



STANDING RULES

(as of February 10, 2016)

GOVERNING BOARD

5-100C

Zone representatives should report at regular board meetings of any activities and events in their respective zones and should distribute board materials and notifications to their respective stakeholders. *(effective as of 3/11/2014)*

5-700

All attendance records of board and committee meetings shall be posted to the MCWCC website on a monthly basis. *(effective as of 5/13/2013)*

5-900

If a board member is subject to removal for absences, the Chair, Secretary, or Committee Chair shall first contact the board member in question to provide notice of the possibility of removal and determine the circumstances for the absences. If the board member continues to have further absences, written notice shall also be provided of the grounds for removal. *(effective as of 2/10/2016)*

COMMITTEES AND THEIR DUTIES

7-300

After the Secretary is elected he/she shall immediately provide committee preference forms to all newly seated board members. Board members shall submit completed committee preference forms within one week to the Chair and Secretary. *(effective as of 3/11/2014)*

7-300B

Committee chairs should comply with and encourage compliance with the bylaws, standing rules and code of conduct. *(effective as of 2/10/2016)*

7-301B

The “Duties of a Presiding Officer of an Assembly” in Robert’s Rules of Order apply to all committee chairs:

1. To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order;

2. to announce the business before the assembly in the order in which it is to be acted upon;
3. to recognize members entitled to the floor;
4. to state and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote;
5. to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them;
6. to assist in the expediting of business in every way compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if s/he thinks it advisable; to restrain the members when engaged in debate, within the rules of order;
7. to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt s/he prefers to submit the question for the decision of the assembly;
8. to inform the assembly, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business; to authenticate, by his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring its will and in all things obeying its commands. (effective as of 2/10/2016)

MEETINGS

8-100

Meetings should be scheduled so as not to conflict with other MCWCC meetings and should be coordinated through the MCWCC administrator. *(effective as of 3/11/2014)*

8-101

Board members should strive to be punctual at all meetings to ensure quorum. (effective as of 2/10/2016)

8-100A

Meetings should take place at appropriate community centers, non-profit or governmental venues within MCWCC boundaries. *(effective as of 3/11/2014)*

8-100E

Standing committees should meet at least once a month. *(effective as of 3/11/2014)*

8-101E

Committee chairs shall use best efforts to ensure that committee meetings regularly achieve quorum. (effective as of 2/10/2016)

COMMUNITY OUTREACH

11-100

Board members should seek to attend neighborhood council, community organization, and neighborhood coalition events. *(effective as of 3/11/2014)*

COMPLIANCE

14-101

Committee chairs should uphold the Code of Civility. (effective as of 2/10/2016)

14-201A

Board members should seek mentoring for the betterment of a full-functioning neighborhood council. (effective as of 3/11/2014)