

## ARTILE VII: COMMITTEES AND THEIR DUTIES

~~Stakeholders are encouraged to participate on Committees in which they are interested by contacting the Committee Chair. Unless otherwise defined by the bylaws, the size, composition and quorum are left to the discretion of each Committee and its Chair.~~

All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Establishment, termination or changes to a Standing Committee requires a 2/3 majority vote of the full Board. The Standing Committees of the VNC currently include, but shall not be limited to the following:

~~Creation and termination of standing committee shall be accomplished by amending these Bylaws. The following are the current Standing Committees:~~

- A. Administrative Committee: Consists of eight (8) Officers, including the **four (4) Executive Officers** ~~President, Vice President, Secretary, Treasurer,~~ and four (4) Community Officers who shall be selected by the fourteen (14) Community Officers at the first Board ~~of Officers~~ meeting. All Administrative Committee meetings shall be agendized as joint meetings with the Board ~~of Officers~~. Chaired by **the** President. Sets agenda for Board ~~of Officers~~ meetings. ~~Approves the mission statements of proposed Ad Hoc Committees and can veto Ad Hoc Committee Chair appointments.~~ Administrative Committee meetings shall require a minimum of four (4) members present to establish a quorum. The Administrative Committee shall meet at least every two (2) months. The Community Officer members may be removed by a majority vote of the Community Officers.
- B. Neighborhood Committee: Chaired by the Vice President, Using the eight (8) existing neighborhoods defined in the Venice Specific Plan plus the addition neighborhood east of Lincoln Boulevard as a guide, the Committee shall consist of, at a minimum, nine (9) Stakeholders, one (1) from each neighborhood, plus the Chair. Nine (9) Neighborhood Committee members shall be elected by the Board ~~of Officers~~ from a list of candidates who have formally communicated to the Board their desire to serve on the Neighborhood Committee. The Board shall, with thirty (30) days after beginning their term, hold a Board ~~of Officers~~ meeting for the election of Neighborhood Committee members. The candidate with the highest vote totals in each of the nine (9) districts shall be elected. Other neighborhoods and/or Stakeholders representing other neighborhoods or neighborhood interests may then be added at the discretion of the Neighborhood Committee. The committee shall promote greater awareness of City resources and services and act as a conduit between the Board ~~of Officers~~ and Venice neighborhoods, assisting in community outreach and bringing neighborhood issues to the attention of the Board ~~of Officers~~. Committee members selected by the Board of Officers may be removed by a majority vote of the full Board ~~of Officers~~.
- C. Rules and ~~Selections~~ **Elections** Committee: Chaired by **the Community Officer Board Member** as nominated by the ~~Administrative Committee~~ **Board President**, subject to approval of the Board

~~of Officers.~~ Proposes Selection Procedures, Bylaws amendments, and Standing Rules to the Board ~~of Officers.~~

- D. Budget and Finance Committee: Chaired by the 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 and identifies which budget line items they will come from.
- E. Outreach ~~and Event Planning~~ Committee: Chaired by ~~the Community Outreach Officer~~ **Chair elected by Stakeholders**. Organizes quarterly Town Halls and special events. ~~Performs ongoing outreach to Stakeholders.~~ **Works with Stakeholders, Board Members, and Committees to promote participation in VNC activities. (See Article V, Section 10) Is in charge of all non AV and electronic VNC equipment. Arranges to have refreshments at VNC Board meetings**
- F. Communications ~~Officer~~ **Chair elected by Stakeholders**. Oversees the maintenance and updating of the VNC website. Responsible for email announcements to Stakeholders and for maintaining and updating the Stakeholder database and ensuring its confidentiality. Is a member of the Outreach Committee. Ensures VNC Board and Committees comply with BONC Digital Communications Policy. Is in charge of all VNC AV and electronic equipment.
- G. Land Use and Planning Committee: **Chaired by the LUPC Chair elected by Stakeholders who is responsible for preparation and submission of all required reports to the Board.** The Land Use and Planning Committee shall review, take public input, report on and make recommendations of actions to the Board of Officers on any land use and planning issues affecting the community.

The Land Use and Planning Committee (LUPC) shall consist of nine (9) Stakeholders including the elected Chair. No Board ~~Officer~~ **Member** may serve as a LUPC member with the exception of the Land Use and Planning Committee Chair, . Eight (8) LUPC members shall be selected by the Board ~~of Officers~~ from a list of candidates who have formally communicated to the Board ~~of Officers~~ their desire to serve on the Land Use and Planning Committee. The Board ~~of Officers~~ shall, within sixty (60) days after beginning their term, hold a Board ~~of Officers~~ meeting for the selection of LUPC members. The eight (8) candidates with the highest vote totals shall be selected.

