

# Mar Vista Community Council Standing Rules

## Authority

These Standing Rules do not in any way supersede the Mar Vista Community Council (MVCC) Bylaws. They do supersede the Standing Rules approved May 13, 2008 and last amended on June 9, 2015 as well as any procedural motions passed by the MVCC Board prior to November 10, 2015. Any amendment to or addition to these Standing Rules must be made by majority vote of the MVCC Directors present at a scheduled Board of Directors (BOD) meeting.

Further, MVCC and these Standing Rules must adhere to the MVCC Bylaws, the California Brown Act, the Department of Neighborhood Empowerment (DONE) and Board of Neighborhood Commissioners (BONC) Rules and all Local, State or Federal laws that apply.

## Section I: The Board

1. All MVCC communications and web postings to the general public or the full MVCC Stakeholder list must be approved by at least three directors of the MVCC Board. All such communications must be from the Chair of the Board of Directors, and not any one individual. There are two exceptions to this rule:
  - a. The posting of agendas, minutes, and E-calendars;
  - b. Communications sent by the Chair, the Secretary or the Chair's designee to inform MVCC stakeholders about Council or Community activities, not to exceed one communication per calendar week.
2. The Chair of the MVCC Board of Directors is the official representative of the Council. No individual Board member or MVCC stakeholder has the authority to speak for the Board on any topic or position unless the Board has previously approved the substance of his/her statement.
3. All MVCC expenditures must conform to the following rules.
  - a. All expenditures must be one of the following four types of purchases. These are the only acceptable purchases the City will fund:
    - i. Operational expenses of the Mar Vista Community Council and its committees to assist in carrying out its duties.
    - ii. Outreach expenses intended to increase community knowledge and/or involvement in the MVCC, City, or any City department.
    - iii. Community improvement projects, as described and approved by DONE..
    - iv. Neighborhood Purpose Grants, as described and approved by DONE.
  - b. All expenditures must be fully compliant with all Department of Neighborhood Empowerment regulations.
    - i. All community improvement projects require submittal of a Community Benefit Statement to the Department of Neighborhood Empowerment.
    - ii. All MVCC Community Improvement Grants and Neighborhood Purposes Grant applications must be accompanied by
      - completed DONE Neighborhood Purposes Grant Proposal Evaluation Form, and
      - documentation of the requesting committee's Community Improvement Grants or Neighborhood Purposes Grant funding recipients and amounts for the preceding two years.

The finalized submission package must be provided to the Chair at least two weeks prior to the Board meeting at which the requested action is to be taken in order to be placed on the agenda. The Chair may waive this requirement **for requests under \$1000.**

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- iii. Completed Funding Request Forms must be electronically submitted to the Secretary and the Treasurer along with operational and outreach funding requests for inclusion of a funding motion on the BOD agenda; this is in addition to the requirements stated in Section I.5.a. The Chair may waive this requirement **for requests under \$1000.**
    - iv. Where appropriate, the Board may choose to require matching funds as a condition of any Community Improvement Grant or Neighborhood Purposes Grant. Where appropriate, the Board may choose to increase or reduce the requested amount in order to ensure the broadest possible benefits to the community at large.
  - c. The Treasurer or Chair may approve expenditures and reimbursements under \$300 if they are in accordance with the annually approved MVCC budget.
  - d. All expenditures not covered by item 3.c above require approval by a majority vote of the MVCC Directors present at a scheduled Board of Directors meeting. These expenditures, if involving purchase of goods or services exceeding \$1000, must be made only after consideration of alternate bids, or estimates. This requirement may be waived by action of the Board when the expenditure specifics so dictate.
4. The MVCC Board of Directors must approve substantive changes to the MVCC Web site design, hosting, and choice of management (webmaster) by a majority vote of Directors present at a scheduled BOD meeting. The Outreach Committee is charged with facilitating these changes, and will consider multiple options before presenting a proposal to the full Board for approval. The Outreach Committee must make every effort to include all interested Board members in this process. The final proposal will be presented in appropriate detail to the full Board. The Board and public will review this proposal for 30 days, and at the next meeting of the Board the proposal will be submitted for approval. Non-substantive changes or additions may be made as soon as practical.
5. The process for Board of Directors meeting agendas is as follows:
  - a. Agenda items must be submitted to the Secretary. The Secretary must email a request for submissions to all Board members and committee chairs. The Secretary may set an agenda closing date and time but must provide all Board members with at least 48 hours notice. Agenda items received after the closing date and time may, at the discretion of the Secretary or Chair, be included in the agenda if feasible.
  - b. The agenda must identify the Committee, Director or Stakeholder submitting each motion and assign it to one of the following categories:
    - Funding
    - Policy
    - Administrative
  - c. The Secretary must email a final agenda to the Board of Directors and committee chairs at least four hours before posting the agenda if feasible. Submitters are responsible for verifying that their motions are included and promptly informing the Secretary if they are omitted. The Treasurer is responsible for notifying the Secretary if the paperwork for a funding request is not in order.
  - d. The Secretary or designee posts agendas for Board of Directors meetings in accordance with MVCC By-laws and in the following places:
    - On the official MVCC website
    - Via email to subscribers to the MVCC general email list
    - At public locations designated by the Board of Directors.
6. Within seven days of the Board Meeting the Secretary must forward draft minutes by e-mail to all Board members and committee chairs.

