



Venice Neighborhood Council

PO Box 550, Venice, CA 90294

www.VeniceNC.org



Rules & Elections Committee Meeting - Agenda

Rules & Elections Committee Meeting

Tuesday, May 6, 2025

5:00 PM to 7:00 PM

Extra Space Storage

658 Venice Blvd

Venice, CA

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte, Secretaría, al por correo electrónico Secretary@VeniceNC.org para avisar al Concejo Vecinal.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two (2) minutes per speaker, unless adjusted by the presiding officer of the Committee.



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CALL TO ORDER & ROLL CALL 5:05 PM

Christopher Lee, Chair	X	Steve Bradbury	X	CJ Cole	X
Liz Wright	X	Kenya Lee	X		

APPROVAL OF PRIOR MINUTES

03/25/24 Minutes

<https://www.venicenc.org/assets/documents/5/meeting67f49097dbd17.pdf>

Made by Chris Second Steve
Vote Yes / No / Abstain / Absent **5 - 0 - 0 - 0**

CHAIR REPORT

GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed one (1) minute(s) unless adjusted by the presiding officer of the meeting.

OLD BUSINESS

1.) Consideration of new VNC logo and/or name **NOT HEARD**

- a.) **Item introduction/description:** In an effort to better inform stakeholders in the VNC boundaries, it may be necessary to update the VNC logo to include a geographic representation of the VNC's boundaries. In addition, it may better inform stakeholders, especially in the Marina peninsula, that the VNC does include the Marina if the Venice Neighborhood Council were to change its name to the Venice-Marina Neighborhood Council.
- b.) **Public comment**
- c.) **Committee discussion**
- d.) **Motion**

Made by _____
Second _____
Vote Yes / No / Abstain / Absent



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2.) VNC election recommendations to the City Clerk **NOT HEARD**

a.) **Item introduction/description:** In an effort to improve future NC election cycles, the VNC has collected input from stakeholders and made the following determinations:

- A visual example ballot **MUST** be provided to the VNC prior to the City Clerk mailing ballots to stakeholders to allow for correction of errors or addition of clarifying information
- Inclusion of a visual geographic map on the ballot will better inform stakeholders if they are in the NC area
- A single election date for ALL NC elections may assist both the City and NCs in driving interest and engagement by creating an opportunity for consolidated, coordinated information campaigns City-wide
- IF an election must be VBM only, a clear public statement is requested from the City stating their exact reasoning for the choice, along with contact information for stakeholders who have questions or concerns about the VBM process

b.) **Public comment**

c.) **Committee discussion**

d.) **Motion**

Made by _____
 Second _____
 Vote _____ Yes / _____ No / _____ Abstain / _____ Absent

NEW BUSINESS

4.) VNC election audit update

a.) **Item introduction/description:** Discussion of discoveries made from the election audit. Presentation is provided in the supporting documents.

b.) **Public comment**

c.) **Committee discussion**

d.) **Motion** The Rules + Elections Committee will present the findings of our performance audit at the May Board Meeting

Made by KENYA
 Second CJ
 Vote _____ Yes / _____ No / _____ Abstain / _____ Absent 5 - 0 - 0 - 0



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5.) Recommended Robert's Rules Training for all VNC Board + Committee Members

a.) **Item introduction/description:** The Venice Neighborhood Council Bylaws state in Article XII: "The Board shall use Robert's Rules of Order (current version) as the Governing Parliamentary Authority of the VNC." However, continuing conflict among Board members during meetings has become problematic and led to unnecessary delays, conflict and disrespectful interactions often in conflict with Article XIV, Section 1, Code of Civility. Unfortunately, due to City budget cuts, access to Robert's Rules training, previously provided by DONE, is currently not available.

b.) Public comment

c.) Committee discussion

d.) **Motion:** Effective July 1, 2025, all current Venice Neighborhood Council board members and VNC Committee chairs shall be required to watch selected Robert's Rules videos on YouTube as follows:

Board Members: (TRT: 46 minutes)

- Learn Robert's Rules as a Young Person: <https://bit.ly/4cMd7if>
- Mastering The Three Most Important Motions: <https://bit.ly/3Gy25Rz>
- How To Avoid the Biggest Robert's Rules Mistakes: <https://bit.ly/4josr7m>
- Effective Debating in Meetings: <https://bit.ly/3YbwPhu>
- How To Handle Committee Recommendations: <https://bit.ly/42XAUZi>
- How To Handle Friendly Amendments: <https://bit.ly/4lDpT6V>
- How To Prevent Dysfunctional Meetings: <https://bit.ly/44AIGti>
- How To Use Point of Order Correctly: <https://bit.ly/3RwPUqC>
- What To Do When the Chair is Being Unfair: <https://bit.ly/4467hGm>

Committee Chairs: How To Chair a Meeting with Confidence: Parts 1-6 (TRT: 32 minutes)

- Part 1: <https://www.youtube.com/watch?v=A1tau2bBCU>
- Part 2: <https://www.youtube.com/watch?v=xHJcyLK-WSI>
- Part 3: <https://www.youtube.com/watch?v=dZSFd5nMwGo>
- Part 4: <https://www.youtube.com/watch?v=3FW0mlvdtrU>
- Part 5: https://www.youtube.com/watch?v=_mCBkhD3KTU
- Part 6: <https://www.youtube.com/watch?v=Xq2xxb3HeSk>

VNC committee members who are not on the VNC board may, optionally, also complete this training.

