

## ADMINISTRATIVE SYSTEMS

### AGENDAS

- DETERMINE POSTING PLACES FOR BROWN ACT COMPLIANCE
- DETERMINE WHO IS RESPONSIBLE FOR PHYSICALLY POSTING ALL AGENDAS TO COMPLY WITH BROWN ACT
- SET UP SYSTEM FOR AGENDA REQUESTS - FOR THE ADMINISTRATIVE COMMITTEE, BOARD AND COMMITTEES

### DATA BASE

- SET UP SYSTEM TO IMMEDIATELY ENTER EMAIL ADDRESSES FROM ALL MEETING LISTS/REQUESTS INTO THE DATA BASE
- SET RULES FOR ACCESS/USE OF EMAIL DATA BASE

### WEB SITE

- SET UP SYSTEM TO ASSURE AGENDAS & MINUTES ARE POSTED WITHIN REQUIRED TIME LIMITS
- LOOK AT THE ORGANIZATION OF THE WEB SITE ; MAKE THE INTERFACES CONSISTENT AND REMOVE DUPLICATE FUNCTIONS

### EMAIL

- SET UP SYSTEM/DEADLINES FOR EMAIL ANNOUNCEMENTS OF ALL BOARD & COMMITTEE MEETINGS AT LEAST 72 HOURS IN ADVANCE
- SET UP INTERNAL EMAIL SYSTEM TO PROTECT INDIVIDUAL BOARD MEMBER PERSONAL EMAIL ADDRESSES
  - ALL BOARD MEMBERS/COMMITTEE CHAIRS USE ONLY "grvnc.org" ADDRESSES WHEN COMMUNICATING ON VNC TOPICS
  - SHOW ALL HOW TO SET UP A "PERSONALITY" FOR THEIR VNC BUSINESS

## BOARD PRIORITIES

### GOALS, STRATEGY AND OBJECTIVES (METHOD OF ACCOUNTABILITY)

- SURVEY EACH BOARD MEMBER ON WHAT THEY FEEL SHOULD BE THE VNC GOALS, STRATEGY AND OBJECTIVES FOR 2006-07
- DEVELOP REALISTIC VNC BOARD GOALS, STRATEGY AND OBJECTIVES FOR 2006-07
- DEVELOP A BOARD PLAN OF ACTION
- CREATE/ASSIGN COMMITTEES WITH THE TASKS TO IMPLEMENT THE ADOPTED GOALS, STRATEGY AND OBJECTIVES
- CREATE A PROJECTS COMMITTEE - PERHAPS THIS COULD BE A FUNCTION OF THE NEIGHBORHOOD COMMITTEE

## BOARD & COMMITTEE MEETINGS

### SET REGULAR CALENDAR FOR ALL BOARD & COMMITTEE MEETINGS

### SET REQUIREMENTS FOR ALL AGENDA ITEMS THAT COULD RESULT IN A DECISION BY THE BOARD OR COMMITTEE

- ALL PERSONS PRESENTING AN ISSUE/PROPOSAL FOR CONSIDERATION AND PLACEMENT ON THE AGENDA MUST SUBMIT IN WRITING:
  - A COMPLETED AGENDA REQUEST FORM
  - A BRIEF STATEMENT OF THEIR REQUEST
  - DISCUSSION POINTS THEY PLAN TO COVER
  - DECISION THAT THEY ARE REQUESTING THE BOARD/COMMITTEE TO MAKE (PROPOSED MOTION)
- MUST BE SUBMITTED 7 DAYS IN ADVANCE TO THE SECRETARY/CHAIR FOR POSTING ON THE WEB SITE AND DISSEMINATING TO MEMBERS
- IN THE CASE OF THE FULL BOARD, SUBMISSION MUST BE 5 DAYS PRIOR TO THE ADMINISTRATIVE COMMITTEE MEETING

### SET STANDARDS FOR AGENDAS

- AT THE TOP OF THE AGENDA PUT THE OBJECTIVES TO ACCOMPLISH FOR THE MEETING (NO MORE THAN 3-4)
- SET REALISTIC TIME LIMITS AND ADHEAR TO THEM
- SET PROTOCOL FOR PUBLIC COMMENT - I.E.:
  - SET STANDARD TIME LIMIT FOR PUBLIC COMMENT - ONE MINUTE EACH
  - ALLOW FIVE SPEAKERS FOR AND FIVE SPEAKERS AGAINST
- ALLOW FOR AT LEAST ONE MINUTE PER BOARD/COMMITTEE MEMBER FOR COMMENT/DISCUSSION
- PLACE ITEMS REQUESTING A DECISION AT THE BEGINNING OF THE AGENDA

### SET STANDARDS FOR MINUTES

- ACCORDING TO ROBERT'S RULES ... "NOT ONLY IS IT NOT NECESSARY TO SUMMARIZE MATTERS DISCUSSED AT A MEETING IN THE MINUTES OF THAT MEETING, IT IS IMPROPER TO DO SO. MINUTES ARE A RECORD OF WHAT WAS DONE AT A MEETING, NOT A RECORD OF WHAT WAS SAID."
- DRAFT MINUTES COMPLETED AND POSTED ON WEB SITE WITHIN 7 DAYS OF THE MEETING