

Greater Wilshire Neighborhood Council Transportation Committee Protocols
Approved by Committee on July 27, 2020; Board Ratified on August 19, 2020

Purpose, Duties, and Responsibilities

The Greater Wilshire Neighborhood Council Transportation Committee (hereinafter “The Committee”) shall:

1. Serve as a convening opportunity for neighborhoods to bring their issues; and advise, counsel, discuss, and be a sounding board as practicable;
2. Refer issues to Area and Special Interest Board Members as appropriate.
3. Facilitate discussions between stakeholders and City departments with regard to transportation;
4. Provide recommendations to the GWNC Board;
5. Parse parking issues with the GWNC Land Use Committee, where parking associated with a structure or development would typically fall to the Land Use Committee, with the possible advice of the Transportation Committee; while parking associated with traffic flow would fall to the Transportation Committee, with the possible advice of Land Use;
6. Engage with the Land Use Committee where transportation projects may bear on the aesthetic quality or identity of GWNC Areas;
7. Work with the Environmental & Sustainability Committee to advocate for environmentally sustainable transportation modes;
8. Be responsive to stakeholder concerns around safety and requests for safety mitigations; encourage the safety of all users of GWNC streets and other rights-of-way; encourage youth transportation safety programs;
9. Provide a venue to discuss new and alternative transportation; and invite the participation of grassroots organizations seeking to innovate in the transportation space;
10. Review and make recommendations regarding projects and proposals considered by LA Metro;
11. Review and make recommendations regarding motions before the City Council and its Transportation Committee;
12. Present or participate in town-hall style events to address prominent or potential neighborhood concerns.

The Committee shall refrain from taking positions on preferential parking, speed humps, and other contentious neighborhood and block-level efforts and instead ensure stakeholders understand City procedures and have the appropriate contacts to pursue their ends. The Committee may intervene when the City fails to be responsive.

Committee Membership

Membership on the GWNC Transportation 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.

The Committee shall be composed of at least two (2) Board Members or Alternates and no more than would constitute a “majority of a quorum” of the GWNC Board minus one (1). A Board Member and their Alternate would count as one in this calculation.

There shall be a maximum of nine (9) voting Members of the Committee and a maximum of two (2) Committee Members from any given GWNC Geographic Area. These limits will not be cause to remove any current Member of The Committee.

Additional Members to the Committee may be added by Board Action.

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 six months 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 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 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 fourth Monday of odd-numbered months, or at such other times as directed by The Committee, and at least quarterly.

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.

Agenda items may be added or reorganized at the discretion of the Chair or by official action of the Committee. Agenda requests shall be made during the General Public Comment section of the preceding Committee meeting or during the Requests for Future Agenda Items section.

The Board may instruct the Committee, by official action, to take up an agenda item at its next regular meeting.

In order to ensure that the members of the Committee have adequate time to consider all Agenda items, all those who wish to speak at Committee meetings must be recognized to speak by the Meeting Chair, and shall have time limits, as follows:

- Members of the public may speak on a non-Agenda and/or Agenda item for 2 minutes;

- Invited speakers and government officials may speak on a non-Agenda and/or Agenda item for 5 minutes and, subject to Committee approval, may speak for an additional 3 minutes;
- Committee Members may speak once for two minutes; and may speak for another minute after everyone else who wishes to speak has spoken;
- After everyone else has spoken, Committee Members may speak, but only on Agenda items (and not on non-Agenda items), for one minute. Committee Members may speak additional times at the discretion of the Meeting Chair or with a two-thirds vote by the Committee.

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.

A two-thirds majority will be required where indicated by Board Rules or Robert's Rules.

Reconsideration

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

Amendments

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

RATIFIED by the following vote of the GWNC Board on the 19th day of August, 2020.

Ayes: 14
 Nays: 0
 Abstaining: 2
 Ineligible: 1
 Absent: 4



Conrad Starr, Secretary
 Greater Wilshire Neighborhood Council