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7. The Chair will ensure that notice of each board policy motion is sent to all parties designated in the motion or, at the discretion of the Chair, to appropriate interested parties. It is the responsibility of the originating Committee or individual to provide the Chair with the recipients names, titles as appropriate, and email addresses, unless the chair waives this responsibility. The motion must be sent under the official MVCC letterhead, with the signature of the Board Chair, and should be done within ten days after the Board approval.
8. Upon approval of the minutes by the Board the Secretary or designee must
  - a. Post the minutes to an easily accessible page on the MVCC website.
  - b. Post each funding motion to an easily accessible page on the website labeled as “MVCC Funding Motions”
  - c. Post each policy motion to an easily accessible page on the website labeled as “MVCC Policy Motions”
  - d. Post each administrative motion to an easily accessible page on the website labeled as “MVCC Administrative Motions”
9. MVCC establishes the following standing appointments as its representatives to the Westside Regional Alliance of Councils (WRAC).
  - a. The current Chair of the MVCC Board of Directors is the MVCC Representative to WRAC.
  - b. The current 1st Vice Chair of the MVCC Board of Directors is the MVCC Alternate Representative to WRAC .
  - c. The MVCC Committee Member for the WRAC Land Use and Planning Committee must be the Chair or Co Chairs of the MVCC PLUM Committee. The MVCC Committee Member for the WRAC Transportation and Mobility Committee must be the Chair or Co Chairs of the MVCC Transportation and Infrastructure Committee. The Chair will designate, as a WRAC Committee Member, the Chair or Co-Chairs of the MVCC committee that most closely reflects the subject matter of other WRAC committees, and submit each appointment to the Board for approval.
  - d. In the event that a standing appointee to WRAC does not wish to represent the MVCC, then the Chair of the Board of Directors must appoint a representative for that position, subject to the approval, by majority vote, of the Board of Directors.
  - e. All MVCC representatives to WRAC must vote on any policy issue before WRAC in accordance with the existing policies and actions taken by MVCC on that issue. In the event that the MVCC has not taken a position on the issue, the representative must bring the item to the MVCC Board for consideration and decision before casting a vote on the issue at WRAC. MVCC representatives to WRAC may vote on WRAC administrative items using their best judgment, keeping in mind the best interests of the MVCC.
10. **In order to insure ethics, openness and transparency with regard to *ex parte* communications:**
  - **All Board and Committee agendas must include a standing agenda item entitled “*Ex Parte* Declaration.”**
  - ***Ex parte* communications on any agenzized item engaged in by any MVCC Board Member or by any Committee Chair, or Co-Chair must be declared verbally at the beginning of all meetings.**
  - ***Ex parte* declarations must be noted in the official minutes of meetings, including details such as meeting dates, identities of the participants and the substance of the communication.**

## Section II. Committees

1. All committees must be formed in accordance with the MVCC By-laws Article VIII. Each committee must have the involvement of at least one Board member. All Board members are expected to serve

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on at least one committee. All committees must operate under the Authority Section of the MVCC bylaws and these Standing Rules.

