

NCSA Committee Guidelines

2023 06-01

How we work

- We recognize that much of the power and potential of the NCSA lies in its committees, and the board wants to do what we can to ensure committees' success and to further the NCSA's mission. We also recognize that committees benefit from their association with the NCSA and with each other.
- Every committee chair is expected to strive to meet the NCSA *ways of working* whenever representing the NCSA (including an NCSA committee) and when working with other NCSA representatives (including board and committee members). We strive to work collaboratively with the City of Los Angeles and other entities, and, while we may collaborate with organizations and individuals that attack the City and others in a way that does not build relationships, we strive not to do this ourselves, but rather to build on the good work that others are doing. Therefore, we prefer that the tone we use in our formal or public communications not to be "us-against-them," consistent with our *Ways of Working* document.
- We understand that environmental justice is foundational to sustainability, and that to succeed in Los Angeles, a very diverse city, we must actively work to reach out to underserved or marginalized communities.

Public or formal communication from committees/committee chairs

We ask that content, whether written or oral:

- be professional and well-written (if written)
- be accurate
- use a tone that is constructive and aimed at building relationships rather than derogatory or attacking

Use of the NCSA logo

Committees can use the NCSA logo (on fliers, letters, etc.) after the full committee has reviewed the proposed use, and after obtaining full board approval.

Process for board approval of use of the NCSA logo

Committees/chairs should work with their board liaison on a document, at which point the board liaison can send an editable version to the board. This should be done with as much advance notice as possible, keeping in mind that the board members are volunteers and might not be able to get to their emails and review documents as quickly as committees might like. A few days, at a minimum, are really helpful to the board, and committees are asked to plan ahead.

Committee logos

If committees want, the board can coordinate with them to create their own logo—the NCSA logo with their own tagline (their committee name). Use of this logo does not require explicit board approval (unless a position is taken), although it does require board liaison approval, and permission to use this logo may be suspended by the board at any time.

Committees can use the NCSA logo with their own tagline with board liaison approval and consistent with the guidelines in this document.

NCSA website

June 1, 2023

Each committee chair is encouraged to have a webpage on the NCSA website as part of our outreach, engagement, and education efforts. We would like to make sure that each public-facing committee has a webpage, with a photo and short biography of the chair (and perhaps a list of active committee members), along with meeting times and ways to participate.

Committee chairs can have administrative access to the website and update the webpage themselves or arrange for another committee member or designee (in either case to be approved by the board liaison) or the board liaison to update it, or, if changes are infrequent/minimal, the webmaster can update it.

Committees are asked to update the website calendar (either directly or via their liaison, their designee, or the webmaster) with their regular meeting times.

We ask that committee chairs/members/designees work with their board liaisons on their respective webpages. The board liaison will notify the board of any webpage changes, and the board reserves the right to review and edit/change any committee webpage content.

Email communications

Use of any NCSA (as opposed to committee) email list must be approved by the board after the board liaison has worked with the committee. This is to manage content and frequency of communication with our stakeholders.

Committees are free to build their own email lists, which can be hosted on NationBuilder, and use them at their discretion, with board liaison approval. The board can support the building of the email lists by conducting outreach on the committees' behalf.

Committee positions

We do want to ensure that committee members have the opportunity to contribute to decisions made by committees, so committees can take positions—if they confer with their members. While consensus is desirable, if it can't be achieved due to time constraints or other reasons, at least three committee members must support a proposed position, and the total number in support of the position must exceed the number of committee members opposed to the position.

The board should always be informed before a committee position is publicized and given enough time (at a minimum, three days) to consider any possible ramifications. The board reserves the right to prevent a communication of any particular position in order to address conflicts with the NCSA board, other committee positions, questions about process, or other as-yet unforeseen issues, and for this reason, regular communication between the board and committee via the board liaison is critical.

Committees must clearly identify themselves as committees in order to distinguish themselves from the NCSA membership. In written communication, for example, a committee should identify itself as "the NCSA ____ Committee."

Any such communication should be sent to the board members, committee chairs, and Department of Neighborhood Empowerment representative in addition to the intended audience (e.g., via cc) and also be saved in the online NCSA folder for that respective committee.

Committees are asked to involve and work with neighborhood councils whenever appropriate, particularly when working on local issues.

June 1, 2023

Committee membership

The NCSA strives to be as inclusive as possible, and neighborhood council or community interest stakeholders as defined in the [Los Angeles Administrative Code Section 22.801.1](#) can be committee members. That said, the board understands that some people might not serve to further a committee's mission, and so the committee chair, in collaboration with the board liaison, can determine committee composition.

The board reserves the right to dissolve a committee and remove a committee chair.

Committee content domain/purview

Committees are encouraged to develop a mission statement that will help determine what is and is not in their purview.

Role of the board and board liaison

We want to assist and support our committees. The board liaison should be in regular contact with the committee chair and report back to the board on important developments, including proposed email blasts, fliers, web postings, etc., with or without the NCSA logo.

If the committee chair and board liaison do not agree on something and these guidelines do not address the question at hand, they can bring the question to the board together. If the issue is time-sensitive, the board liaison has the final say.

Committees and social media

Committees, working with their board liaison, can create their own social media (e.g., facebook and Instagram) pages. Committee chairs must maintain the standards of conduct outlined in this and the *Ways of Working* document, and both the board liaison and committee chair or designee should monitor them.

NCSA newsletter and events

Committees are asked to contribute to the NCSA electronic newsletter, which is sent approximately once a month. They can submit content to their board liaison for review and editing.

Committees are also invited to host NCSA forums on content relevant to our member representatives, with board and member support.

Communication and collaboration among committees

Committees are encouraged to collaborate with each other as appropriate, and generally to communicate.

Additional committee chair roles

Committee chairs are expected to regularly convene committees and to attend NCSA meetings.

This is a living document, and we expect that it will require updates and revisions.