

**VENICE NEIGHBORHOOD COUNCIL
BOARD STANDING RULES & COMMUNITY GUIDELINES
(As of FEBRUARY 25th , 2026)**

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1. Ad Hoc Committees

All ad hoc committees are strictly advisory only to the Board of the VNC and shall:

- a. Have a mission statement approved by the Administrative Committee
- b. Report their minutes regularly to the Administrative Committee, including committee members and meeting attendees.
- c. Have a specific period of service approved by the Administrative Committee.
- d. Post agendas of posting sites and on the website no less than 72 hours prior to meeting.
- e. Have a Board members liaison assigned to their committee.

An ad hoc committee that does not have a sunset date associated with it will automatically be given a date 12 months from the date of their approval as an ad hoc committee by the Board of Directors. An ad hoc committee that has not met for 90 days shall be automatically terminated.

2. Neighborhood Committee **REMOVED 6/17/2025**

~~Neighborhood Committee nominations shall remain open pursuant to the existing VNC selection procedures until all positions are filled.~~

3. LUPC Committee

Adopted by Board 06.18.2024:

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:

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.

4. Budget Committee

The Venice Neighborhood Council does not fund refreshments at committee and subcommittee meetings.

For information regarding budget processes, rules and forms, see:

(1) VNC Budget Committee website: <http://www.venicenc.org/budget-committee/>

5. Administrative Committee

Amended 091020

The Administrative Committee does not address or consider the merits of proposed agenda items. Its function is to determine whether a proposed agenda item will be placed on the next Board meeting agenda. Any disputes with a decision of the Ad Comm can be resolved using the procedure in VNC Bylaws VII. D.

All agenda requests & supporting documents must be submitted to the Secretary no later than 7:00pm three (3) days prior to the posting deadline for the Administrative Committee meeting six days prior to said meeting. Any request not received by the Secretary as indicated above will not be considered and

will be held until the next meeting. Please email supporting documents in digital format with the item title in the subject line.

* Board Members & Committees must use the Online Agenda Request Form. * An Online Agenda Request Form must include contact information, item title, and fully drafted motions/letters. Incomplete or confusing motions or letters will result in the rejection of the item by the Secretary with notice to the person submitting the request & to the President.

Any letter requests shall include the names and addresses of proposed recipients. Proponents of the letter shall prepare it as decided by the board and email it to the President for review, edit and signature. The President shall return the approved version by email to the proponents with a copy to the Secretary for VNC records. Proponents of the letter shall then copy and send the approved letter.

The chair of the Administrative Committee may supersede this rule.

6. Meetings
Amended 090818

All sign in sheets shall state that furnishing of any information is voluntary.

Speaker cards shall have an “in lieu of speaking” option and shall become part of the permanent record. Choice of the “in lieu of speaking” option means that opposition or support will be tallied and the tally shall be announced to the board prior to any action by the board: comments shall not be read out loud.

Venice Neighborhood Council Committee meeting agendas shall contain the following statement:

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at the Venice Library, 501 S. Venice Blvd.: Oakwood Rec. Center, 762 California Street; Abbot’s Habit, 1401 Abbot Kinney Blvd: and Groundworks Coffee, 671 Rose Ave: at our website by clicking on the following link: <http://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 <place committee chair here (secretary for Board & Administrative Committee meetings)>.

Adopted 090818 per city requirement.

7. Meetings: Code of Civility

a. Collectively and individually, the members of the Board of Officers, the Parliamentarian, Ad-hoc committee chairs, and all members of Standing and Ad hoc committees of the Venice Neighborhood Council agree to abide by the following Code of Civility to ensure that our Venice Neighborhood Council’s business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for our Venice Neighborhood Council.

b. The freedom to express one’s views about public matters is a cornerstone of the democratic process. The Venice Neighborhood Council welcomes the diverse views and opinions of our board members and stakeholders as they related to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.

c. We collectively and individually agree to abide by the following Code of Civility to the best of our abilities.

1. I will conduct myself in a professional and civil manner at all times as a representative of the Venice Neighborhood Council,
2. I will treat each member of the board and members of the public with respect at all times, regardless of an individual’s opinion, ethnicity, race, sexuality, age, disability, or religion.
3. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public.
4. Under no circumstances during Neighborhood Council meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.
5. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption.

