

Sunland-Tujunga Neighborhood Council Code of Civility

First Draft 6-14-06

As a Board Member and/or Committee Representative of the STNC , I agree:

1. to attend and be on time for all meetings unless prior arrangements are made.
2. to remain seated at my designated area during the entire meeting, unless excused by the Chairperson with a note submitted through the Parliamentarian.
3. to conduct myself in a professional and civil manner at all times always waiting for the presiding officer to recognize me before speaking.
4. to treat each Board and/or Committee Member, as well as members of the public, with respect at all times regardless of their opinion, ethnicity, race, sexuality, age, disability or religion.
5. to treat my colleagues and the public with esteem and deference especially in the face of disagreement or differences of opinion.
6. to never, under any circumstance, while an STNC representative at meetings, functions or events, engage in any verbal or physical attack on any individual
7. to represent myself as a member of the NC only on issues the NC has already agreed to consider and not use my position on the Board, or as a Committee member, for self-promotion.
8. to publicly disclose any personal conflict of interest regarding community issues and recuse myself from voting on such matters.
9. to seek advice from the Office of the City Attorney to clarify any doubts regarding personal conflict of interest issues.
10. to respect the time given to each member, and communicate my ideas and points of view succinctly and clearly. Quickly keeping them germane to the subject. I will allow others to do the same without interruption.
11. to listen to and hear other points of view and to make the best possible effort to understand the issues before me.
12. to practice the art of disagreeing without being disagreeable, to use acceptable language and never revert to profanities, abusive, threatening, obscene, derogatory or disparaging language for any reason.

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13. to learn the applicable laws that govern Neighborhood Councils including bylaws, standing rules, meeting procedures, the Brown Act, conflict of interest laws, City ordinances and the City Charter.
14. seek and impart information truthfully.
15. take responsibility for my own actions and work to fulfill my role and responsibilities as specified in the bylaws
16. promote and enforce a safe meeting environment at all times. If members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow board members in demanding that those persons conduct themselves in a respectful and orderly manner. If such persons fail to comply, I will support having them removed from the meeting regardless if I agree with their expressed point of view.
17. Report any violation of laws and rules in a civil manner.