**Rules & Elections Committee Meeting**

**Agenda**

### Extra Space Storage (Community Room)

658 Venice Blvd., Venice, 90291

Tuesday April 23, 2013, 7:00 PM

**1.** Call to Order and Roll Call (7:00 PM.

**2.** Approval of the Agenda

**3.** Review &approval of any outstanding minutes (130327)

4. Public Announcements and Comments on items not on the Agenda (15 minutes, no more than 2 minutes per person)

5. Old Business

A. Discuss and possible action to require members of the Budget Committee and LUPC to take DONE Ethics Training.

B. Discuss and possible action to require all VNC members to have a VNC email address and only use it for VNC business.

C. Discuss and possible action on our implementation of the new posting requirements proscribed by DONE.

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 At this time, we are only able to open documents in either Word or PDF format. If we receive them in Word we will convert to PDF prior to posting.

 Please encourage your stakeholders to subscribe to the Venice NC's agendas on the City's early notification system. You might consider posting the ENS contact info on your agendas.

1. Discuss the implementation of a "Resolution Workflow" that describes the responsibilities of everyone associated with a motion, from Agenda Request --> Committee Hearing -->AdCom --> Board Meeting --> Letters, The motion work flow would include required documents, recommendations for submission, deadlines, etc. What we end up with is a process document / procedure. The standing rule would be to approve the procedure and we'd attach it to the rule.
2. 6. New Business - None

**7.** Announcements & Public Comment on items not on the Agenda (15 minutes, no more than 2 minutes per person)

8. Adjourn (approximately 8:00 PM)