6. I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.
7. Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.
8. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws.
9. I will commit to learn the applicable laws that govern Neighborhood Councils, including bylaws, standing rules, the Brown Act, ethics rules, city ordinances, and the City Charter, and will not knowingly violate any of the above.
10. I will abide by the Neighborhood Council's meeting procedures or rules in order to create a safe and effective environment for conducting business.
11. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow. I will join my fellow board members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.
12. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
13. I pledge to truly listen to and hear other points of view.
14. I will practice the art of being able to disagree without being disagreeable.
15. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters.
16. I will commit to good faith efforts to resolve any grievances that come before the board as specified in the bylaws.
17. I owe it to my fellow board members, the public, and the decisionmakers who are trying to influence to make the best effort to understand the issues before me. I will "do my homework."

8. Meetings: Code of Ethics ~~REMOVED 6/17/2025~~

~~Board Member Certification Requirements~~

~~The Ethics Training shall comply with the current Los Angeles City requirements for certification of a board member.~~

9. Meetings: Rules of Decorum

[Modified [10/17/2023]

- a. Rules of Decorum Rules of Decorum During a meeting of the Venice Neighborhood Council or any of its Standing or Ad Hoc Committees, there is the need for civility and expedition in the carrying out of public business in order to ensure that the public has a full opportunity to be heard

and that the Council or Committee has an opportunity for its deliberative process. While any meeting of the Venice Neighborhood Council or any of its Standing or Ad Hoc Committees is in session, the following rules of decorum shall be observed: All remarks shall be addressed to the Chair and not to any single member, unless in response to a question from a member. No person in the audience at a Council or Committee meeting shall engage in disorderly or boisterous conduct, or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Council or Committee meeting. Signs, placards, banners, or similar items shall not be permitted at any time in the Council or Committee meeting room. The Chair of the Council or Committee, with the assistance of a Police Officer of the Los Angeles Police Department, shall be responsible for maintaining the order and decorum of meetings.

[Modified 10/17/2023]

b. Enforcement of Decorum of Speakers and Audience The Chair may request that a member of the audience or a person speaking during a public comment period who is violating the rules of decorum, comply immediately. If after receiving a warning from the Chair, a person persists in violating the rules of decorum, the Chair shall order him or her to leave the Council or Committee meeting. Any person so ordered removed shall be excluded from further attendance at the meeting from which he or she has been removed, unless permission to attend is granted upon motion adopted by a majority vote of the Council or Committee. If that person does not remove himself or herself, the Chair may request a Police Officer of the Los Angeles Police Department to remove that person from the Council or Committee meeting room pursuant to his or her lawful authority as a peace officer.

c. Penalties Any person who has been ordered removed from a meeting may be charged with a violation of the Penal Code Section 403, or other appropriate Penal Code or Los Angeles Municipal Code sections. The Council or Committee by majority vote may prohibit a person removed on the basis of disruptive conduct from addressing the Council and its Committees for up to 30 days. The length of time of the prohibition shall be based on the number and severity of prior incidents. The length of time of the prohibition shall be based on the number and severity of prior incidents of disruptive conduct.

d. Removal Warning – Disruption of Meeting Any person who interferes with the conduct of the neighborhood council meeting by willfully interrupting and/or disrupting the meeting is subject to removal. A peace officer may be requested to assist with the removal should any person fail to comply with an order of removal by the Chair of the meeting. Any person who resists removal by a peace officer is subject to arrest and prosecution pursuant California Penal Code Section 403, Government Code Section 54957.9.

10. Grievances and CPRA Requests

Amended
090818

A. Grievances

All grievances shall be filed with the Department of Neighborhood Empowerment for review and action pursuant to Section 22.818 Article 3 of Chapter 28 of the Los Angeles Administrative Code. A copy of the grievance shall be sent to the Chair of the Rules & Selections Committee simultaneously with the filing to Empower LA.

B. CPRA Requests

Upon the advice of the City Attorney, on receipt of a CPRA under Article IV.B.3 of the VNC Bylaws, the secretary shall advise the City Attorney of said request and inform the VNC Board and requester of such action. A response will be provided in a timely manner.

11. **Principles of Representation #2 REMOVED 6/17/2025**

1. The Board trusts and expects Board Officers and Committee Members to adhere to the following principles of representation:

a. No Board Officer or Committee Member, unless authorized in writing by the President of the VNC to do so, may in any way:

- (i) Use the VNC logo or letterhead or stationery for any purpose; or
- (ii) Claim to represent the VNC in any forum except:
 - * to present, verbatim, motions that have been considered and acted upon by the Board and which have not been subsequently repealed by the Board or superseded by a subsequent motion of the Board; and
 - * to correct misunderstandings or to respond to questions related thereto.

