a Confidential investigation by Committee, a Report by Committee, and Formal Notification.
2. Formation of a Confidential Investigation Committee/Grievance Panel may be recommended by the Bylaws Committee and executed by the Vice President with advice and consent of the Board.
3. Enforcement of Board member removal process may be subject to legal advice from the Office of the City Attorney.

B. Removal of an elected Board member by reason of a.) no longer satisfying the requirements for eligibility, b.) excessive absences, or c.) having made material misrepresentations and/or omissions regarding criminal records or qualifications; removal shall be through a majority action of the Board.

SECTION 6: RESIGNATION

A. The resignation notice of a Board member and resulting Vacancy shall be placed on the agenda at the next regularly scheduled Board meeting.

SECTION 7: YOUTH SEAT

A. The Board may create a Youth Seat to serve on the Board in a non-voting capacity.

ARTICLE II OFFICERS

SECTION 1: DUTIES AND POWERS

A. The President shall perform the duties designated by the Board and those listed in RONR (11th ed.) pp 448-457 and such other duties as the Board may direct from time to time.
   1. The President shall preside at all Board meetings.
   2. The President shall establish a procedure to communicate with all Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.
   3. The President is the official spokesperson for the SCNC.
   4. The President shall sign all Board correspondence, including but not limited to, Community Impact Statements, Proclamations, Resolutions, and Requests for Action, within five (5) days of submission by the Corresponding Secretary. After five days, the Vice President or Secretary shall be authorized to sign submitted documents upon request by the Corresponding Secretary.

B. The Vice-President shall perform the duties as listed in RONR (11th ed.) pp 457-458 and shall perform the duties as follows:
   1. act as the presiding officer at Board meetings in the absence of the President;
   2. assume the responsibilities and act in the capacity of the Chair during any period in which the President is unavailable;
   3. supervise Grievance Panels, as requested from the Bylaws Committee;
   4. perform such other duties as the Board may direct from time to time; and

C. The Secretary
   The Secretary shall perform the duties as listed in RONR (11th ed.) pp 458-460 and 468-476 and shall perform the duties as follows:
      1. at meetings shall:
         (1) take accurate written minutes of all Board meetings which include start time,

attendance, and actions of the Board

(2) take attendance including excused and unexcused absences, and notify the President of absences requiring removal consideration, and notate late arrivals or early departures;

(3) notify the President when quorum has been reached prior to the start of the Board meetings;

(4) provide speaker cards at Board meetings,

(5) provide agendas at Board meetings,

(6) provide a copy of all rules if needed during Board meetings.

2. outside of meetings shall:

(7) be the custodian of the minutes and all other Board documents and records, including up-to-date contact information for each Board member,

(8) be responsible for timely issuance and posting of all Board notices in accordance with the Brown Act,

(9) prepare meeting minutes to file at the following Board meeting and post approved minutes on the website within 30 days;

(10) maintain current proof (dated not greater than two years) of Code of Conduct and Ethics from Board members and advise Board of non-current Board members;

(11) keep record of volunteer hours of Board members submitted by Committee Chairs,

(12) and perform such other duties as the Board may direct from time to time.

D. The Corresponding Secretary shall perform the duties as listed in RONR (11th ed.) p460 and shall perform the duties as follows:

1. act as the Secretary at Board meetings in the absence of the Secretary.
2. outside of meetings shall prepare correspondence for the President on behalf of Board actions;
3. prepare and submit CIS and Resolutions as approved by the Board;
4. if requested, mail out an agenda packet to a Stakeholder that has requested it;
5. assist the Secretary as requested.

E. The Treasurer shall perform the duties as listed in RONR (11th ed.) pp 461 and 477-480 and shall perform the duties as follows:

1. keep and maintain accurate records of the Council's finances and books of accounts
2. prepare and submit all required financial reports for DONE, pursuant to the Plan.
3. sign all Board Action Certification (BAC) and assure co-signer signs and is submitted to DONE.
4. financial records shall be open to inspection pursuant to the Public Records Act by any Stakeholder during reasonable business hours at the place where they are regularly maintained by the SCNC.
5. In the event that any direction from the Board appears to conflict with the

accounting procedures as set forth by DONE, the Treasurer shall promptly refer the matter to the Department without further Board action, approval or direction.

6. The Treasurer shall be a member of the Budget Committee and shall perform such other duties as the Board may direct from time to time.

