

Greater Wilshire Neighborhood Council (GWNC)

Outreach Committee Protocols

Approved by Committee on 12/07/2019; Board Ratified on 01/08/2020

Purpose, Duties, and Responsibilities

The Greater Wilshire Neighborhood Council Outreach Committee shall:

1. Provide opportunities for Board Members to engage stakeholders in order to bring awareness to this Neighborhood Council and its work, and to facilitate better representation of Stakeholders to the city;
2. Encourage all stakeholders to participate in all activities of this Neighborhood Council, including recruiting nominees for subsequent election to the GWNC Board;
3. Create and disseminate digital and physical resources that educate stakeholders, Committee Members, and Board Members on various aspects of city, county, and private events and resources available and pertinent to them and that fall within the mandate of the GWNC;
4. Support the inter-communication of the GWNC standing committees;
5. Stay neutral in all circumstances, not endorsing political policies or candidates; but providing a forum for conversation around such topics when constructive;
6. Facilitate networking and collaboration with outside community and city organizations and other neighborhood councils to create joint community engagement opportunities and to address quality of life issues in the city.

Committee Membership

Membership on the GWNC Outreach Committee (hereinafter "The Committee") shall be open to all GWNC Stakeholders as defined in Article IV and Attachment B of the GWNC Bylaws. The Committee shall not have alternate members.

Upon notification of an interest in joining The Committee, The Chairperson shall verify eligibility for membership and then, if eligible, may place that person's name onto the subsequent meeting's agenda for review and possible action to appoint.

Once appointed, Committee Members shall serve for an indefinite period of time; unless and until 1) the member resigns or 2) the member loses eligibility as a stakeholder of the GWNC.

In extraordinary circumstances, the committee may, by a two-thirds vote and in consultation with the Board President, create a fair and impartial process through which a member may be removed.

Biennial elections of The GWNC Board (hereinafter "The Board") shall not affect the membership of The Committee; but The Committee shall vote to affirm its membership at its first regular meeting after said election, for ratification by the newly-elected Board.

Any Committee Member who misses two consecutive meetings, shall automatically be placed on a leave of absence. Said members shall lose voting rights and shall no longer count toward committee quorum. Any leave of absence shall end automatically, with full rights restored, at the beginning of the second consecutive meeting attended by the member in question.

All Committee Members shall be required to complete any and all trainings as required by motion of The Board. Completed training certificates should be forwarded to The Chairperson, The Board Secretary, and The Board Admin (if applicable) for proper inclusion in The Board's files.

Fifty-one percent (51%) of The Committee's membership shall constitute a quorum. A vote on any matter on The Committee's agenda cannot be made unless there is a quorum present at the time of the vote.

Leadership Structure

The Committee shall elect a Chairperson after each regular, biennial, election of the board of the GWNC. The Chairperson shall be elected from among the members of The Committee, shall have been a member of The Committee for no less than one (1) year prior to their election and shall be a Member or Alternate Member of The Board, unless otherwise provided for by a two-thirds vote of The Committee. Once elected, a motion for ratification of the election shall be placed on the subsequent agenda of The Board for a vote of the full board.

The Chairperson shall preside over Committee meetings and shall serve as the chief representative of the Outreach Committee. The Chairperson shall be, in consultation with the Board Secretary and Committee Members, responsible for the timely creation, distribution, and facilitation of Committee meeting agendas and, unless otherwise assigned, shall be responsible for keeping minutes of Committee meetings for eventual posting in their regular fashion. The Chairperson shall also serve as a member of the biennial ad-hoc election committee and perform other duties as adopted by official action of The Committee.

The Committee may replace The Chairperson at any time by a majority vote. The Chairperson may also resign their position at any time. If necessary, The Committee may vote on an emergency item to elect an Acting Chairperson. Said Acting Chairperson shall serve until a new Chairperson is elected as outlined above, but for no longer than a period of three (3) months.

The Committee may elect a Secretary to perform such duties as adopted by official action of The Committee at the time of said election.

Committee Process

The Committee shall meet regularly on the first Saturday of every month, or at such other times as directed by The Committee. The location of meetings shall comply with all relevant laws and regulations, be within Council boundaries, and should be in the same place and at the same time as often as possible to avoid stakeholder confusion.

As necessary, The Committee may meet in joint session with other committees regarding items of concern to both committees.

The Committee shall be governed by GWNC Bylaws, Board Rules, and social media policy, as well as Robert's Rules of Order, policies duly enacted by the Board of Neighborhood Councils (BONC), and The Ralph M. Brown Act of 1953.

Unless otherwise empowered by Board Action, all motions by The Committee shall be considered recommendations of official action to The Board and shall be passed or failed by a majority vote of the total number of Committee members present, not including abstentions at a meeting, except as otherwise expressly provided herein. There shall be no proxy voting.

Being particularly privy to the sensitive, personal, information of GWNC Stakeholders and partners through the course of its regular work, The Committee shall be mindful of Section 5B (Privacy) and Section 5C (Communication) of the GWNC Bylaws.

Reconsideration and Amendment

Motions to reconsider shall be governed by Article 8 Section 4 of the GWNC Bylaws.

This document may be amended at any regular, duly-noticed, meeting of The Committee by a two-thirds majority vote of all members.