This rule shall not apply to the President of the VNC.

b. Any Board Officer or Committee Member may identify themselves as such in any forum. If doing so in support of or in opposition to a matter being considered in a non-VNC forum, s/he shall make clear that s/he is representing her/himself personally and is not representing the VNC or a VNC Committee. If the Board has considered and acted upon a motion dealing with a matter under consideration in a non-VNC forum, the nature and disposition of the motion considered by the Board shall be disclosed.

~~2. Conflict Resolution Committee~~

~~Subject to approval of the Board, the VNC President, shall appoint 5 stakeholders to serve as a Conflict Resolution Committee ("CRC") and shall designate one of them as Chair for the purpose of hearing complaints alleging violations of the above principles of representation as follows:~~

~~a. A written complaint shall within 15 calendar days of receipt by the Secretary, be referred to the Chair. If the Chair determines that the complaint qualifies as a violation, then the Chair shall schedule a hearing within 60 days by giving written notice to all parties which shall include the following:~~

- ~~* The complaint, and the date, time, and location of the hearing;~~
- ~~* The hearing rules as established and approved by a majority of the CR Cand as ratified by the Board; and~~
- ~~* A statement that the CRC strongly encourages the parties to attempt to settle their dispute by mediation before a mutually acceptable neutral third party of their choice; said statement shall include a non-inclusive CRC compiled list of neutrals as an assist.~~

~~b. At a minimum, the hearing rules shall be informal and shall allow each party to present arguments and to call and question witnesses. Court rules of evidence and procedure shall not apply.~~

~~c. The Chair, or an acting Chair as below selected, shall preside at the hearing, and the hearing panel shall be comprised of a minimum of the Chair (or acting Chair) and 2 other CRC~~

~~members. In the event that the Chair deems himself/herself to have a conflict, the other members of the CRC shall appoint an acting chair for that hearing only.~~

~~d. Within 15 calendar days after the hearing, the Chair shall notify all parties and the President and Secretary in writing of the decision. Within 7 calendar days following transmission of the decision to the parties, a party may appeal the decision to the Board by written request to the Secretary. The request must include grounds for appeal. The decision and any appeal by the Board with 60 calendar days of receipt of the decision or an appeal by the Secretary. The board may adopt or amend or overturn a decision of the CRC by majority vote. The decision of the CRC, as amended by the Board, will be final and a synopsis shall be posted on the web for one month and published in the next VNC newsletter.~~

12. Vacancies REMOVED 6/17/2025

~~Officers selected to fill vacancies under Article IV G.4 shall serve as Board Officers until confirmed or replaced as specified in said Article.~~

13. Vacancies: Treasurer

The President, in the event of a vacancy in the Treasurer position, may appoint a stakeholder (including VNC Officers, with the exception of the President) as a "Fiscal Agent" pro-tempore. The Fiscal Agent will perform duties of the Treasurer until a Treasurer is duly elected.

14. Procedure for Board Consideration of Consent Calendar Items

Consent Calendar items are motions of Standing Committees considered to be routine by the Administrative Committee. Board approval of the Consent Calendar constitutes approval of all motions contained therein.

There will be no separate discussion of Consent Calendar motions unless a Board Member, or a member of the public, requests 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. Anyone wishing to contest a Consent Calendar item on the Board agenda must appear in person at the Board meeting and explain to the Board the reason the item is contested.

[Added 10/19/2021}

Consent Calendar items are motions of Standing Committees considered to be routine by the Administrative Committee. Board approval of the Consent Calendar constitutes approval of all motions contained therein. There will be no separate discussion of Consent Calendar motions unless a Board Member, or a member of the public, requests 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. Anyone wishing to contest a Consent Calendar item on the Board agenda must appear in person at the Board meeting and state to the Board good cause for the item to be removed from the Consent Calendar. The Chair shall have sole discretion to determine what constitutes good cause.

~~**15. Definition of Factual Basis Shareholder under L A City Ordinance 179680 Deleted 091117 as redundant of VNC Bylaws Act III A REMOVED 6/17/2025**~~

16. Publication of Events

Adopted 090421

The Venice Neighborhood Council MAY publicize the events, announcements and information from the Departments, Agencies and Officeholders of the City of Los Angeles, the County of Los Angeles, the State of California and the Federal Government of the United States of America. The events and activities of other organizations may be publicized by the Venice Neighborhood Council only if the VNC Board of Directors agrees to sponsor or endorse such events, activities or organizations.

