

Empowerment Congress North Area Neighborhood Development Council Standing Rules

The purposes of any Standing Rules are to provide rules and to establish procedures for the conduct of EC NANDC's business when rules and procedures are not provided in the EC NANDC Bylaws:

Leaves of Absence:

- Board members must submit the EC NANDC Leave of Absence request form to the Board President prior to the leave start date.
- Leave of absence request must not exceed a 4 month period. Failure to return within a 4 month period (commencing with the first general board meeting absence), will result in a vacated seat.
- Only one leave of absence request may be submitted within a 12 month period.
- Board members must notify the President of anticipated return date.
- If Board members anticipate a leave that exceeds 4 months, must submit resignation letter to the Board President
- Anyone currently on a leave, will be granted 4 months commencing with the adoption of this rule.

Community Outreach:

- Area representatives should seek to attend at least one neighborhood block club meeting in their area each month and provide a report back to the board of meetings attended.
- At-Large representatives should seek to attend at least one neighborhood block club meeting or community event throughout the EC NANDC area each month and report back to the board of events or meetings attended.

Committees:

- Chairpersons shall submit a copy of their agenda 72 hours prior to their committee meeting to the secretary.
- Chairpersons shall submit a copy of their minutes to the secretary within 72 hours of their meeting. Additional time may be granted by the President.

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Miscellaneous:

- In the event of a failure to meet quorum, the Secretary (or that meeting's chair) shall call roll and mark absent any member not in attendance. This shall count as a regular absence. The President has the discretion to excuse the absence of a Board member if that person provides a reasonable explanation of personal or professional grounds for the absence(s).
- Canceled meetings do not count against the attendance record of any Board members.
- Board members are assumed to attend every meeting. Therefore, it is the policy of the Board that members must notify the President at least 24 hours in advance that they will not be able to attend a meeting.
- Board members are expected to show up promptly at regular board meeting times (e.g. 6:30pm). In the event that a Board member arrives more than 30 minutes after the posted meeting start time, then they will be considered tardy. Three (3) tardies will be considered equivalent to one unexcused absence. The President has the discretion to excuse the tardiness of a Board member if that person provides a reasonable explanation of personal or professional grounds for the tardiness.