A LUPC member serves until a replacement has been selected by the Board ~~of Officers~~. A LUPC member may be removed from service by a majority of the full Board ~~of Officers~~.

The Land Use and Planning Committee recommendations to the Board ~~of Officers~~ shall be in the form of a written report, which shall include a project description, pros & cons, a summary of community input and any LUPC findings.

- H. Ocean Front Walk Committee: Chaired by ~~the Community Officer~~ Board Member nominated by the ~~Administrative Committee~~ **Board President**, subject to approval of the Board. The Committee has the general responsibility for addressing the issues, concerns, programs and

services that affect the various stakeholders and interests on the Venice Boardwalk and Venice Beach. These include, but are not limited to: free speech, performance, merchants, tourism, sanitation and recycling, public nuisance, public safety and interaction with law enforcement and other officials of the City and County of Los Angeles. The Ocean Front Walk Committee encompasses the public space of Venice Board Walk and Venice Beach.

- I. Arts Committee: Chaired by ~~Community Officer~~ **the Board Member** nominated by the ~~Administrative Committee~~ **Board President**, subject to approval by the Board of Officers. The Committee has the general responsibility to support and encourage the arts in Venice.
- J. **Parking, Transportation and Infrastructure Committee (PTI)**
- K. **Housing and Homelessness Committee**
- L. **Public Health and Safety Committee**
- M. **Education, Arts and Culture (EAC)**

~~Committee chairs who select the member of their Committees shall also have the right to remove members from said Committees.~~

## Section 2: Ad Hoc Committees

The Board of Officers may create or ~~may~~ terminate an Ad Hoc Committee as needed to deal with temporary issues and report its findings, conclusions or recommendations to the **VNC Board of Officers**. **An Ad hoc Committee must have a defined purpose and limited timeframe, carry out a specific task, be composed of only Board Members that constitutes less than a majority of the Quorum, and cease to exist upon completion of its task.**

**If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act.**

~~Ad Hoc Committees shall be terminated automatically if they have not met in 90 days. Ad Hoc committees shall have a term of one year or until the seating of a new Board, whichever comes first. Ad Hoc committees that wish to be renewed for an additional term shall appear before the Board of Officers prior to their termination date and provide a written report describing their activities to date and why they seek renewal.~~

## Section 3: Committee Creation and Authorization

- A. **Committee Authority:** ~~Committees may only make recommendations.~~ All committee recommendations shall be brought back to the full Board of Officers **in the form of a motion** for discussion and/or action.
- B. **Committee Structure:** All Board Members shall serve on or chair at least one (1) VNC Committee. With the exception of the Administrative Committee and the Land Use and Planning Committee, the size, composition and quorum are left to the discretion of each Committee and

its Chair and may include stakeholders, but shall not be composed of more than five (5) Board Members.

- C. Committee Appointment –With the exception of the Administrative Committee, Outreach Committee and the Land Use and Planning Committee, all Committee Chairs shall be appointed by the Board President and confirmed by the Board. Committee Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee Matters to the Board.
- D. Committee Meetings – With the exception of Ad Hoc committees created in compliance with Article VII, Section 2, Committee meetings are subject to and shall be conducted in accordance with the Brown Act. All Committees are also subject to the Plan for Neighborhood Councils, the Neighborhood Council Agenda Posting Requirements, the Neighborhood Council Minutes Posting Requirements, parliamentary procedures (see Article XII, Parliamentary Authority), and the VNC Bylaws and Standing Rules.
- E. Changes to Committees: ~~Committees may be created as outlined in Article VII, Sections 1 & 2 above.~~ Unless otherwise defined by the bylaws as outlined in Article VII, Sections 1 & 2 above, the Board may create, disband or make changes to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.
- F. ~~Committee Creation:~~ **Removal of Committee Members:** ~~Committees may be created as outlined in Article VII, Sections 1 & 2 above.~~ **Unless otherwise selected or appointed by the Board Standing and** Ad Hoc committee members shall be selected by the committee chair, and may be removed by the committee chair.
- ~~G. The VNC Committee Chairs are responsible for creating and posting agendas and minutes for their committee meetings in accordance with the Brown Act and the Plan for Neighborhood Councils.~~
- H. ~~The VNC Secretary is responsible for producing accurate minutes of General Board 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 Committees 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.~~

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