17. **Dispute Resolution Service** ~~REMOVED 6/17/2025~~

~~Upon request by affected parties to a Venice-related dispute, the VNC will provide facilitation assistance to negotiations between them by maintaining and web-posting a list of willing facilitators from which parties may choose and arrange appropriate meetings at their mutual convenience.~~

18. **VNC Vision Goals**

Adopted
090421

To stimulate the vitality of the VNC, the Board and VNC Committees are encouraged to consider the below **VNC Vision Goals** in their deliberations.

Although the VNC is a political body, and inevitably it may become embroiled in issues that divide the community, these goals are designed to promote a more proactive, collaborative vision for VNC Committees to include in their deliberations as they formulate recommendations for Board consideration. The intent is to create a working framework of integrated strategies capable of achieving, over time, broader consensus and increased:

Focus on Children

Consider strategies that promote and expand opportunities for children to experience direct meaningful involvement in all aspects of the social and economic and cultural activities of the Venice Community. Include this focus on Children as an integral part of the consideration of strategies in all of the below Vision Goals.

Participation: Consider strategies that encourage & facilitate broader involvement of stakeholders, major organizations, community groups, and government institutions, etc.

Walkability: Consider strategies that reduce the use of cars and that promote alternatives such as walking, skateboarding, biking and bike racks, circulation systems (trolleys), park & ride rather than additional parking, street narrowing/sidewalk widening, walk/bike/skateboard lanes separated from traffic, easier neighborhood pedestrian access to commercial stores, etc.

Diversity: Consider strategies that encourage & facilitate realistic recommendations designed to increase economic diversity, including affordable housing, etc.

Creativity: Consider strategies that promote the arts, encourage & facilitate creativity. This can apply to architecture, public art, social events (neighborhood gatherings/street movies/theatre/dance/pottery...), etc.

Collaboration: Consider strategies that encourage & facilitate exploring of nontraditional options for achieving shared objectives, etc.

19. **Limitation on Ratification of Bylaw Amendments** ~~REMOVED 6/17/2025~~

~~Adopted 090818~~

~~The Board cannot hold a stakeholder ratification for the same bylaw amendment or an amendment that addresses substantially the same issue in any six-month period.~~

20. **Outreach and Events Committee**

A. **Town Hall & Event Guidelines**

Adopted 090818

The VNC's Bylaws make the Outreach Committee and the Outreach Officer responsible for organizing our quarterly Town Halls. In 2007, the Outreach Committee appointed a Town Hall/Event Producer to provide continuity of supervision, expert knowledge, communications coordination and a single point of responsibility for all Town Halls. Our Producer oversees all areas of the event including approval of expenditures, programming, promotion, and physical arrangements.

While determining the topic of each Town Hall is the responsibility of the Outreach Committee, Town Hall content and planning is often delegated to one of the VNC's Standing or Ad Hoc Committees. During the first stages of planning for each Town hall, the Outreach Officer and Producer meet with those helping to organize the event and an Event Plan is agreed to and put in writing. The plan is established to ensure efficient communications and decision making while maintaining the due diligence requirements imposed by our bylaws. Changes to the plan must be approved by the Outreach Officer.

The Producer will make sure that all VNC rules and procedures as well as any city ordinances governing Town Halls and Events are communicated to those planning Town Hall events. It is the producer's responsibility to periodically review Town Hall plans to ensure that the established rules, procedures and ordinances are followed. As such, it is suggested that the Producer be invited to all planning meetings.

Town Hall expenditures must be approved in advance by the Producer and invoices/receipts properly submitted to the VNC Treasurer. (Note: Under LA City finance rules, the VNC cannot reimburse any expenditure by non-Board members)

B. [Placeholder]

21. Elections, Ratifications, Referendums ~~REMOVED 6/17/2025~~

~~A. Scheduling
Adopted 090915~~

~~The Venice Neighborhood Council will not hold "Saturday only" elections, ratifications or referendums.~~

~~B. [Placeholder]~~

22. Posting of Agendas, Meeting Notices and 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 Committee chairs are responsible 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.

23. VNC Website Posting Authority

VNC President, and Communications Chair shall have universal authority to change the VNC web site.

