NEW STANDING RULES

1. Stakeholder Petition Structure

Under Article VIII, Section 2 of the Bylaws, a petition from Stakeholders allows for item(s) to be placed directly onto the board agenda. For transparency and verification, a stakeholder petition requires the following:

a. A clear title and purpose of the petition on every page of signatures. If a separate page is required for the motion(s), the appended page must be referred to on signature pages as well, and attached for signatory review.
b. The clear printed name and signature of every signatory.
c. The address for every signatory.
d. The date for every signatory.

All personal information, including signatures, will be redacted before publication into meeting supporting documents.

2. Removal of Committee Chair for Irregular Meeting

Appointed Chairs of Standing Committees who fail to meet every two (2) months will be removed and a new chair appointed by the board.

3. All Appointments to be Ratified

In addition to nomination of Committee Chairs, all appointments named by the President will be ratified by the Board as a regular non consent agenda items. This includes all appointed VNC representatives, such as: Liaisons to DONE (such as the Homelessness Liaison), WRAC, City Committees, DWP, LANCC, Budget Advocates, etc.

4. Lack of Quorum Timing

If any VNC Board or Committee meeting fails to achieve a quorum within fifteen (15) minutes of the scheduled start time as listed on the agenda, the meeting will be cancelled and rescheduled for another date if necessary.

5. **Board and LUPC Meetings to be Live Streamed, Recordings Made Available**

   As an essential element of public representation, accountability and transparency, all Brown Act noticed in person VNC Board meetings, both regular and special, will be live streamed and recorded. All Brown Act noticed in person LUPC meetings, both regular and special, will be live streamed and recorded. All recordings of live streamed meetings, as well as recordings of all VNC Committee and Board virtual Zoom meetings, will be posted within three (3) business days to the VNC's YouTube channel.

6. **Authors/Creators Acknowledgment**

   As a matter of transparency, public accountability, and avoidance of conflict of interest, or the appearance of conflict of interest, all Venice Neighborhood Council documents require the clearly identifiable name of the person(s) who authored and/or created the material(s). This includes, but is not limited to motions, reports, minutes, letters, supporting documents, etc.

7. **Removal of a Stakeholder Committee Member**

   Stakeholder Committee members who openly violate the BONC Code of Conduct Policy at any VNC Board or Committee meeting will be automatically removed from the Committee(s) on which they serve, and may not serve on any VNC Committee for the remainder of the current term.

8. **Removal of Committee Chair for Tolerating Bad Behavior**

   Appointed Chairs of a Standing Committee who tolerate violations of the BONC Code of Conduct Policy by their Committee members will be terminated/removed and a new Chair appointed.

9. **Stakeholders Right to Petition**

   Stakeholders, under Article VIII, Section 2 (petition) of the VNC Bylaws, may petition for the removal of any VNC Board or VNC President appointee. This applies, but is not limited to all appointed VNC Committee Chairs or members, Additionally, this includes all appointed VNC representatives, such as: Liaisons to DONE (such as the Homelessness Liaison), WRAC, City Committees, DWP, LANCC, Budget Advocates, etc.

10. Duties of President as Chair

The President's main responsibilities as Chair of the Board and Administrative Committee meetings include maintaining order, and ensuring fairness and impartiality at meetings.

Maintaining Order:

To ensure order in a meeting, the President must be well-versed in the VNC's Bylaws and Standing Rules, BONC and DONE policy, the Brown Act, and remaining Robert's Rules of Order parliamentary procedures that do not supersede the previously mentioned authority. The President's specific responsibilities include:

- Coming to the meeting with necessary documents such as VNC Bylaws, Standing Rules, and Robert's Rules parliamentary authority for review if called upon;
- Announcing and organizing business in the correct sequence and addressing motions appropriately;
- Reads all motions into the record;
- Asking Board members to state their purpose if they rise, ensuring procedures are followed correctly;
- If a Board member is called out of order, citing the exact reason as to how they are out of order;
- Facilitating fair and timely debate on motions, ensuring each side is represented during controversial issues;
- Conducting votes on motions and announcing the results with the vote tally immediately after the vote, specifying responsibilities if a motion is adopted; and,
- Ruling on any procedural deviations, appeals, and answering Board member inquiries about business or parliamentary procedures.

