

## **President**

### **ARTICLE VI: OFFICERS**

#### **Section 2: Duties and Powers**

##### **A. President**

- Chairs the Board of Officers and Administrative Committee meetings.
- Sets agenda for Administrative Committee meetings
- Appoints chairs of the Ad Hoc Committees, subject to veto by a majority of Administrative Committee
- Acts as chief liaison with Los Angeles City and other government agencies for delivery of Community Impact Statements, California Public Records Act requests, and other correspondence

## **Vice President**

### **ARTICLE VI: OFFICERS**

#### **Section 2: Duties and Powers**

##### **A. Vice President**

- Assumes the duties of the President when the President is unavailable and performs other duties as delegated by the President
- Chairs the Neighborhood Committee
- Acts as chief liaison with other Neighborhood Councils
- Maintains oversight of Standing and Ad Hoc Committees

## **Secretary**

### **ARTICLE VI: OFFICERS**

#### **Section 2: Duties and Powers**

##### **A. Secretary**

- Responsible for producing accurate minutes of Stakeholder, Board of Officers and Administrative Committee meetings and for submitting the minutes for public posting no later than seven (7) days after the meeting at which they are approved but not more than forty-five (45) days after the meeting at which the minutes were taken.
- Maintains all public records of the VNC
- Receives and logs all submissions and correspondence to the VNC and refers them to the appropriate Officer or Committee within seven (7) days

## **Treasurer**

### **FROM THE BYLAWS**

#### ARTICLE VI: OFFICERS

##### Section 2: Duties and Powers

###### A. Treasurer

- Chairs the Budget and Finance Committee
- Oversees the finances of the Neighborhood Council to assure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements
- Submits financial reports to the Board of Officers at every regular meeting

#### ARTICLE VII: COMMITTEES AND THEIR DUTIES

##### Section 1: Standing Committees

- A. Budget and Finance Committee: Chaired by Treasurer. Oversees and administers all VNC financial matters, including system of financial accountability as required by the Department and the City of Los Angeles. Vets all Neighborhood Purpose Grants. Reviews all spending applications and identifies which budget line items they will come from.

### **FROM THE STANDING RULES**

#### **4. Budget Committee**

The Venice Neighborhood Council does not fund refreshments at committee and sub-committee meetings.

For information regarding budget processes, rules and forms, see:

(1) VNC Budget Committee website: <http://www.venicenc.org/budget-committee/>

#### **13. Vacancies: Treasurer**

The President, in the event of a vacancy in the Treasurer position, may appoint a stakeholder (including VNC Officers, with the exception of the President) as a "Fiscal Agent" pro-tempore. The Fiscal Agent will perform duties of the Treasurer until a Treasurer is duly elected.

# Land Use and Planning Committee

## FROM THE BYLAWS

### ARTICLE VI: OFFICERS

#### Section 2: Duties and Powers

##### A. Land Use and Planning Committee Chair

- Chairs the Land Use and Planning Committee
- Responsible for preparation and submission of all required reports to the Board of Officers

### ARTICLE VII: COMMITTEES AND THEIR DUTIES

#### Section 1: Standing Committees

- ##### A. Land Use and Planning Committee: The Land Use and Planning Committee shall review, take public input, report on and make recommendations of actions to the Board of Officers on any land use and planning issues affecting the community.

The Land Use and Planning Committee (LUPC) shall consist of nine (9) Stakeholders including the elected Chair. No Board Officer may serve as a LUPC member with the exception of the Land Use and Planning Committee chair, Eight (8) LUPC members shall be selected by the Board of Officers from a list of candidates who have formally communicated to the Board of Officers their desire to serve on the Land Use and Planning Committee. The Board of Officers shall, within sixty (60) days after beginning their term, hold a Board of Officers meeting for the selection of LUPC members. The eight (8) candidates with the highest vote totals shall be selected.

A LUPC member serves until a replacement has been selected by the Board of Officers. A LUPC member may be removed from service by a majority of the full Board of Officers.

The Land Use and Planning Committee recommendations to the Board of Officers shall be in the form of a written report, which shall include a project description, pros & cons, a summary of community input and any LUPC findings.