24. Outreach Chair Duties/Responsibilities

Mission: To engage the broad spectrum of Stakeholders for collaboration and deliberation on matters affecting the community including events, issues and projects.

1. Chair Outreach Committee Meeting and Maintain Outreach Committee web page. Holds regular monthly meetings and special meetings as needed. Creates Outreach Committee meeting agenda and ensures the posting of the agenda and minutes in accordance with the Brown Act and VNC policy.

2. "Organize quarterly Stakeholders meetings and special events" (from Bylaws).

Three of the quarterly Stakeholder meetings are generally organized as "Town Halls"; the fourth meeting is the annual Venice BBQ, held in the summer. Event topics are selected by the Town Hall subcommittee of the Outreach Committee composed of the Outreach Chair, the President, the Event Producer (see below) and one or more Board Members.

The Event Producer (appointed by the Outreach Chair) provides continuity of supervision, expert knowledge, communications coordination and a single point of responsibility for all Town Halls. The Event Producer oversees all areas of the events including approval of expenditures, programming, promotion, and physical arrangements. Town Hall content and planning is often delegated to one of the VNC's Standing or Ad Hoc Committees. During the first stages of planning for each Town Hall, the Outreach Officer and Event Producer meet with those helping to organize the event and an event plan is agreed to and put in writing.

3. Coordinate VNC Tabling Activities

The Outreach Committee staffs a table at events throughout the year. The tables distribute literature about VNC and City events, issues and services; provide for direct interaction between stakeholders and VNC representatives; and provide a means for stakeholders to sign up for VNC emails.

a. Venice Farmers' Market (currently weekly on Fridays)

b. Other regularly scheduled tables are located at the Venice BBQ, Abbot Kinney Festival and other events as determined by the Board or Outreach Chair.

4. VNC Press Releases and email blasts

Coordinate the design, printing and distribution of VNC literature such as press releases, email blasts, and descriptive pamphlets.

The Outreach Chair is responsible for providing and distributing all press releases and edited content for email blast articles. All press releases and email blast articles must be approved by the President. The Outreach Chair is also responsible for relationships with the press, ensuring that the press has access to the Board as necessary, answering press questions and conducting outreach to the press.

5. VNC Newsletter

Ensures that a printed newsletter is prepared according to a schedule determined by the Board: works closely with the Newsletter Editor (appointed by the Outreach Chair) to

determine editorial budget and helps with copy-editing newsletter content. Responsible for relationships with newsletter vendors (layout, print, distribution), expediting payments and troubleshooting problems.

6. Outreach Budget

Works with the Treasurer to budget for Outreach activities.

Monitors expenses charged to Outreach budget.

25. **Board Absences Defined** ~~REMOVED 6/17/2025~~

~~For purposes of Article V. Governing Board. Section 7. Absences, only; a full meeting's attendance by a Board member is defined as more than half the duration of the entire meeting. The Secretary shall keep a record of the arrival and departure times of all Board members.~~

26. **Board and Committee Agenda Posting Policy**

1. The agenda shall be posted or linked on the appropriate Board or Committee page and posted or linked on the Calendar on the VNC website.

2. Posted at Beyond Baroque as the 24-hour accessible site, and the Venice Library.

A copy of all regular and special Board and Committee agendas shall be submitted to the Department of Neighborhood Empowerment at: NC Support ncsupport@lacity.org to be posted through the Early Notification System (ENS).

27. **24-Hour Notice "Special Meetings"** ~~REMOVED 6/17/2025~~

~~All 24-Hour Notice "Special Meetings" shall require written pre-approval by the VNC President or Vice President or a designee appointed by the President.~~

28. **Paper Records Retention Policy**

Paper records of the VNC do not need to be retained for more than five years.

29. **Multiple Committee Jurisdictions**

When topics arise that cross multiple committee jurisdictions, the Vice President shall determine which committees have jurisdiction or whether there should be a joint committee meeting to vet or discuss the topic."

[Added 10/19/2021]

30. **President Is Ex Officio on Committees**

The President shall be an ex officio member of every committee so long as, in so being, the President's membership does not conflict with the Bylaws, for example, as it does in the case with Land Use and Planning Committee.

[Added 7/20/2022]

31. **Budget Approval**

All financial items must be vetted by the Budget & Finance Committee prior to being placed on a VNC Board agenda.

[Added 7/20/2022]

32. Ad Hoc Committees

Each VNC ad hoc committee shall begin its existence immediately following its creation by the Board of Officers, and the VNC President shall name the ad hoc committee's chair within 31 days of its creation.