Ensuring Fairness and Impartiality

The President is required to represent all Board members, fostering fairness and impartiality during meetings. The duty extends beyond controlling the meeting; it includes ensuring that all facts, both pros and cons, emerge during debate for an informed decision by the assembly. The President as Chair, or presiding officer in the absence of the President, abides by specific rules to maintain fairness:

- The Chair must not express opinions or argue the merits of a pending question while presiding;
- If the Chair wants to speak in debate, amend, or vote on a motion, they must announce this prior to any discussion on the motion, then step down and pass the gavel to the Vice President or temporary presiding officer;
- The Chair will only vote in the event of a tie, not to create a tie in order for a motion to fail so as not to conflict with their impartial role as Chair;
- Enforcing debate rules and decorum, the Chair alternates between pros and cons to the best of their ability in controversial situations;
- Cleary closes a vote by announcing the results with a vote tally before moving on to the next order of business; and,

- If a passed motion requires communication sent from the President to a third party, only the exact motion and complete vote count will be included in the letter, unless a separate letter was approved by the Board.

11. Placement of Monthly Budget Items

Monthly Budget items, such as the Treasurer's Report and Monthly Expense Report (MER), are mandated and timely. The VNC Administrative Committee will place/schedule required monthly budget items as regular business items on the Board of Officers meeting agenda before Old and New Business as an "Order of the Day,"

AMENDED STANDING RULES

1. Standing Rule #3 "LUPC Committee" shall be amended to read:

I. LUPC Agendas

The Agenda shall be prepared by the Land Use & Planning Committee (LUPC) Chair or other LUPC member assigned by the committee and shall include an agenda item to decide the disposition of all new projects in the bi-weekly Certified Neighborhood Council (CNC) City Planning Early Notification Reports since the last LUPC meeting.

II. Review of Projects

Initiating Review. The LUPC is responsible for reviewing applications for new projects listed in the CNC City Planning Early Notification Reports since the last LUPC meeting.

LUPC will determine if any projects need additional review and a public LUPC hearing by considering the project's conformance with the VCP (Venice Community Plan), which includes all of Venice, and the LCP (Venice Local Coastal Program Land Use Plan), which includes only the Coastal Zone of Venice. If there is not a consensus of the group on whether to waive the review of a given project or not, further review of the project will be put to a vote of the committee.

Projects Needing No Further Review: Those projects for which additional review is waived will appear on the next VNC Board Agenda under the Agenda Item title "Projects for which VNC Recommendation is Waived, Without Prejudice." The Board can vote to approve the list or approve a modified list and send any one of the projects listed back to LUPC for review and a public hearing.

Projects Needing Further Review: Those projects selected for further review and hearing will be assigned by the Chair during the Committee's public meeting to a specific LUPC member who will work with the applicant and the neighbors to prepare a written LUPC Staff Report. If there is opposition to the assignment of the LUPC member to a given project, the assignment will be put to a vote of the committee. Within one month's time, or as soon as practicable, each project assigned shall be reviewed at a LUPC meeting at which a written Staff Report is presented that includes the recommendation, project description, pros and cons, a summary of community input, and any findings as required by the VNC Bylaws.

Projects for which a hearing is being held must contain the following minimum project information on the LUPC and VNC agendas:

Address:

All Case Numbers:

LUPC member assigned:

Applicant/Applicant's Representative:

Email for City Planner assigned:

Detailed Project Description:

Link to City Planning website where application and plans are posted:

Zimas map indicating 500' and 1,000' radius circles of the Project

Link to LUPC Staff Report

VNC Board Action. Those projects that have been heard at a LUPC meeting will appear on the next VNC Board agenda under the Agenda Item title "Projects for which LUPC Recommends Board Action." The Board can vote to accept the recommended action, reject the recommended action, or return it to LUPC for further review.

The results of the VNC Board LUPC agenda items shall be sent by the VNC Board Secretary, or assigned designee, within 10 business days of the meeting to the current City Planning Supervisor for Venice projects and the City Planner(s) assigned, with copies to the VNC Board.