## FROM THE STANDING RULES

### 3. LUPC Committee

For information regarding LUPC processes, rules and forms, see:

- (1) LUPC website: <http://venicenc.org/LUPC>

Adopted by Board 090120: Projects which comply with the development standards of the VCZSP or which LUPC determines to be de minimis shall be placed on the board consent calendar without requiring a LUPC hearing or preparation of a LUPC report. The below form letter will be sent to the appropriate entities if the Board agrees with LUPC.

De Minimus Form Letter

Los Angeles City Planning Department  
200 North Spring Street  
Los Angeles, CA 90012-2601

Subject: CASE NO. (Insert Here)  
Project Address: (Insert Here)  
Applicant: (Insert Here)

Madame/Sir...: (Note: this will probably go to the ZA or planning staff person)

Please be advised that the Venice Neighborhood Council's Board of Officers, upon the recommendation of our Land Use and Planning Committee, has consented to take a position of "No Opinion, No Recommendation Without Prejudice" and not send a recommendation for action to Council District 11, Planning Department or any other government entity on the referenced planning case. However, we reserve the right to take a position at a later date in the event the project, as initially presented to the hearing authority, is changed without the consent of the affected parties.

Please provide a copy of the decision letter to the Venice Neighborhood Council, Post Office Box 550, Venice, California 90294, or electronically to Board @VeniceNC.org and LUPC@VeniceNC.org.

Thank you for your attention to this matter.

Very truly yours,  
Venice Neighborhood Council  
President of the Venice Neighborhood Council

Cc: Applicant  
Applicant's Representative  
CD11, Councilmember  
Secretary@VeniceNC.org VNC Land Use and Planning Committee  
California Coastal Commission

# Outreach

## FROM THE BYLAWS

### ARTICLE V GOVERNING BODY

#### Section 11: Community Outreach

The VNC shall direct that a system of outreach be instituted to inform the Venice community as to the existence and activities of the VNC, including its Board elections, to find future leaders of the VNC, and to encourage all Stakeholders to seek leadership positions within the VNC.

All Board Officers shall be responsible for participating in the VNC's outreach efforts.

### ARTICLE VI: OFFICERS

#### Section 2: Duties and Powers

##### A. Community Outreach Officer

- Chairs the Community Outreach Planning Committee
- Organizes quarterly Town Halls and special events
- Works with Stakeholders, Board Officers, and Committees to promote participation in VNC activities
- Is in charge of all VNC equipment
- Arranges to have refreshments at VNC Board of Officers meetings

### ARTICLE VII: COMMITTEES AND THEIR DUTIES

#### Section 1: Standing Committees

- ##### A. Outreach and Event Planning Committee: Chaired by Community Outreach Officer. Organizes quarterly Town Halls and special events. Performs ongoing outreach to Stakeholders.

## FROM THE STANDING RULES

### 16. Publication of Events

Adopted 090421

The Venice Neighborhood Council MAY publicize the events, announcements and information from the Departments, Agencies and Officeholders of the City of Los Angeles, the County of Los Angeles, the State of California and the Federal Government of the United States of America. The events and activities of other organizations may be publicized by the Venice Neighborhood Council only if the VNC Board of Directors agrees to sponsor or endorse such events, activities or organizations.

### 20. Outreach and Events Committee

#### A. Town Hall & Event Guidelines

Adopted 090818

The VNC's Bylaws make the Outreach Committee and the Outreach Officer responsible for organizing our quarterly Town Halls. In 2007, the Outreach Committee appointed a Town Hall/Event Producer to provide continuity of supervision, expert knowledge, communications coordination and a single point of

responsibility for all Town Halls. Our Producer oversees all areas of the event including approval of expenditures, programming, promotion, and physical arrangements.

While determining the topic of each Town Hall is the responsibility of the Outreach Committee, Town Hall content and planning is often delegated to one of the VNC's Standing or Ad Hoc Committees. During the first stages of planning for each Town Hall, the Outreach Officer and Producer meet with those helping to organize the event and an Event Plan is agreed to and put in writing. The plan is established to insure efficient communications and decision making while maintaining the due diligence requirements imposed by our bylaws. Changes to the plan must be approved by the Outreach Officer.

The Producer will make sure that all VNC rules and procedures as well as any city ordinances governing Town Halls and Events are communicated to those planning Town Hall events. It is the producer's responsibility to periodically review Town Hall plans to insure that the established rules, procedures and ordinances are followed. As such, it is suggested that the Producer be invited to all planning meetings.