2. The Chair of the MVCC Board will appoint a Chair, or alternatively, Co-Chairs, for each committee at the next Board meeting after each election of Officers of the Board, or thereafter as they are formed, and submit each appointment to the Board for its approval. The Board may remove any committee Chair or Co-Chair by majority vote. A committee may appoint any additional officers it deems necessary.
3. **If a committee has two or more co-chairs instead of a single chair, the MVCC chair designates one co-chair to preside over the committee's meetings and meeting agendas. The MVCC chair may waive this requirement or delegate selection to the committee.**
4. All committees will function as one of the following:
  - a. Executive and Budget Committee: Members are the Officers of the Board of Directors.
  - b. Standing Committee: A standing committee is formed to focus and deliberate on a specific area of Board interest. It meets on a regular basis, and continues in existence until disbanded by the Board.
  - c. Ad Hoc Committee: An ad hoc committee is formed to complete a specific task. Upon completion of the assigned task and reported to the Board, or by a Board assigned date, the ad hoc committee must be disbanded.
5. Participation on any standing or ad hoc committee is open to any MVCC Stakeholder. Any recommendation or motion submitted by a committee for Board consideration must first be approved by a majority of the Stakeholders present at a scheduled committee meeting.
6. All standing and ad hoc committees must:
  - a. Create a mission statement stating the committee's purpose and areas of responsibilities.
  - b. Create a properly posted agenda for each regular meeting at least 72 hours prior to the start of the meeting. The agenda must be posted on the MVCC website, **and** emailed to the MVCC Board of Directors and all subscribers to the Committee's newsletters, ~~and posted at public locations designated by the Board of Directors.~~
  - c. **Comply with Section I.10 rules regarding *Ex Parte* communications.**
  - d. Have meeting minutes taken, approved, and posted to the MVCC website. **For each item on the agenda, there should be a corresponding item in the minutes. The minutes should contain enough information to show that the committee reasonably came to reasonable decisions. Proper minutes will include:**
    - **Meeting date, time and location**
    - **Names of committee members in attendance**
    - **Motions made, a brief account of any debate and voting results**
    - **Reports and documents introduced**
    - **Future action steps.**
  - e. Respond to stakeholder claims and requests in its area of responsibility
  - f. Notify the appropriate Zone Director(s) of any agenda item that is specific to an address in or adjacent to their zone. Working with the Committee, the Zone Director(s) must provide reasonable notification to stakeholders in the immediate neighborhood. One such reasonable notification might be a distribution of flyers by the Zone Director, aided by volunteers from the committee and community.

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In addition, for any agenda item deemed sufficiently controversial or of immediate interest to the general stakeholder population, it is the responsibility of the committee to notify the MVCC Chair and request the sending of a notice of the agenda item, along with the time and location of the meeting, to the general stakeholder email list. The committee may also post notices to established social media outlets.

Notifications must be neutral in tone and not present arguments for or against the agenda item or seek to incite. All notifications must be submitted to and approved by the MVCC Chair prior to distribution.

- g. Report findings and/or recommendations to the Board.
  - h. Where a controversial motion duly made and passed by a committee is presented for consideration to the full MVCC board, a chair/co-chair of that committee, or another person so designated by the same, must deliver a minority report presenting the arguments, if any, voiced in opposition to the motion. This paragraph (g) does not limit or otherwise displace any other requirements of motions made to the full board provided for by the Authority of these Standing Rules or the Authority of the MVCC Bylaws.
7. A committee, or its members, must not in any way represent itself to the public or to any public official as conveying or representing a policy or directive from that committee, or from MVCC, unless that policy or directive has been fully approved by the Board in a public meeting and the communication has prior approved by the Chair of the MVCC.
  8. In the event that a topic is deemed to be relevant to two or more committees, a joint committee meeting may be convened. The joint meeting, operating under Robert's Rules of Order and the Brown Act can deal with the stated topic, and only the stated topic. A designated committee chair is responsible for submitted the joint committee recommendation to the Board for final resolution at the next Board meeting.
  9. Email notification lists used by committee chairs to communicate to interested community members must be maintained in the MVCC website's Early Notification System, in order to insure that when committee chairs are changed or replaced, the email list will be accessible to the new committee chair.
  10. Items requested by a Director or by a petition signed by not less than five Stakeholders must be placed on the agenda of any MVCC committee providing it is submitted to the Chair of the committee at least five calendar days prior to the scheduled meeting **must be placed on the agenda of the MVCC committee to which that item is directed for a meeting of that committee that is not more than 60 days after submission to the committee chair.** Community Improvement Grants or Neighborhood Purposes Grant funding proposals requested by a Director, or by Stakeholder petition, must fulfill the requirements of Section 1.3.b.i of these Standing Rules.

