

24. Posting of agendas, meeting notices and ~~of~~ Minutes

The VNC Committee Chairs are responsible for posting agendas and meeting announcements for their committee meetings in accordance with the Brown Act and the Plan for Neighborhood Councils.

The VNC Secretary is responsible for producing accurate minutes of Stakeholder, Board of Officers 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 ~~submitting the minutes 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.

Passed on 3/27/13

HH/MS unanimous

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HH/MS unanimous