SECTION 2: VACANCIES

A. If the President is unable to complete his or her term of office for any reason, then the Vice President shall become the President for the duration of that term, and the Board shall immediately elect a new Vice President by majority vote to complete that term.

B. If the Vice President, Treasurer, Recording Secretary, or Corresponding Secretary is unable to complete his/ her term of office for any reason, including removal, then the Board shall immediately elect a replacement by majority vote to complete that term.

SECTION 3: REMOVAL

A. An Officer may be removed from office at the pleasure of the Board with a 2/3rd vote.

ARTICLE III COMMITTEES and their DUTIES

SECTION 1: STANDING COMMITTEES

A. Standing Committees of the SCNC include: Budget/Finance, Bylaws/Procedures, Public Safety/Homelessness, Cultural Affairs, Government Affairs, Land Use, Outreach, Transportation, Sustainability, and Youth.

B. Standing Committees may have a mission statement, i.e., a written statement of it's function and objectives. All mission statements may be submitted to the President and may be subject to approval of the Board at the President's discretion.

C. Standing Committees may submit completed CIS and Resolution statements when presenting motions to the Board.

D. Standing Committee Chairs may use SCNC email addresses for all business of the SCNC.

E. Standing Committee Chairs may maintain manuals for their committee with thorough details on how they conduct and maintain their committees. These manuals may be stored with the Secretary or in the SCNC office with other public documents.

F. Committee Chairs shall notify the Secretary of unexcused absences as they occur.

G. Standing Committee Chairs shall report service hours of Board members to the Secretary as

they occur.

H. The Executive Committee membership is automatic by virtue of Office held. The President is the Chair of the Executive Committee.

I. A Standing Committee continues in existence until disbanded by action of the Board with a 2/3rd vote. The Standing Committees listed in the Bylaws shall not be disbanded.

J. Committee Chairs shall be Stakeholders or Board members and may be appointed by the President no later than the 2nd regular Board Meeting after the seating of the new Board or thereafter as the committee is formed.

K. Standing Committees may be comprised of Board members and stakeholders.

1. Each Standing committee shall comprise of at least one (1) Board member.
2. No Standing Committee shall be comprised of more than four (4) Board members.
3. Standing Committees may be comprised of as many Stakeholders as necessary to facilitate the work.
4. Standing Committee members who are Stakeholders may be appointed by the President or the Committee Chair.
5. The President is an ex officio member of all Standing Committees with voting rights but not counted in determining or establishing quorum.
6. All conflict of interest rules that apply to Board members shall also apply to all Committee Chairs and members. Committee members, other than Chairs and Board members, shall be removed in the same manner in which they were appointed. However, Chairs and Board members shall be removed from a committee by the President only after the President or Board member submits a removal motion to the Board and a majority of the Board votes for removal. The President is an ex officio member of all Standing Committees with voting rights but not counted in determining or establishing a quorum or Board member limit per K(2) herein.

L. Standing Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act which include posting notice of meetings, agendas, and motions being presented. Minutes shall be maintained and filed once approved.

M. Standing Committee recommendations shall be brought back to the full Board for action.

N. Standing committees shall meet no less than once per quarter and may meet as often as business requires, typically monthly.

O. The Youth Committee shall be comprised of high school age students, generally between 15-18 years of age. If the Youth Committee brings a motion to the Board, it will come from an adult Board member and require a second. The Youth Committee shall elect a representative to sit on the Board as a non-binding voting liaison at the first committee organization meeting. The representative shall then rotate among the committee members. The committee shall determine

the length of rotations.

SECTION 2: AD HOC COMMITTEES

A. The President or Committee Chair may create an Ad Hoc Committee and appoint a Chair and committee members.

B. Ad Hoc Committees may include any interested Stakeholders.

C. Ad Hoc Committees may seek action of the Council in which case a motion shall be submitted to, considered by and voted on by the Board at a properly noticed Board Meeting.

D. Unless the Board has stated otherwise, no action of an Ad Hoc Committee shall be considered an action of the Board.

SECTION 3: ADVISORY COMMITTEES

A. *Advisory Committee:* a temporary committee to provide guidance on a subject or area of activity to the appointing Board Member or Committee Chair.

B. Advisory Committee reports to the appointing authority only.

C. Advisory Committees are not subject to the provisions of the Brown Act and no Board members are allowed to be on the committee.