### Section III: Social Media Policy:

1. The Council's official website at [www.marvista.org](http://www.marvista.org) is the Council's primary means of Internet communication. This Social Media Policy establishes guidelines for the establishment and use by the Mar Vista Community Council ("Council") of social media sites as a means of conveying information to members of the public.
2. Definitions
  - "Social media" refers to any electronic communication outlet intended to facilitate the distribution of user-generate content to a broad audience. Examples of social media include, but are not limited to, Facebook, Twitter, Blogs, RSS, YouTube, LinkedIn, Delicious, and Flickr.
  - "Council social media sites" means social media outlets established and maintained by the Council and its committees.

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- “Posts” or “a posting” means information, articles, pictures, videos or any other form of communication posted on a social media outlet.
3. The intended purpose of Council social media sites is to disseminate information from the Council about the Council’s mission, meetings, activities and current issues, as well as about community events of general interest, to members of the public. The sites must focus on Council issues, projects, news and events; they are not intended to be a public forum.
  4. The Council administers Council social media sites, but the content on the sites is not entirely controlled by the Council. The Council does not endorse any link or advertisements on its social media sites placed by the outlet’s owners or their vendors or partners. The Council reserves the right to remove any content from its social media sites at any time.
  5. Comments can provide valuable information and feedback to MVCC and community members. All comments posted to the Council’s social media sites will be subject to moderation to the extent allowed by the platform. The Council reserves the right to remove inappropriate comments including those that: contain obscene language, or sexual content; threaten or defame any person or organization; violate the legal ownership interest of another party; support or oppose political candidates or causes; promotes illegal activity; promote commercial services or products, or are not related to the particular topic.
  6. The Council reserves the right to restrict or remove any content that is deemed to be in violation of its Social Media Policy or any applicable law.
  7. The Council has an overriding interest and expectation in protecting the information posted on its social media sites and the content that is attributed to the Council and its officials.
  8. The Council has an overriding interest in preventing unauthorized use of its name or official logos. Use of a Council logo or name as well as claims of endorsement by a social media site not controlled by the Council requires pre-approval by the Board. When unauthorized use is discovered and reported, the Council Chair, or designee, must request immediate removal; if this request is not heeded, the Chair must request the support of DONE and/or the City Attorney, as appropriate.
  9. Council directors and committee chairs cannot say anything on any social media outlet that implies they are speaking as representative of the Council unless the Board has previously approved the substance of his/her statement.
  10. Council Social Media Sites General Policy
    - a. All social media outlets established by the Council or any of its committees are deemed to be Council sites and are subject to approval by a designated director. Approved Council sites must bear the name and/or official logo of the Council and include a link back to the Council’s official website
    - b. Council social media sites must link back to the Council’s official website for forms, documents, online services and other information necessary to conduct business with the Council.
    - c. Council social media sites must be managed consistent with the governing Authority of MVCC. Members of the Council and Council Committees must not respond to any published postings, or use the site or any form of electronic communication to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body.
    - d. All content on Council social media sites is subject to the review and moderation of a designated director.
    - e. The Council reserves the right to terminate any Council social media site at any time without notice.
    - f. Authoring authority on a site may be granted to only a limited number of people. Access privileges should be periodically reviewed, removing those no longer requiring author access.

