

ARTICLE VII: COMMITTEES AND THEIR DUTIES

CURRENT: Stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee Chair. Unless otherwise defined by the bylaws, the size composition and quorum are left to the discretion of each Committee and its Chair.

EMPOWER PROPOSED: All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

***Rationale:** Proposed language is from Empower Template-emphasis is on how committees are created and not on stakeholder participation which is covered elsewhere in bylaws.*

Section 1: Standing Committees

CURRENT: Creation and termination of standing committee shall be accomplished by amending these Bylaws. The following are the current Standing Committees: **NOTE: CURRENT DESCRIPTIONS OF COMMITTEE DUTIES, PROCEDURES ETC ARE NOT INCLUDED in A-H. SHOULD THIS BE DEFINED IN STANDING RULES OR IN BYLAWS?**

- A. Administrative Committee
- B. Neighborhood Committee
- C. Rules and Selections Committee
- D. Budget and Finance Committee
- E. Outreach and Event Planning Committee
- F. Land Use and Planning Committee
- G. Ocean Front Walk Committee
- H. Arts Committee members

Committee chairs who select the members of their Committee shall also have the right to remove members from said Committee.

PROPOSED EMPOWER: The Standing Committees of the Council may include but shall not be limited to: The Administrative Committee (ADCOM) The Budget and Finance Committee, The Outreach and Communications Committee, The Land Use and Planning Committee (LUPC), The Bylaws, Procedures and Elections Committee (Elections/Bylaws), Public Health and Safety (PHS) Transportation and Infrastructure (T&I) Education, Arts and Culture Committee (EACC), Ocean Front Walk Committee (OFW).

***Rationale:** Allows the Board the flexibility to establish or dissolve Standing Committees without having to amend the bylaws and wait for Empower to approve these changes. Current language has resulted in "ad hoc" committees who do not meet the definition of an ad hoc committee. Addresses the issue of VNC Adhoc Committees who operate*

year after year and should be treated as on-going standing committees since they address long term issues. Neighborhood Committee is eliminated. Public Health and Safety is added, Outreach is expanded to include Communications, Bylaws is changed to add Procedures and Elections (elimination “selections”). Note: Empower has a Community Activities and Projects Committee. Some Effort is made to reflect City Council corresponding committees.

?? What other Adhoc committees should be included as standing? Other alternative proposed by Empower is to refer in this section to Standing Rules with the following statement: STANDING COMMITTEES OF THE NEIGHBORHOOD COUNCIL CAN BE FOUND IN THE STANDING RULES

Where should committee definitions be placed? As standing rules or ?

SECTION 2: AD HOC COMMITTEES

CURRENT: The Board of Officers may create or may terminate an Ad Hoc Committee as needed to deal with temporary issues and report its findings, conclusions, or recommendations to the Board of Officers. An Ad Hoc Committee must have a defined purpose and limited timeframe, and carry out a specific task. Ad Hoc Committees shall be terminated automatically if they have not met in 90 days. Ad Hoc Committee shall have a term of one year or until the seating of a new Board, whichever comes first. Ad Hoc Committees that wish to be renewed for an additional term shall appear before the Board of Officers prior to their termination date and provide a written report describing their activities to date and why they see renewal.

PROPOSED (EMPOWER): The Board may create an Ad Hoc Committee as needed to deal with temporary issues. The Ad Hoc Committee will report its findings, conclusions or recommendations to the Board. An Ad Hoc committee must have a defined purpose and limited timeframe, carry out a specific task, be composed of only Board Members that constitute less than a majority of the Quorum, and cease to exist upon completion of its specific task.

If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under notice and posting requirements of the Brown Act.

ALTERNATIVE PROPOSAL (FROM MVCC BYLAWS) The Board may create Ad Hoc Committees as needed to address temporary issues.

Rationale: Current language needs to be simplified. Ad Hoc committees by definition shouldn't be “renewed” over and over again. Some of this language could be in the Standing Rules. Some of the Current language also belongs under Section 3 Committee Creation and Authorization.

Section 3: Committee Creation and Authorization

Current:

- A. Committee Creation: Committees may be created as outlined in Article VII, Sections 1 & 2 above. Ad Hoc committee members shall be selected by the chair, and may be removed by the chair.
- B. Committee Authority: Committees may only make recommendations. All committee recommendations shall be brought back to the full Board of Officers for discussion and/or action.
- C. The VNC Committee Chairs are responsible for creating and posting agendas and minutes for their committee meetings in accordance with the Brown Act and the Plan for Neighborhood Councils.
- D. The VNC Secretary is responsible for producing accurate minutes of General Board and Administrative Committee meetings. The VNC Standing & Ad Hoc Committees chairs are responsible for producing accurate minutes of their respective Committees. The VNC Secretary and the VNC Standing & Ad Hoc Committees Chairs are responsible for public posting of minutes on the VNC website no later than seven (7) days after the meeting at which they are approved but not more than 45 days after the meeting at which the minutes were taken

PROPOSED (Empower)

- A. Committee Authority- All committee recommendations shall be brought to the full Board for discussion and action.
- B. Committee Structure- All committees shall have an established membership. (ALTERNATIVE EMPOWER LANGUAGE: Standing Committees shall be composed of at least...5.....(less than a majority of quorum) Board Members and may include any interested Stakeholders. Ad Hoc Committees shall be compose of [Select number smaller than majority of Quorum] or fewer Board Members and may include any interest Stakeholders.
- C. Committee Appointment-All Committee Chairs shall be appointed by With the exception of the Administrative Committee, shall be appointed by the Chair of the Committee. The Committee Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee Matters to the Board.
- D. With the exception of Ad Hoc committees created in compliance with Article VII, Section 2, Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.

- E. Changes to Committees – The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.
- F. Removal of Committee Members – Committee members may be removed in the same manner in which they were appointed.

ALTERNATIVE PROPOSAL:

The Board shall have the power to form or dissolve standing or ad hoc committees and establish policies and procedures for those committees for whatever purpose it deems necessary, as long as these are within the mission, goals and objectives of the Council.

Committee Structure: All Board Directors shall serve on or chair at least one (1) VNC Committee. Standing and Ad Hoc Committees shall be comprised of at least one (1) Director, but no more than five (5) Directors with the exception of the Administrative Committee and Land Use and Planning Committee.

Committee Appointment: The Chair of the VNC Board shall announce Committee appointments during the Board meeting immediately following the election of new Board Officers, or as new committees form or as vacancies occur.

Committee Meetings: Committee meetings are subject to and shall be conducted in accordance with:

- A. The Brown Act;
- B. The Neighborhood Council Agenda Posting Requirements;
- C. The Neighborhood Council Minutes Posting Requirements’
- D. Parliamentary procedures (see Article XII, Parliamentary Authority);
- E. The VNC Bylaws and Standing Rules of the VNC.

Committee Authority: All Committee recommendations shall be brought back to the full board in the form of a motion for discussion and action.

Changes to Committees: The Board may establish, disband or make changes as needed to any Standing or Ad Hoc Committee.

For further information, see the Standing Rules of the VNC.

Rationale: Gives the Board flexibility re standing and ad hoc committees and clearly states that the Board decides. Ensures that all Board members participate on Committees. Lays out ALL Committee responsibilities and governing policies for committees. Personal Preference is for direct clear language.