D. Advisory Committees shall have no decision making power.

E. Advisory Committee members may be removed in the same manner in which they were appointed.

F. It is the responsibility of the appointing Board member or Committee Chair to report the findings to the Board or any Committee having jurisdiction over any information and/or advisement that the Advisory Committee provides to the appointing Board member or Committee Chair.

G. Disciplinary (Grievance) Committees/Panels are Advisory Committees and shall be appointed by the Vice President with at least three (3) Stakeholders.

ARTICLE IV MEETINGS

SECTION 1: MEETING TIME AND PLACE

A. The Regular Board Meeting is the third Wednesday of the month at 7pm at Radford Studios.

B. Regular Standing Committee meetings may be established by the Committee Chair.

SECTION 2: AGENDA

A. Public Comment Period:
    1. Stakeholder may request SCNC to take action either in writing, by e-mail, or through Public Comment.
    2. Board action may refer Stakeholder request to a committee. If any request involves expenditures of funds it shall be referred to the Budget Committee who may, after discussion at the next committee meeting, forward the request to the appropriate committee.
    3. Stakeholder may be notified by Committee Chair of the status of their request.

B. Issues to be addressed by the Board will be determined by the Board with input from the Stakeholders.

C. The President may instruct the Committee Chairs the manner in which to be added to the Board Agenda.

D. Motions on Agenda may include a pdf attachment or be included in the body of the Agenda with a completed Resolution, CIS, Letter, or Report.

E. A brief general description of an item on the Agenda shall be provided.

F. The president shall place on the Board meeting Agenda all timely submitted motions, resolutions, and requests for action proposed by (1) Board members or (2) passed by Committees, unless an item explicitly violates a bylaw, operating procedure, or DONE/City rule or ordinance.

SECTION 3: NOTIFICATIONS/POSTINGS

A. The policy of the Board is to utilize the City's Early Notification System (ENS) to inform the Stakeholders of matters involving the City and Studio City in a way that is tailored to provide opportunities to Stakeholders for involvement in the decision-making process.

B. <u>Posting Notice of Meeting and Agenda</u>
    1. The Secretary is responsible for executing the following tasks for the Board Meetings. The Chairman of the Standing Committee is responsible for executing the following tasks for their meetings.
        (a) Publish Notice of Meetings and Agendas as follows:
            i) one physical location may be within the Boundary that shall be freely accessible to the public. Currently: CBS Studio Center- Radford and Colfax Gates; and
            ii) electronic notices including SCNC website, and DONE's Early

Notification System (ENS).

iii) Email notice is encouraged but not required.

C. Posting of Meeting Minutes

1. The Secretary is responsible for the following tasks:
2. Within five business days of the Board meeting the Secretary shall forward draft minutes by E-mail to all Board members.
3. Upon approval of the minutes by the Board at the next Board meeting the Secretary shall file the minutes in a location available to Stakeholders for audit.
4. Within 30 days of approval of the Minutes, the Secretary shall post on the website.

SECTION 4: CONDUCT OF MEETINGS

A. Prior to start of Board Meetings, Secretary shall inform Chair when quorum is reached.
B. Excused and un-excused absences shall be recorded.
C. At the Meeting time and after quorum is achieved, the Chair shall Call to Order.

D. Order of the meeting may be as follows but shall include **Public Comment** prior to Noticed Agenda Items:

- Call to Order
- Invocation/Pledge of Allegiance to the flag (Optional)
- Officer Reports
  - President Comments
  - Secretary: Approval of previous meeting minutes, attendance report.
  - Corresponding Secretary: Filings of CIS and Resolutions.
  - Treasurer Report
  - Vice President Report
- Public comment on agenda and/or non-agenda items. (As announced by Chair.)
  - Public comment is limited to three (3) minutes per Speaker unless otherwise announced by the Chair. Speaker cards are required.
- Invited speakers. (Chair to determine if Speaker presents here or after Agenda Items.)
  - The time limit is to be controlled by the Chair.
  - Public or Board response to be controlled by the Chair.
- Noticed Agenda Items.
  - Public comment, if not offered at beginning, is limited to three (3) minutes per Speaker unless otherwise announced by the Chair. Speaker cards are required.
  - Report delivered or Motion read then discussion by Board.
- Comments by the Board on matters within the Board's jurisdiction or discretion.
- Announcements
- Special Program and/or Invited Speakers.
- Adjournment.