2. **Standing Rule #14 "Procedure for Board Consideration of Consent Calendar Items" shall be amended to read:**

As defined by Robert's Rules of Order, Consent Calendar items are motions considered to be routine and non-controversial by the ~~President~~ Administrative Committee. A VNC Consent Calendar will not contain Bylaws, Standing Rules, motions not submitted through a committee, and Standing or Ad Hoc Committee formations or renewals. Any motion brought to the Administrative Committee via the Stakeholder petition process shall not be placed on the ~~c~~Consent ~~c~~Calendar.

At the Board meeting, the Chair reads into the record the Consent Calendar motions. Public comment is required for Consent Calendar items under the Brown Act. Any ~~non-board member~~ Stakeholder wishing to contest Consent Calendar items on the Board agenda must appear in person at the Board meeting and state to the Board which items they wish to be removed, as well as good cause for the items to be removed from the Consent Calendar. The Chair shall have sole discretion to determine at the Board meeting what constitutes good cause, and state the reasoning of their decision.

Any member of the Board at the Administrative Committee meeting, or the Board meeting, can request that an item be removed from the Consent Calendar for further review and discussion, without having to state "good cause." After contested items have been removed, there is no Board discussion, and one roll call vote is taken to approve all remaining Consent Calendar items collectively.

~~Board approval of the Consent Calendar constitutes approval of all motions contained therein. There will be no separate discussion of Consent Calendar motions unless six or more Board Members request, in writing in advance, the removal of the item from the Consent Calendar, in which case the Chair will place the item on the regular agenda where the Chair deems appropriate.~~

3. **Standing Rule #36 "VNC CIS Procedures" shall be amended to read:**

1. At the start of a new Board term, the Board will appoint the President and Secretary and up to three additional Board Members who are authorized to submit Community Impact Statements (CIS) by providing the official authorization form to Department of Neighborhood Empowerment (DONE).

2. Any advisory opinion, guidance, or recommendation adopted currently or previously by a majority vote of the Venice Neighborhood Council Board shall be considered an "Official Position" of the Council and may be submitted as a Community Impact Statement (CIS) to the City Council or the City's Commissions, Boards and Departments.

3. A current CIS must be filed within 10 business days of the Board meeting at which it was passed. ~~In the absence of a designated filer for the CIS the VNC Secretary is responsible for filing the CIS.~~

4. At the time of a motion passage requiring a CIS submittal, a CIS filer is named. If a designated filer is not named for the CIS, the VNC Secretary is responsible for filing the CIS.

5. At the time of a motion passage involving a CIS, if other than the President, the Board will approve a representative to speak to the CIS before the appropriate City Council meeting, City Council Committee or City Commission to avoid a last minute Special Meeting to name a representative.

6. All CIS statements will include the motion itself and may include the background that was provided with the motion.

4. **Standing Rule 42 "AI-Generated Content Disclosure" shall be amended to read:**

With the proliferation of artificial intelligence and AI generated responses, it is important to distinguish between ~~the~~ original work ~~of a Board Member and responses~~ or documents, emails, arguments and/or graphics created with generative AI. While AI can be a powerful aide, it should not be relied upon ~~to create emails or arguments~~ as completely correct or factual. Thus, for any email created from a Board member, using their Board email account, ~~to the Board, other Board Members, or any city oversight agency.~~ which has been generated using artificial intelligence, it is highly recommended that it be checked for factuality and accuracy to avoid liability for both the Board member and the City. Any graphics and/or documents produced on behalf of the VNC for distribution to stakeholders, or the City, must be clearly flagged as "Generated by AI" with a footnote or allowed notation. ~~that indicates clearly both which LLM was used to generate the response as well as the prompt or process used.~~

REMOVAL OF TED HENDERSON

Motion to Remove Ted Henderson as Chair of the Rules & Elections Committee

Pursuant to VNC Bylaws Article VIII, Section 1(A), Ted Henderson shall be removed as the Chair of the Rules & Elections Committee.

REMOVAL OF NICK ANTONICELLO

Motion to Remove Nick Antonicello as a Stakeholder Committee member from both the Ocean Front Walk Committee and Rules & Elections Committee. Upon removal, Nick Antonicello may not serve on any VNC Committee for the remainder of the current term, ending June 30, 2027.

Pursuant to VNC Bylaws Article VIII, Section 1(A), Nick Antonicello shall be removed as a Stakeholder Committee member from both the Ocean Front Walk Committee and Rules & Elections Committee.