

SIMI VALLEY COMMUNITY COUNCIL (SVCC)

STANDING RULES

1. Membership shall be notified a week in advance of each upcoming meeting as to date, time, location, guest speaker and topic, as well as any other matters of significance that will be coming before the membership.
2. The guest speaker's lunch at each General Meeting will be paid out of the SVCC General Funds.
3. The Executive Board will meet before the meeting of the General Membership, at a time and place to be determined by the President. Zoom Board meetings are acceptable.
4. It is the responsibility of each member to pay in May (date tbd by the President) for the reservations to the President's Breakfast (held on the second Saturday in June, unless another date is selected by the board) for every person attending the event from their organization. It is also the responsibility of each member to submit the nomination script for their honoree. Scripts may be edited.
5. Community Service Award certificates are presented at the President's Breakfast to the outstanding volunteer of each organization. Nominations for the Community Service Award shall be made by SVCC members.
6. At the President's Breakfast complimentary tickets may be given to the guest speaker, the person offering the invocation, the photographer, and invited dignitaries or their representatives.
7. A copy of the By-Laws and Standing Rules shall be given to each Board nominee, by the nominating committee, prior to their election to office in May, to be certain that the nominee understands the duties of that office and is willing to perform them. The By-Laws and Standing Rules shall be made available to any member of the General Membership on the website.
8. The first Board meeting following the President's Breakfast shall be a joint meeting of the incoming and outgoing boards. A portion of the meeting will be devoted to an orientation by the outgoing officer to the successor as well as passing on the records of that office. The remainder of the meeting will be devoted to planning the following year's calendar of events and activities.
9. The Post Office box of the SVCC is Box 146 at the Neil Havens Post Office on Galena. The fee for maintaining this box is paid by September 1 of each year. There are two keys for this box, one of which is held by the Treasurer, and the other by the President.
10. Only SVCC members (one representative from each member organization) are allowed a 30-second "commercial" for announcements regarding their organization. Members may be given more time for special consideration, such as sponsoring a meeting.

11. By-Laws Review Committee

- a. The By-Laws shall be reviewed at least every two years by a standing committee appointed by the President. The Parliamentarian shall serve as Chairman of this Committee whenever possible. Proposed changes to the By-Laws must be presented to the membership at any meeting by email and voted upon the following month.
- b. Standing Rules may be adopted from time to time, as needed to supplement the By-Laws of the SVCC as proposed by this Review Committee. Standing Rules may be adopted without previous notice by a majority vote at any General Meeting.

12. New Membership dues are payable at the time the application is submitted. If a new member joins SVCC in April or May, the membership will be covered through June of the next year. Renewing membership dues are payable in July (the beginning of the fiscal year), unless membership was paid in April or May.