

## ARTICLE VI: OFFICERS:

### Section 1: Officers of the Board

Current: The VNC Board of Officers shall have seven (7) Executive Officers.

*This needs to be corrected to 4 Executive Officers. The Board DOES NOT have & Executive Officers. By definition Outreach, Land Use and Community are NOT executive officers. Also Board of Officers s/b changed to Board of Directors or Board.*

### Section 2: Duties and Powers

Current: The primary duties of the Executive Officers are:

*This section needs to be fixed to reflect that Communications, Outreach and LUPC are not executive officers. How should this be worded?*

Notes re Treasurer Position

## ARTICLE VI: OFFICERS

### Section 2: Duties and Powers

#### D. Treasurer

- Chairs the Budget and Finance Committee which reviews all funding requests and vets Neighborhood Purpose Grants and Community Improvement Projects.
- Oversees the finances of the Neighborhood Council to assure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements. Shall perform duties in accordance with City policies and procedures to assure compliance
- Shall prepare and submit timely reports as prescribed by the Office of the City Clerk-Neighborhood Council Funding Division (The City Clerk) to the Board
- Maintains the VNC financial records and a record of City Property under the control of the VNC
- Submits financial reports to the Board of Officers of Directors at every regular Board meeting.
- Ensures that all financial accounts and records shall be available for public inspection and posted on the VNC website, if available.
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Note: current bylaw reference to Dept of empowerment is out of date-they have nothing to do with financial policies and procedures. Also should there be a reference to Article IX: Finances -some of this might be covered in that section.

ARTICLE VII: COMMITTEES AND THEIR DUTIES If this isn't merged with the Treasurer duties then it could be reworded as follows, **although this is all covered by Article IX: Finances and the Treasurer description.**

#### Section 1: Standing Committees

A. Budget and Finance Committee: Chaired by Treasurer. Oversees and administers all VNC financial matters, including system of financial accountability as

required by the Department and the City of Los Angeles. Vets all Neighborhood Purpose Grants. Reviews all spending applications, including funding requests, Neighborhood Purpose Grants (NPGs) and Community Improvement Grants (NPG) and identifies which budget line item they will come from.

## FROM THE STANDING RULES

### 4. Budget Committee

The Venice Neighborhood Council does not fund refreshments at committee and sub-committee meetings. when the standing rules are organized shouldn't this be in a category referred to as committee standing rules-as this applies to all committees.

For information regarding budget processes, rules and forms, see: (1) VNC Budget Committee website: <http://www.venicenc.org/budget-committee/> Not sure why this would be a standing rule- maybe include language under committee duties that states committee will maintain a committee page that provides reports, forms and resources related to the budget.

13. Vacancies: Treasurer Revision could remain as a standing rule since this isn't a frequent occurrence or maybe should be added to the BYLAWS **Just want to avoid how this was misinterpreted and abused by the previous administration by adding language that makes it clear the Fiscal Agent is not a voting Board Member.**

The President, In the event of a vacancy in the Treasurer position, the vacancy will be filled using the vacancy procedures outlined in the bylaws, meanwhile the president 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 including reporting to the Board but will not be treated as Board Member for quorum or voting purposes until a Treasurer is duly elected.