

## Standing Rules of the North Park Planning Committee

Adopted June 19, 2007

1. The Standing Rules can be amended by a majority vote of the Board Members of the NPPC.
2. Regular meetings of the North Park Planning Committee (NPPC) generally shall be on the third Tuesday of the month at 6:30 P.M.
3. A Board vacancy exists after the third consecutive absence or fourth absence in the 12-month period of March through February each year, of a member(s) from the NPPC's regular meeting.
4. Every Board Member must serve on at least two subcommittees, liaison, taskforce, or any combination thereof; NPPC Officers and Subcommittee Chairs/Co-Chair are exempt from this requirement.
5. It is the NPPC's policy that official representatives, liaisons, and task force members to other boards need not be NPPC board members, but must (1) be a general member of the NPPC, (2) represent the best interests of the board, (3) report monthly to the board and (4) be ratified yearly by the board as soon as it is practical after the annual election has taken place.
6. Subcommittee members may not vote on items in which they have a direct financial interest or potential future direct economic interest. (See May 06 NPPC Minutes.)
7. The Chair of the NPPC shall appoint a Time Keeper to keep time during discussions.
8. In all NPPC general board meetings:
  - a. Board Members shall be entitled to speak twice to an issue for no more than two minutes per time, unless the Chair grants an extension. Each member will have the opportunity to speak once, before members may speak a second time.
  - b. After Board Members have spoken, comments from the floor shall be limited to no more than two minutes per speaker, unless the Chair grants an extension.
  - c. The Chair shall have available for public inspection a copy of the NPPC by-laws and standing rules at each meeting.
  - d. Subcommittee Reports generally shall be limited to no more than 5 minutes per Report, unless the Chair grants an extension.
  - e. Liaison Reports generally shall be limited to no more than two minutes per Report, unless the Chair grants an extension.
9. When appropriate, a consent agenda shall be compiled of action items to be voted upon as a group. Any member of the Board or General Public may pull an item from the consent agenda so that it may be fully discussed prior to a vote.
10. The membership and eligibility lists are for the primary purpose of determining an individual's eligibility to be nominated to the board or to vote in board elections. The Secretary shall be responsible for maintaining these lists.
11. When issues are of a time-sensitive nature or are not covered by our standing committees, the board may authorize the creation of an ad hoc subcommittee for a limited time. The chair of the ad hoc subcommittee shall report to the Board on a regular basis.
12. No member, acting as a member, shall circulate at any time, letters, bulletins or any communication to include but not limited to: the general public, applicants, developers, city staff, agencies, organizations and the media establishing positions of the North Park Community Planning Committee without first having such material approved by the Board.
13. All information presented for discussion to the NPPC and its standing or ad-hoc subcommittees must be identified as to the documents source.
14. The following rules shall govern all NPPC subcommittees:
  - a. Following the election, the NPPC Chair shall declare their preference;
    1. To have a voting seat on Subcommittee(s) or;
    2. Attend Subcommittees in a non-voting capacity only.
  - b. To vote in any NPPC subcommittee meeting, a subcommittee member must be a registered general member of the NPPC as defined by-laws Article 3 Section 2.
  - c. In order to vote at a subcommittee meeting, members must either be board members or have participated in no less than three subcommittee meetings in the previous twelve months as indicated on official attendance lists. An individual may vote after signing in at the beginning of their third subcommittee meeting.
  - d. A subcommittee member may be removed after the third consecutive or fourth absence in any twelve-month period in which subcommittee meetings are held.
  - e. In the event there are more eligible subcommittee members for Board or General Member seats, at the time the meeting is called to order, open seats can be filled first by seniority and second by straw vote. Concepts for deter-

mining priority, rotation, or other methods for establishing subcommittee voting membership seats shall be approved by the full NPPC Board prior to implementation.

- f. The NPPC Chair shall request all subcommittee Chairs to maintain an eligibility/membership list which includes date of establishment of eligibility to be a voting member to ascertain seniority.
- g. All NPPC subcommittee Chairs shall maintain a voluntary attendance list at each regularly scheduled meeting and the Chair will request that ALL persons sign in. These lists shall contain spaces for the following (e-mail &/or phone number), minimum information: Name, Address, Contact Information and Voting Member Eligibility.