

Standing Rules Committee
as of October 28, 2020

Working list of proposed standing rules as discussed at the October 26, 2020 standing rules committee meeting

- 1 What to do with the old Standing Rules? update them? withdraw them?
- 2 A rule addressing how to make Standing Rules
Rule that describes the procedures for establishing a standing rule
- 3 Appointment of Parliamentarian
The Board on October 14, 2020 directed that the Standing Rules Committee prepare appropriate language to create a standing rule that the Parliamentarian, who is appointed by the president, that the appointment be ratified by the board". should we write a standing rule to provide an additional method of appointing a parliamentarian per Bylaws Article XII?
in order to provide checks and balances
allow for the board to voice its disapproval of the parliamentarian and remove him or her.
a standing rule that the board may remove the parliamentarian who has been appointed by the president
shall we define "unbiased" parliamentarian as it is stated in the bylaws
- 4 A rule describing how to validate stakeholders. Establish a form and a procedure
City clerk verifies stakeholder status at election,
City Clerk will have voters fill out a form to qualify
but between elections we don't have a process.
board members are either "elected" or "appointed"
could we propose a committee to vet candidates for interim appointment to the board
how do we qualify a candidate?
do we need a checklist of requirements to be on the board
do the bylaws specify whose responsibility it is to vet appointed candidates
create a timeline for submission of an interim application
NEED an application form that includes specificity regarding applicant's qualifications
is there a difference between qualifications of elections vs appointed candidates
- 5 Application for Board Membership.
procedure for receiving applications for board membership. Who does an applicant for an appointed board position submit his or her documents? To the Secretary? Shall the Secretary be the person to review such submitted documents or should it be another person or a committee. Someone needs to assure the application is complete before the proposed appointment appears on the STNC agenda. If such submittal lacks any of the listed requirements then what happens? Shall it be returned to the applicant with a written explanation for why this application is incomplete. Rule needs to state that no application will be forwarded to the board for consideration unless it is complete.
- 6 Duties of the Secretary. Receipt and distribution of correspondence.
Procedures for the STNC Secretary upon receiving correspondence from stakeholders. All such correspondence shall be included in the package for the next board meeting and listed on the agenda under the title "Public Correspondence"
- 7 Agenda Requests – How does a non-board member versus a board member get an item onto the agenda? Is it accurate to say that the agenda is established by the executive committee and anyone, whether a board member or a non board member may request the executive committee to place any item on the agenda with every expectation that that request will be honored. Does the Executive Committee have the choice of altering the wording of the request or must the request go onto the agenda in the exact wording of the request. Do we want a separate

committee to vet these requests before they go to the Executive Committee? Are there time limits between date of request and date agendaized? Do we need a tighter rule that describes this process. How to settle disputes. What rules would govern submittals made through the STNC website? Should there be the ability to submit requests on the STNC website?

- 8 Funding – NPGs and events. A rule describing the process through which a request for an NPG must go before it goes to the Board for a vote.
- 9 Establishment of New Committees – Ad Hoc Committees
- 10 Board Elections Committee
define how many members, when to meet, minutes, names of committee members, basic things like what a committee must have. committee members can't be candidates.
suggestion that committee members have to take the ethics training to avoid conflicts of interest. all items need to be approved by the board. agendas must be open and transparent and be specific, not open ended. any left over materials should be offered to the board to help be distributed. the election committee must be unbiased. need translation services available. must be unbiased. the rule needs to say that. meeting needs to be open to the public, must be an open meeting. must follow all the rules every other committee must follow. advertising should it be vetted by the board. all expenditures need to be approved by the board.
- 11 Forums, Townhalls
do we need standing rules governing forums and townhalls?
- 12 Zoom / Virtual Events
Do we need standing rules governing Zoom and virtual events. Should there be a rule regarding the "raised hand" feature of Zoom. How to accommodate people who are attending the meeting with an internet interface (a cell phone, etc) that doesn't provide them the ability to raise their hand?
- 13 Social Media Rules
The City is working on a social media policy now. Do we wait to see what those rules are before we address this issue
- 14 Official Addresses – email,
- 15 Request for advice from City Attorney
Do we need to describe the process for any board member to communicate with the City Attorney. Do we note in our rules that anyone whose name appears on an NPG may directly go to the City Attorney, and is that accurate?
- 16 Sign in and Out
Do we need a standing rule requiring anyone going into our storage facilities to sign in and out whether or not they remove or deliver anything to the facility? Does an individual need to be assigned to maintaining this list.
- 17 Land Use Committee or Issue Outreach
Do we need a standing rule describing how to get our neighbors out to meetings?
- 18 Do we need a rule describing how committees go about getting their requests placed on the Board meeting agendas? How to insure that requests that go to the Board are actually complete. How to follow through and insure that once a project has been completed that the committee chair report back to the Board on the project's success. Do committee chairs need to go to the City's Funding Workshop before they submit event packets.

- 19 Internal Grievances – how to handle ?
does this apply to only committee members or to the general public as well?
Do we need a rule describing a process for conflict resolution regarding conflicts between individual board members, or? board members and individuals in the community. Should this be handled through the grievance process or should there be another process, or should there be an entirely different process. How does this interface with BONC's recently proposed tool to handle conflicts apply. Do we want to include this in the censure and removal rules as described in our bylaws?
- 20 Do we need covid-19 related standing rules relating to the removal process?
- 21 We will need a digital media policy that reflects BONC's policy currently in development.