

## 7. 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 Adcomm can be resolved using the procedure in VNC Bylaw 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.