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- g. Stakeholders representing the Council on Council social media sites must conduct themselves at all times as a professional representative of the Council and in accordance with all Council policies.
  - h. Council social media sites must comply with usage rules and regulations required by the site provider, including privacy policies.
  - i. All Council social media sites must adhere to applicable federal, state and local laws, regulations and policies.
  - j. Council social media sites are subject to the California Public Records Act. Any content maintained on a Council social media site that is related to Council business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. Prior written consent considerations may limit disclosure of Stakeholder information.
  - k. Council social media sites may contain content, including but not limited to, advertisements or hyperlinks over which the Council has no control. The Council does not endorse any hyperlink or advertisement placed on Council social media sites by the social media site's owners, vendors, or partners.
  - l. Council social media sites may acknowledge supporters of Council activities on a Council social media site related to the activity. Support may include, but is not limited to donation of funding, goods, services, facility use and expertise. Acknowledgement may include, but is not limited to, posting of a logo, a link to the entity's web or social media site, images that identify the entity. Acknowledgement is recognition of support and must not promote the purchase of products and services, or solicit votes.
  - m. The Council reserves the right to change, modify, or amend all or part of this policy at any time.
11. Content Guidelines
- a. The content of Council social media sites must pertain to one of the following:
    - Policy positions adopted by the Board.
    - Council-sponsored or Council-endorsed programs, services, and events.
    - A Council committee's approved mission.Content includes, but is not limited to, information, photographs, videos, and hyperlinks.
  - b. Council social media site content authors must make a reasonable attempt to avoid copyright infringement. Content provided by 3<sup>rd</sup> parties for posting to a Council social media site is presumed to have full permission or rights unless there is clear evidence to the contrary. Council social media sites must include "© Copyright YYYY Mar Vista Community Council – All rights reserved." where applicable and feasible.
  - d. Any Council director or stakeholder authorized to post items on any of the Council's social media sites must not express his or her own personal views or concerns through such postings. Instead, postings on any of the Council's social media sites by an authorized Council stakeholder must only reflect the views of the Council.
  - e. Postings must contain only information that is freely available to the public and not be confidential as defined by any Council policy or State or Federal law;
  - f. Postings may NOT contain any personal information, except for the names of Council Directors and volunteers whose job duties include being available for contact by the public;
  - g. Postings to Council social media sites must NOT contain any of the following:
    - Comments that are not topically related to the particular posting being commented upon
    - Comments in support of, or opposition to, political campaigns, candidates or ballot measures

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- Profane language or content
  - Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance,
  - Sexual content or links to sexual content
  - Solicitations of commerce
  - Conduct or encouragement of illegal activity
  - Information that may tend to compromise the safety or security of the public or public systems
  - Content that violates a legal ownership interest of any other party
- h. These guidelines must be displayed to users or made available by hyperlink on all Council social media sites when feasible. When possible, any content removed based on these guidelines should be retained, including the time, date and identity of the poster, when available.
- i. The Council reserves the right to implement or remove any functionality of its social media site, when deemed appropriate by a designated director or a quorum of the Board of Directors. This includes, but is not limited to, information, articles, pictures, videos or any other form of communication that is posted on a Council social media site.
- j. Except as expressly provided in this Policy, accessing any social media site must comply with all applicable Council policies pertaining to communications and the use of the internet by Council Directors, including e-mail content.

### Section IV: Non-Internet Media Policy

1. This Non-Internet Media Policy establishes guidelines for “traditional” media used as a means of conveying information to members of the public. Such media is not dependent on the Internet for display. It includes, but is not limited to:
  - Printed materials such as flyers, banners, signs, paper agendas, business cards, certificates and door hangers
  - Displays such as bulletin boards
  - Identification items such as name badges and event t-shirts
  - Branded outreach items such as reusable bags and embossed pens
2. Unless otherwise stated, each provision of this Policy applies to Council and non-Council media. “Council media” is media produced by or for the Council. “Non-Council media” is media produced by other entities and made available at Council events and venues as well as media that includes the Council’s name and/or logos.
3. Media subject to this Policy must NOT contain any of the following:
  - Profane language or content
  - Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance,
  - Sexual content or links to sexual content
  - Solicitations of commerce
  - Conduct or encouragement of illegal activity
  - Information that may tend to compromise the safety or security of the public or public systems
  - Content that violates a legal ownership interest of any other party

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4. The content of Council media must pertain to one of the following:
  - Policy positions adopted by the Board
  - Council-sponsored or Council-endorsed programs, services, and events
  - A Council or committee's approved missionContent includes, but is not limited to, information, images, and videos.
5. Council media may acknowledge supporters of Council activities. Support may include, but is not limited to donation of funding, goods, services, facility use and expertise. Acknowledgement is recognition of support and must not promote the purchase of products and services, or solicit votes.
6. Council media cannot be used to support or oppose political campaigns, candidates or ballot measures unless the Council has approved the position at a public meeting and authorized the media.
7. Council media must not contain information that is confidential as defined by any Council policy or State or Federal law;
8. The Council has an overriding interest in preventing unauthorized use of its name or official logos. Use of a Council logo or name as well as claims of Council endorsement by non-Council entities requires pre-approval by the Board. When unauthorized use is discovered and reported the Council Chair, or designee, must request an immediate halt to display or distribution of the media; if this request is not heeded, the Chair must request the support of DONE and/or the City Attorney, as appropriate.