Town Hall expenditures must be approved in advance by the Producer and invoices/receipts properly submitted to the VNC Treasurer. (Note: Under LA City finance rules, the VNC cannot reimburse any expenditure by non-Board members)

#### **24. Outreach Chair Duties/Responsibilities**

Mission: To engage the broad spectrum of Stakeholders for collaboration and deliberation on matters affecting the community including events, issues and projects.

1. Chair Outreach Committee Meeting and Maintain Outreach Committee web page. Holds regular monthly meetings and special meetings as needed. Creates Outreach Committee meeting agenda and ensures the posting of the agenda and minutes in accordance with the Brown Act and VNC policy.

2. "Organize quarterly Stakeholders meetings and special events" (from Bylaws).

Three of the quarterly Stakeholder meetings are generally organized as "Town Halls"; the fourth meeting is the annual Venice BBQ, held in the summer. Event topics are selected by the Town Hall subcommittee of the Outreach Committee composed of the Outreach Chair, the President, the Event Producer (see below) and one or more Board Members.

The Event Producer (appointed by the Outreach Chair) provides continuity of supervision, expert knowledge, communications coordination and a single point of responsibility for all Town Halls. The Event Producer oversees all areas of the events including approval of expenditures, programming, promotion, and physical arrangements. Town Hall content and planning is often delegated to one of the VNC's Standing or Ad Hoc Committees. During the first stages of planning for each Town Hall, the Outreach Officer and Event Producer meet with those helping to organize the event and an event plan is agreed to and put in writing.

3. Coordinate VNC Tabling Activities

The Outreach Committee staffs a table at events throughout the year. The tables distribute literature about VNC and City events, issues and services; provide for direct interaction between stakeholders and VNC representatives; and provide a means for stakeholders to sign up for VNC emails.



a. Venice Farmers' Market (currently weekly on Fridays)

b. Other regularly scheduled tables are located at the Venice BBQ, Abbot Kinney Festival and other events as determined by the Board or Outreach Chair.

#### 4. VNC Press Releases and email blasts

Coordinate the design, printing and distribution of VNC literature such as press releases, email blasts, and descriptive pamphlets.

The Outreach Chair is responsible for providing and distributing all press releases and edited content for email blast articles. All press releases and email blast articles must be approved by the President. The Outreach Chair is also responsible for relationships with the press, ensuring that the press has access to the Board as necessary, answering press questions and conducting outreach to the press.

#### 5. VNC Newsletter

Ensures that a printed newsletter is prepared according to a schedule determined by the Board: works closely with the Newsletter Editor (appointed by the Outreach Chair) to determine editorial budget and helps with copy-editing newsletter content. Responsible for relationships with newsletter vendors (layout, print, distribution), expediting payments and troubleshooting problems.

#### 6. Outreach Budget

Works with the Treasurer to budget for Outreach activities.

Monitors expenses charged to Outreach budget.

# **Communications**

## **ARTICLE VI: OFFICERS**

### **Section 2: Duties and Powers**

#### **A. Communications Officer**

- Oversees the maintenance and updating of the VNC website.
- Responsible for email announcements to Stakeholders
- Responsible for maintaining and updating the Stakeholder database and ensuring its confidentiality

# Administrative Committee

## FROM THE BYLAWS

### ARTICLE VII

#### Section 1

A. **Administrative Committee:** Consists of eight (8) Officers, including the President, Vice-President, Secretary, Treasurer, and four (4) Community Officers who shall be selected by the fourteen (14) Community Officers at the first Board of Officers meeting. All Administrative Committee meetings shall be agendized as joint meetings with the Board of Officers. Chaired by President. Sets agenda for Board of Officers meetings. Approves the mission statements of proposed Ad Hoc Committees and can veto Ad Hoc Committee Chair appointments. Administrative Committee meetings shall require a minimum of four (4) members present to establish a quorum. The Administrative Committee shall meet at least every two (2) months. The Community Officer members may be removed by a majority vote of the Community Officers.

