

Sunland-Tujunga Neighborhood Council
STNC BOARD MEMBER RESPONSIBILITIES

**As a Board Member and/or Committee Representative of the STNC,
I agree to**

1. **Attend** all meetings and be on time unless prior arrangements are made.
2. **Conduct myself** in a civil manner at all times and always wait for the presiding officer to recognize me before speaking.
3. **Learn** the applicable laws that govern Neighborhood Councils including bylaws, standing rules, meeting procedures, the Brown Act, conflict of interest laws, city ordinances and the City Charter.
4. **Take responsibility** to fulfill my elected role as specified in the STNC Bylaws.
5. **Support** the chairperson's effort at preserving decorum.
6. **Not use my Board position** for a personal agenda outside my responsibilities as assigned by the STNC Bylaws.

First draft dated June 14, 2006

Second draft dated Sept. 27, 2006

DRAFT APPROVED BY THE BYLAWS/RULES COMMITTEE AND SUBMITTED TO THE STNC EXECUTIVE BOARD FOR AGENDA APPROVAL ON 9/27/06.

Final approved on Oct. 11, 2006

Mark Seigel, Chairman, Bylaws & Rules Committee

Shirley Kellstrom, STNC Parliamentarian/Stakeholder

Ed Rock, Committee Member/Stakeholder

Bill Skiles, Prospective Committee Member/Stakeholder