### Section V: Green and MVCC Tents Policy

1. The intended purpose of the MVCC Tents at the Mar Vista Farmers' Market or other venues is to conduct community outreach by
  - Disseminating information about the Council's mission, meetings, activities, and current issues, to Stakeholders.
  - Interacting with and receiving feedback from Stakeholders
  - Providing a venue for the community's public officials and service organizations to perform community outreach
2. Stakeholders representing the Council at a Tent must conduct themselves at all times as a professional representative of the Council and in accordance with all Council policies.
3. Candidates for public office and their surrogates must not campaign in or near the tents. This prohibition includes candidates for the Council.
4. A tent guest host or presenter must not in any way represent his/herself to the public or to any public official as conveying or representing a Council policy or directive unless that policy or directive has been fully approved by the Board in a public meeting.
5. Advocacy for a public policy position, including but not limited to solicitation of signatures on a petition, is not permitted in or near the tents unless the position can reasonably be linked to a policy or mission approved by the Council. The Council Chair, or designee, is the arbiter of whether such linkage exists.
6. Displays and media at a tent must conform to Section IV, Non-Internet Media Policy.
7. When addressing topics that would generally be considered controversial within the MVCC community, both pro and con views must be presented. The Council Chair, or designee, is the arbiter of whether a topic is controversial.
8. A tent guest host or presenter must not conduct sales or other commercial activity at a Tent. They may collect contact information from people stopping by for later follow-up.

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## Section VI. Grievances

1. If DONE, BONC or another governing authority establishes a grievance process that supersedes this process, MVCC must provide instructions for accessing this process on its official website.
2. Grievances must be filed by a Stakeholder in writing, on a form available from the MVCC Board or Secretary. Such grievance must state in brief, concise terms the allegations and facts supporting the grievance.
3. The grievance must arise out of an action of MVCC and/or an MVCC board member or committee chair acting in an official capacity and must be filed by the person who is making the grievance. Grievances cannot be filed anonymously or filed on behalf of someone else.
4. The grievant must submit the grievance to the MVCC Chair within 45 days of the action taken by MVCC or the board or committee chair.
5. The Grievance Procedure is as follows:
  - a. The Chair notifies the Board that a grievance has been filed and refers the grievance to the Board Secretary.

The Panel must be comprised of three Stakeholders randomly selected from the MVCC General Email List who have expressed interest in serving on a panel and are not currently MVCC directors.
  - b. The Panel has 90 days to address and review the grievance, hold a public hearing, produce a finding and forward recommendations to the Mar Vista Community Council Board of Directors.
  - c. When the Board Secretary advises grievant of the hearing date and time, the notice must contain the following information:
    - The grievant(s) must not contact members of the Grievance Panel in any manner.
    - The grievance hearing will address only the procedural matters pertaining to the specific issue(s) raised in the grievance.
  - d. MVCC Board Secretary must coordinate a time and meeting location for the Panel to meet with person(s) submitting grievance.
  - e. Only the grievant and those requested by the Panel, can ~~appear~~ **speak** at the hearing . If an organization or large numbers of people are named as grievant(s), they must designate one, and only one, person to appear on behalf of the grievant(s).
  - f. The grievant, at the discretion of the Panel, may have up to a maximum of 30 minutes to address the Panel.
  - g. The Panel, at its discretion, may or may not consider any supplemental documentation provided by the grievant.
  - h. It is the Panel's discretion to call upon witnesses and/or hear written statements from other parties involved.
  - i. The Board Secretary must provide motions and any information regarding MVCC actions needed by the Panel.
  - j. All discussions by the Panel of the grievance must include all three Panel members; the MVCC Secretary, or designee, must record the substance of the discussion and provide minutes upon request by a governing agency. After the Panel determines its findings, a member of the Panel must prepare a written report outlining the Panel's collective recommendations for resolving the grievance(s) and forward it to the MVCC Secretary for presentation to the Board.
  - k. The Panel is not responsible for maintaining records. The Panel must forward all documents that accepted to the Grievance Hearing to Board Secretary to maintain.