[Added 10/17/2023]

33. Rules & Selections Responsibility

For the process of applicant based positions within the Venice Neighborhood Council, including Board seats, and LUPC and Neighborhood Committee, the Rules & Selections Committee will be responsible for the following: All redactions for public viewing of applications; Verifying stakeholder status; Being the point of contact for applicants from questions to application submission; Creating and/or approving changes to application forms; and, setting due by dates in agreement with the VNC President.

[Added 12/19/2023]

34. Chair and/or Board Appointed Representatives Requirement

All Chair and/or Board appointed representatives to outside organizations, committees, alliances, coalitions, etc., will have their names and related representation listed on the VNC website so Stakeholders may know who to contact regarding associated issues. All appointed representatives will provide the Board with a brief written monthly report that will be included in the supporting documents of each month's Board agenda. The presiding officer will determine which written reports, if any, will be presented during the monthly Board meeting.

[Added 12/19/2023]

35. Committee Motion Requirement

Motions from both Standing and Ad Hoc VNC Committees will be pulled from the Board agenda if said committee's minutes reflecting said motion are not posted at least 72 hours prior to the Board meeting.

[Added 2/18/2025]

36. VNC CIS Procedure

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 Statement (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.

[Added 6/17/2025]

37. Incoming Board First Meeting Requirements

The agenda of the first Board meeting of each administration must include the following AFTER the new Board is sworn into office:

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.)

[Added 7/15/2025]

38. Scheduling Committee Meetings

Meetings: All Committees are required to establish a regular periodic meeting date and post on the VNC website calendar. Committee Chairs will coordinate with the Vice President to ensure there is no overlap between Committee meetings. No Committee meeting will conflict with an Administrative Committee or Board meeting. Standing Committee scheduling takes priority over Ad Hoc Committees.

[Added 9/16/2025]

39. Code of Conduct Requirement as it Applies to Non-Board Stakeholder Committee Members

Code of Conduct: The Rules and Elections Committee will be the centralized tracking and verification to ensure all VNC Stakeholder Committee Members are in compliance of their required training. All Committee Chairs are responsible for ensuring their Committee members' Code of Conduct is current. Committee Chairs will distribute and collect signed Code of Conduct forms, and forward to the Rules and Elections Committee. Rules and Elections will post the Code of Conduct tracking form on their webpage to provide transparency

[Added 10/21/2025]

40. Expenditures over \$1000

Expenditures involving the purchase of goods or services exceeding \$1,000 shall be made only after the consideration of three alternate bids, proposals, or estimates. This requirement may be waived by action of the Board when the specific expenditure so dictates.

[Added 12/16/2026]

41. NPG Guidelines

Neighborhood Purpose Grant (NPG) applicants will follow both the city's NPG funding guidelines and regulations and the VNC NPG Eligibility & Application Guidelines.

Applications should be filed at least 45 days before the Board meeting at which the NPG will be agendaized.

● **501(c)(3) Status & Registration:**

Applicant must be a registered 501(c)(3) nonprofit and listed as current on the California Attorney General's Charity Registry: <https://oag.ca.gov/charities>

▶ Applications from fiscal sponsors are acceptable only if all eligibility requirements are met.

● **Public Benefit Requirement:**

The proposed project must clearly demonstrate a public benefit to the Venice community.

▶ Applicants are encouraged to reach out to the VNC Committee most aligned with their project's purpose.

● **IRS Tax Filing Requirement:**

A copy of the organization's most recent IRS tax filing (Form 990, 990-EZ, or 990-N) must be included with the application.

● **Complete and Accurate Submission Required:**

All applications must be fully completed, signed, and include all required documentation.

▶ Incomplete applications will not be considered due to the volunteer nature of the VNC.

● **Detailed Budget Required:**

A detailed project budget must be submitted and may be attached as a separate document.

▶ If requesting less than the total project cost, clearly identify and explain other funding sources.

● **Submission Format:**

Submit applications as a single PDF file that includes:

- Page 1 and 2 of the official NPG form
- Detailed project budget

▶ Do not include instruction pages.

▶ IRS Determination Letter and IRS 990 form may be submitted separately.

▶ Do not send individual pages or JPEGs—such submissions will not be accepted.

● **Final Reporting Requirement:**

Organizations receiving an NPG must submit a final report to the VNC within 60 days of project completion.

▶ Failure to submit the report will disqualify the organization from the next funding round