## FROM THE STANDING RULES

### 5. Administrative Committee Amended 091020

The Administrative Committee does not address or consider the merits of proposed agenda items. Its function is to determine whether a proposed agenda item will be placed on the next Board meeting agenda. Any disputes with a decision of the Adcomm can be resolved using the procedure in VNC Bylaw VII. D.

All agenda requests & supporting documents must be submitted to the Secretary no later than 7:00pm three (3) days prior to the posting deadline for the Administrative Committee meeting six days prior to said meeting. Any request not received by the Secretary as indicated above will not be considered and will be held until the next meeting. Please email supporting documents in digital format with the item title in the subject line.

\* Board Members & Committees must use the Online Agenda Request Form.

\* An Online Agenda Request Form must include contact information, item title, and fully drafted motions/letters. Incomplete or confusing motions or letters will result in the rejection of the item by the Secretary with notice to the person submitting the request & to the President.

Any letter requests shall include the names and addresses of proposed recipients. Proponents of the letter shall prepare it as decided by the board and email it to the President for review, edit and signature. The President shall return the approved version by email to the proponents with a copy to the Secretary for VNC records. Proponents of the letter shall then copy and send the approved letter.

The chair of the Administrative Committee may supercede this rule.

# Neighborhood Committee

## FROM THE BYLAWS

### ARTICLE VII: COMMITTEES AND THEIR DUTIES

#### Section 1: Standing Committees

- A. Neighborhood Committee: Chaired by the Vice President. Using the eight (8) existing neighborhoods defined in the Venice Specific Plan plus the additional neighborhood east of Lincoln Boulevard as a guide, the Committee shall consist of, at a minimum, nine (9) Stakeholders, one (1) from each neighborhood, plus the Chair. Nine (9) Neighborhood Committee members shall be elected by the Board of Officers from a list of candidates who have formally communicated to the Board their desire to serve on the Neighborhood Committee. The Board shall, within thirty (30) days after beginning their term, hold a Board of Officers meeting for the election of Neighborhood Committee members. The candidate with the highest vote totals in each of the nine (9) districts shall be elected. Other neighborhoods and/or Stakeholders representing other neighborhoods or neighborhood interests may then be added at the discretion of the Neighborhood Committee. The committee shall promote greater awareness of available City resources and services and act as a conduit between the Board of Officers and Venice neighborhoods, assisting in community outreach and bringing neighborhood issues to the attention of the Board of Officers. Committee members selected by the Board of Officers may be removed by a majority vote of the full Board of Officers.

## FROM THE STANDING RULES

### 2. Neighborhood Committee

Neighborhood Committee nominations shall remain open pursuant to the existing VNC selection procedures until all positions are filled.

# Ocean Front Walk Committee

## FROM THE BYLAWS

### ARTICLE VII: COMMITTEES AND THEIR DUTIES

#### Section 1: Standing Committees

- A. **Ocean Front Walk Committee:** Chaired by Community Officer nominated by the Administrative Committee, subject to approval of the Board. The Committee has the general responsibility for addressing the issues, concerns, programs and services that affect the various stakeholders and interests on the Venice Boardwalk and Venice Beach. These include, but are not limited to: free speech, performance, merchants, tourism, sanitation and recycling, public nuisance, public safety, and interaction with law enforcement and other officials of the City and County of Los Angeles. The Ocean Front Walk Committee encompasses the public space of Venice Board Walk and Venice Beach.

# **Rules and Selections Committee**

## **FROM THE BYLAWS**

### ARTICLE VII: COMMITTEES AND THEIR DUTIES

#### Section 1: Standing Committees

- A. **Rules and Selections Committee:** Chaired by Community Officer as nominated by the Administrative Committee, subject to approval of the Board of Officers. Proposes Selection Procedures, Bylaws amendments, and Standing Rules to the Board of Officers.

## **FROM THE STANDING RULES**

### **21. Elections, Ratifications, Referendums**

#### A. Scheduling

Adopted 090915

The Venice Neighborhood Council will not hold "Saturday only" elections, ratifications or referendums.

# Arts Committee

## FROM THE BYLAWS

### ARTICLE VII: COMMITTEES AND THEIR DUTIES

#### Section 1: Standing Committees

- A. **Arts Committee:** Chaired by Community Officer nominated by the Administrative Committee, subject to approval by the Board of Officers. The Committee has the general responsibility to support and encourage the arts in Venice.