The required training shall be completed within 45 days of (re) joining the VNC Board or being confirmed as Chair of a committee. Failure to do so will result in the loss of your right to submit, propose, second and/or vote on any motion whether in committee or at a board meeting until the training(s) are completed. Participants shall notify the VNC Secretary via email they have completed the training.

Made by _____

Second _____

Vote _____ Yes / _____ No / _____ Abstain / _____ Absent

KENYA suggested amended motion (see end of minutes), LIZ second, vote 5 - 0 - 0 - 0

STEVE moves as amended, KENYA seconds, vote 5 - 0 - 0 - 0



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6.) Modification to Standing Rule 31. Budget Approval

a.) **Item introduction/description:** Section 31 of the VNC Standing Rules states: "All financial items must be vetted by the Budget & Finance Committee prior to being placed on a VNC Board agenda." The term "vetted" is defined as making a careful and critical examination, assessing suitability or conducting a structured process of appraisal. According to the VNC Bylaws, the role of the Budget & Finance Committee is "to ensure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements." The Budget & Finance Committee does not have the authority to consider the merits of any proposed agenda item submitted by any other committee. Further, all motions with a financial component should be submitted to the VNC Board by the committee from which it has been generated.

b.) **Public comment**

c.) **Committee discussion**

d.) **Motion:** The VNC approves the following modification of Standing Rule Section 31:

Section 31: Motion Budget Approval: "If a proposed motion requires VNC financial expenditure, prior to being placed on a VNC board agenda by the appropriate committee or community member, it shall be reviewed by the Budget & Finance Committee solely to (1) confirm funds are available within the VNC budget, whether currently allocated or requiring a transfer from another line item, and where appropriate, (2) ensure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements."

Made by _____ LIZ, KENYA 4-1-0-0
 Second _____
 Vote _____ Yes / _____ No / _____ Abstain / _____ Absent

7.) Committee Chair Succession Planning

a.) **Item introduction/description:** Whereas the VNC bylaws do not mention "co-chair", there is no automatic successor if one of the co-chairs ceases in that function. Robert's Rules recommends permitting vice-chairs.

b.) **Public comment**

c.) **Committee discussion**

d.) **Motion:** No VNC committee may have co-chairs. All committees, excluding those whose chairs are elected, may have vice-chairs. Vice chairs shall be awarded that status in the same manner as committee chairs. In event the chair does not continue in that function until the next administration or the termination of the committee, the vice-chair shall become the chair and a new vice-chair will be appointed. **To be added as a Standing Rule**

Made by _____
 Second _____
 Vote _____ Yes / _____ No / _____ Abstain / _____ Absent

STEVE moved, KENYA second 5-0-0-0



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8.) Incoming Board First Meeting Requirements

a.) Item introduction/description: A lot of actions must occur at the first Board meeting of each administration. To ensure a smooth transition between the outbound board and the incoming Board, a set of clear actions for the first meeting of each incoming Board should be established.

b.) Public comment

c.) Committee discussion

d.) Motion: The agenda of the first Board meeting of each administration must include the following:

1. Information about open Board seats and how to apply for them, included in the President's Report.
2. Appointment of chairs of the Standing Committees whose chairs are not set by the VNC Bylaws. The Bylaws set chairs for Budget and Finance, Communications, Land Use and Planning, and Outreach.
3. Evaluation of requests to extend termination date for ad hoc committees that requested an extension and appoint chair.
4. Adoption of the June Monthly Expenditure Report.
5. Adoption of the Fiscal Year Administrative Packet.
6. Selection the Community Officers who will be on AdCom.
7. If the President has selected a Parliamentarian, that person is officially appointed now. (The Parliamentarian is placed on the Board email list and is given an email address.)

Made by _____

CJ moved for amendment, STEVE second - 5-0-0-0

Second _____

CJ moved as amended, STEVE second - 5-0-0-0

Vote _____ Yes / _____ No / _____ Abstain / _____ Absent

Amended to read:

ADJOURNMENT 6:56 PM

As a Standing Rule, the agenda of the first Board meeting of each administration must include the following AFTER the new Board is sworn into office

Made by CJ

Second STEVE



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As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas -

The Venice Neighborhood Council agendas are posted for public review as follows:

- Beyond Baroque, 681 Venice Blvd., Venice, CA 90291
- www.VeniceNC.org
- Receive agendas by email, subscribe to L.A. City's [Early Notification System \(ENS\)](#)

Notice to Paid Representatives -

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records -

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.VeniceNC.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the VNC Secretary, email at: Secretary@VeniceNC.org.

Reconsideration and Grievance Process -

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our website www.VeniceNC.org

SB 411 Updates:

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(C) The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time.

(D) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.



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(E) (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (D), to provide public comment until that timed public comment period has elapsed.

(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

ITEM 5 AMENDED

DESCRIPTION: The Venice Neighborhood Council Bylaws state in Article XII: "The Board shall use Robert's Rules of Order (current version) as the Governing Parliamentary Authority of the VNC." However, continuing conflict among Board members during meetings has become problematic and led to unnecessary delays, conflict and disrespectful interactions often in conflict with Article XIV, Section 1, Code of Civility.

MOTION: Effective July 1, 2025, all current Venice Neighborhood Council board members and VNC Committee chairs shall be required to become conversant in Roberts Rules. VNC committee members who are not on the VNC board may, optionally, also complete this training. This required training shall be completed within 45 days of (re) joining the VNC Board or being confirmed as Chair of a committee. Failure to do so will result in the loss of your right to submit, propose, second and/or vote on any motion whether in committee or at a board meeting until the training(s) are completed. Participants shall notify the VNC Secretary via email they have completed the training.