

Venice Neighborhood Council
Budget & Finance Motion Template

Governance & Operations Motions

Month / Year: [February/2026]

For submission to the Budget & Finance Committee
and routing through Secretary and AdCom

MOTION 1

Title: Temporary Parliamentarian Services

TO: Budget & Finance Committee

CC: Secretary; AdCom; Rules & Elections (if applicable); DONE (informational)

Submitted By: Gary Pearl. Vice President, Venice Neighborhood Council

MOTION TEXT

The Venice Neighborhood Council approves funding not to exceed \$800.00 for Temporary .
Parliamentarian.

This expenditure is intended to support governance, training, administrative continuity, and compliance with the Brown Act, VNC Bylaws, Standing Rules, and DONE policies.

COST BREAKDOWN (Fillable)

- Quantity: 8 meeetings
- Unit Cost: \$[100.00]
- Estimated Total: \$[800.00]
- Recommended Cap (rounded): \$[800.00]

ATTACHMENTS / SUPPORTING MATERIALS

- ☐ Vendor Quotes (attach links or PDFs)
- ☐ Amazon / Online Product Links
- ☐ Print Estimates / Page Counts
- ☐ Other Supporting Documentation: _____

MOTION 2

Title: Temporary Administrative / Secretarial Support

TO: Budget & Finance Committee

CC: Secretary; AdCom; Rules & Elections (if applicable); DONE (informational)

Submitted By:

Gary Pearl, Vice President, Venice Neighborhood Council

MOTION TEXT

The Venice Neighborhood Council approves funding not to exceed \$[_____] for
_____.

Funds shall be earmarked from the [_____] budget line item.

This expenditure is intended to support governance, training, administrative continuity, and compliance with the Brown Act, VNC Bylaws, Standing Rules, and DONE policies.

COST BREAKDOWN (Fillable)

- Quantity: [_____]
- Unit Cost: \$[_____]
- Estimated Total: \$[_____]
- Recommended Cap (rounded): \$[_____]

ATTACHMENTS / SUPPORTING MATERIALS

- ☐ Vendor Quotes (attach links or PDFs)
- ☐ Amazon / Online Product Links
- ☐ Print Estimates / Page Counts
- ☐ Other Supporting Documentation: _____

MOTION 3

Title: Board Retreat / Governance Training

TO: Budget & Finance Committee

CC: Secretary; AdCom; Rules & Elections (if applicable); DONE (informational)

Submitted By:

Gary Pearl, Vice President, Venice Neighborhood Council

MOTION TEXT

The Venice Neighborhood Council approves funding not to exceed \$[_____] for
_____.

Funds shall be earmarked from the [_____] budget line item.

This expenditure is intended to support governance, training, administrative continuity, and compliance with the Brown Act, VNC Bylaws, Standing Rules, and DONE policies.

COST BREAKDOWN (Fillable)

- Quantity: [1]
- Unit Cost: \$[1000.00]
- Estimated Total: \$[100.00]
- Recommended Cap (rounded): \$[1200.00]

ATTACHMENTS / SUPPORTING MATERIALS

☐ Vendor Quotes (attach links or PDFs)

☐ Amazon / Online Product Links

☐ Print Estimates / Page Counts ☐ Other Supporting Documentation: _____

MOTION 4

Title: Printing of Bylaws, Standing Rules, and Rules of Decorum

TO: Budget & Finance Committee

CC: Secretary; AdCom; Rules & Elections (if applicable); DONE (informational)

Submitted By:

Gary Pearl. Vice President, Venice Neighborhood Council

MOTION TEXT

The Venice Neighborhood Council approves funding not to exceed \$[425.00] for printing of Bylaws and Standing rules.

Funds shall be earmarked from the [_____] budget line item.

This expenditure is intended to support governance, training, administrative continuity, and compliance with the Brown Act, VNC Bylaws, Standing Rules, and DONE policies.

COST BREAKDOWN (Fillable)

- Quantity: [21]
- Unit Cost: \$[13.00]
- Estimated Total: \$[271.00]
- Recommended Cap (rounded): \$[275.00]

ATTACHMENTS / SUPPORTING MATERIALS

- ☐ Vendor Quotes (attach links or PDFs)
- ☐ Amazon / Online Product Links
- ☐ Print Estimates / Page Counts 11.70 plus tax
- ☐ Other Supporting Documentation: _____

MOTION 5

Title: Robert's Rules of Order Reference Materials

TO: Budget & Finance Committee

CC: Secretary; AdCom; Rules & Elections (if applicable); DONE (informational)

Submitted By:

[Name], [Officer Title]

MOTION TEXT

The Venice Neighborhood Council approves funding not to exceed \$[250.00] for Roberts Rules of Order – Newest Version abridged and one full copy unabridged.

Funds shall be earmarked from the [_____] budget line item.

This expenditure is intended to support governance, training, administrative continuity, and compliance with the Brown Act, VNC Bylaws, Standing Rules, and DONE policies.

COST BREAKDOWN (Fillable)

- Quantity: [21]
- Unit Cost: \$[12.10 + one at \$24.00]
- Estimated Total: \$[255.00]
- Recommended Cap (rounded): \$[255.00]

ATTACHMENTS / SUPPORTING MATERIALS

☐ Vendor Quotes (attach links or PDFs)

☐ Amazon / Online Product Links

☐ Print Estimates / Page Counts ☐ Other Supporting Documentation: _____