

**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

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**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.

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**COST BREAKDOWN (Fillable)**

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

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**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

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**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.

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**COST BREAKDOWN (Fillable)**

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

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**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

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#### **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.

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#### **COST BREAKDOWN (Fillable)**

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

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#### **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

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### **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.

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### **COST BREAKDOWN (Fillable)**

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

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### **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]

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### **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.

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### **COST BREAKDOWN (Fillable)**

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

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### **ATTACHMENTS / SUPPORTING MATERIALS**

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