



## **Pacific Palisades Community Council**

*Representing the Palisades Since 1973*

# **NEW MEMBER ORIENTATION**

Welcome to the PPCC Board – the FAQ below is designed to help familiarize you with our work

## **PRESIDENT’S WELCOME:**

Dear New members, I’d like to welcome you to PPCC as new members. We are glad to have you joining us - as one of our goals this year is to engage the community, involve new people in our work and bring new voices to the board and to the issues that Palisadians care about most.

## **“FAQ”**

The following are some frequently asked questions we thought might be helpful to answer:

- **How long is my term?**

Area & At-large reps serve a two-year term; Organizational reps serve a one-year term.

Area and At-large representatives run for election (re-election) every two years.

Organizational representatives are appointed on a rotating basis (based on Appendix A), every year. Board member terms begin on October 1<sup>st</sup>. Officer terms begin on July 1<sup>st</sup>, each year, for a term of one year.

- **What is an Alternate?**

An Alternate (or 2<sup>nd</sup> Alternate) is a member of the board that has been appointed to a specific seat, and has the responsibility to attend a meeting when the primary (or 1<sup>st</sup> Alt) is unable. Alternates may attend and participate in all meetings, but do not vote unless the primary is absent.

- **How do we make and discuss motions?**

Motions are made in advance and noticed on the Agenda prior to each meeting. Ideas can be placed on the agenda for discussion only, or for discussion and vote. Once an item has been placed on the agenda for discussion and possible vote, the board member will introduce and explain the idea, bring informed points of view to the conversation, and allow the President to manage the discussion, ensure proper procedure and bring the discussion to a vote. A pre-worded motion may or may not be presented at the time of agenda distribution. Amendments can be made to any proposed motion, in accordance with the Robert's Rule of Order.

- **How can I bring an issue to the board for discussion?**

You may share the issue with the President and ask that it be brought to the board for discussion. Board members can bring matters to the attention of the President, or the Executive Committee and ask any matter of broad community concern to be brought to the attention of the board for discussion and possible vote.

- **What is our purpose?**

Our purpose is to be a forum for consideration of community issues where community voices can be heard and a variety of points of view are considered in order to form community consensus, and advocate on issues the board determines, by a valid vote, to support. (See PPCC Mission Statement at [www.pacpalicc.org](http://www.pacpalicc.org))

- **Can we talk about our work/topics of PPCC discussion?**

Yes, but unless the board takes a position on an issue, your expression of position must clearly be stated as a personal expression, and not as a representation of the board's position. (See bylaws Article V., Board of Governors, Section 5. Public Statements and a general guideline document here: <https://pacpalicc.org/wp-content/uploads/2018/08/Board-Member-Statements-3.pdf> )

- **What is an At-large Representative?**

An At Large representative represents all Palisadians, regardless of area residence as well as property owners and business operators. The At-large representative considers their interest and advocates and/or votes accordingly on the board.

- **What is our relationship to other community organizations?**

We support other organizations in the Palisades as a general rule, and encourage all activities that strengthen the Palisades community. We specifically support certain priorities, projects and objectives that are brought to the attention of the board, which the board votes to support after consideration and discussion. Organizations that are members of our board can present ideas/initiatives for discussion and/or support other organizations and their initiatives, as voting members of the PPCC.

- **Do we always meet by Zoom, if not where would we meet?**

For now, the board will continue to meet by Zoom. If the President or the Executive Committee believe the board should meet in another way, the President will bring the matter to the board for decision. In addition to in-person or virtual meeting, we may also elect to meet in a hybrid form.

- **How do we give thoughts, ask questions, take a vote by Zoom?**

The presiding officer serves as the master of the Zoom meetings and manages them with discretion. The presiding officer can call upon a board member (in the first order) and the public to comment on any issue, and can call for the vote in keeping with the rules of parliamentary procedure. The presiding officer may ask for raised hands in order to be called upon to speak – these can be physical or virtual raised hands. The President may also call for raised hands for a vote or call for a voice vote. In either case, the presiding officer will make the request clear, and will take into account both physically raised, as well as virtually raised hands.

- *All board member and officers contact emails are listed on the website.*
- *A glossary of frequently used terms, phrases and acronyms can be found here: <https://pacpalicc.org/wp-content/uploads/2022/04/Glossary-of-Commonly-Used-Phrases-Acronyms-2022.pdf>*