SECTION 5: SPECIAL RULES FOR CONDUCT OF MEETINGS

A. No action or discussion may be undertaken on any item not appearing on the posted agenda, except that Board members may refer public statements to a committee.

B. The Chair may adopt time limits for public comment, both total amount of time allocated for public testimony on particular issues and for each individual speaker.

C. All Board actions will be tallied as a majority vote of those present and voting unless otherwise stated in the Bylaws or these Operating Procedures. To clarify, abstentions will lower the threshold for a majority.

D. A Youth Member may have all the rights and privileges and obligations of a Board member except the right to vote on any motion brought before the Board.

E. All meetings shall meet the protections and prohibitions contained in the Americans With Disabilities Act of 1990 and include such in posted agendas.

F. All Meetings subject to the Brown Act may be recorded and subsequently be made available to the public. If the SCNC is recording a meeting with plans to post on a SCNC website, Youtube channel, Facebook, or similar, the SCNC may announce such plans on the Agenda or at the Meeting.

ARTICLE V FINANCES

A. The SCNC shall not enter into any written contracts without the approval of the Department.

ARTICLE VI ELECTIONS

SECTION 1: ADMINISTRATION OF ELECTION

A. The President shall create an ad hoc Election Committee to facilitate elections no less than four (4) months prior to the election.
B. Everyone on the Election Committee shall be a Stakeholder.
C. The Election Committee may have a method for resolving challenges.
D. The Election Committee may explore ways to diversify the election experience.
E. The Election Committee may send a representative to monitor the election count.

SECTION 2: POST-ELECTION PROCEDURES

A. An Orientation Meeting for new Board members may be called by Outgoing President, DONE, or an in-coming Board member after the certification of election results and prior to the next regular Board meeting.

B. The Outgoing President or Officer or DONE may conduct the orientation meeting which

shall include the following:

1. Function of the Neighborhood Council
2. Distribution and discussion to all Board members
3. Code of Conduct to be signed.
4. A copy of the Bylaws and Operating Procedures.
5. Instructions to fulfill DONE requirements to serve.
6. Basics in Parliamentary procedure.
7. Question and Answers

C. First Post-Election Regular Board Meeting Agenda- called by out-going President.
    1. The Out-going President Calls to Order.
    2. The Out-going Board takes their seats.
    3. The Out-going President Comments and welcomes new Board to take their seats and transfer power.
    4. The Out-going Secretary calls roll of new Board.
    5. The Out-going President or another out-going Officer, or DONE conducts the election of a new President.
    6. The new President shall conduct the election of the remaining Officers.
    7. The new President may appoint Standing Committee Chairs.
    8. The new President may appoint committee members.
    9. The new President continues to conduct regular business on agenda.

D. Chairpersons Meeting
    1. The President may call a meeting for all Committee Chairpersons where the Committee Chair Manual may be discussed and reviewed

E. Out-going Officers may transfer documents and train in-coming Officers.

ARTICLE VII GRIEVANCE PROCESS

A. In the event that a grievance cannot be resolved, the matter may be referred to the Department for consideration of dispute resolution in accordance with the Plan.
B. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

ARTICLE VIII GOVERNING AUTHORITIES

Any conflict between Governing Authorities, the order of governing priority is as follows:

A. Federal, State, and local law.
B. SCNC Bylaws
C. SCNC Operating Procedures
D. Roberts Rules of Order Newly Revised (11th ed.)

ARTICLE IX AMENDMENTS

A. Not later than fourteen (14) days after a Board vote approving amendment of the Bylaws, the Bylaws Chair shall submit a Bylaws Amendment Application to the Department along with a copy of the existing Bylaws for review.
B. No amendment of the Bylaws shall be effective unless and until approved by the Department. Once approved by DONE, the Bylaws will take effect immediately.
C. A motion for amendment of the Operating Procedures shall be brought through the Bylaws & Procedures Committee to a Regular Board Meeting and require a 2/3rd vote.

Attachment A

Service Organization SeatsList

All not for-profit organizations including those devoted to education, faith-based, community service, youth, special-interest, and non-profit business whose physical meeting location is within the Boundary and whose principal activities are conducted within the Boundary. This does not include government or political organizations.