

Rules Governing the
Conduct of Pico Union Neighborhood Council Board and Committee Meetings

A. Procedure for Conducting Meetings

1. Call to Order by President or Committee Chair
2. President or Committee Chair comments
3. Roll Call for Quorum
 - a. Excused absences will be announced at this time and non-excused absences recorded
4. Approval of Prior Meeting Minutes (Optional)
5. Public Comment on Non-Agendized Items
 - a. Public comments are limited to two (2) minutes per speaker unless waived in advance by the President or Committee Chair
6. Invited Speakers
 - a. Time limit for speakers determined by the President or Committee Chair
 - b. Board member and public comments shall be controlled by the President or Committee Chair
7. Agendized Items
 - a. Board or committee discussion
 - b. Public comments are limited to two (2) minutes per speaker unless waived in advance by the President or Committee Chair
 - c. Board or committee formal action after motion is identified and seconded
8. Board or Committee Member Comments on Matters within Board or Committee Jurisdiction
9. Adjournment

B. At all times while a Pico Union Neighborhood Council Board or committee meeting is convened:

1. Board members, committee members and members of the public will conduct themselves in a professional and civil manner.
2. Board members, committee members and members of the public will treat each other with respect.
3. Under no circumstances will a Board member, committee member or member of the public engage in or threaten to engage in any verbal or physical attack on any other individual.
4. Board members, committee members and members of the public will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.
5. Board members, committee members and members of the public will allow individuals recognized by the President or chair to communicate their ideas and points of view without interruption.
6. Board members, committee members and members of the public will present information truthfully and will not knowingly misrepresent, mischaracterize, or misquote information.