

TRANSITION EVENTS

A. MANDATED BY BY-LAWS

ELECTION OF 4 ADMINISTRATIVE COMMITTEE MEMBERS (by the Community Officers of the new Board)

ELECTION OF LUPC (by the new Board - within 30 days of start of term)

ELECTION OF NEIGHBORHOOD COMMITTEE (by the new Board - within 30 days of start of term)

APPOINT STANDING COMMITTEE CHAIRS:

RULES AND ELECTIONS (community officer nominated by Administrative Committee – approved by Board)

EDUCATION (community officer nominated by Administrative Committee – approved by Board)

ASSIGN JOB FUNCTIONS TO COMMUNITY OFFICERS (each must serve on at least one Standing Committee and serve on and/or chair other committees).

B. NOT MANDATED

REVIEW AD-HOC COMMITTEES

APPOINT AD-HOC COMMITTEE CHAIRS (appointed by the President)

APPOINT PARLIAMENTARIAN (S)

In order to provide a smooth transition, the current Executive Committee must agendaize the first Board Meeting for the new Board with the following considerations (as mandated by the by-laws):

The agenda should be as generic as possible, but must include the following items:

Swearing in of new Board members

Minutes

Financial statements

Announcements

Public Comments

New Business

Election of 4 members of Administrative Committee

Development of process for election of LUPC

Development of process for election of Neighborhood Committee

Development of process for Community Officer Assignments

Agenda suggestions for next meeting

Optional (not mandated, but necessary)

Schedule an additional meeting within two weeks

Set meeting dates and times for new Board term

Review Ad-hoc committees and appoint chairs

Take applications for Rules And Elections and Education Committee chairs

Appoint Parliamentarian (s)

The date of the meeting should be left blank so that it can be filled in following the election certification.

PROCEDURAL TIMETABLE SUGGESTIONS (to be decided by new Board – not mandated)

- Schedule the first Board meeting to be held as soon as possible after the start of the new term (ideally 72 hours after certification). Agenda should be as stated above with as little regular business as possible.
- Hold an Administrative Committee meeting at least four days before the next Board meeting. Two of the items on the agenda should be the nominations of the Rules And Elections and Education committee chairs.
- Schedule a second Board meeting within the first 30 days of the new term to set-up the elections of LUPC and Neighborhood Committees. Confirm Rules And Elections and Education Committee chairs. Regular business can be agendized at this meeting.
- Schedule a third Board Meeting to fall within the 30-day window for the election of Land Use And Planning and Neighborhood Committees. Limited regular business should be agendized as these elections could consume most of the meeting (especially with public comment).
- Immediately, create a flyer to inform stakeholders of the opportunities to serve on LUPC and Neighborhood (and other?) Committees. This should be generic as the NEW Board must develop the election process and (if so desired) application forms. The procedures for this could have been codified, but was deliberately left open by the by-laws committee so that each new Board would be free to set its own election rules. Ideally, these flyers should be available at the Board elections.
- Arrange an information session for incoming Board members (prior to the beginning of their terms) so that they can “hit the ground running”. This should include (but not be limited to) discussions of:

General orientation

VNC By-Laws

The Brown Act

Summary of existing standing rules

Parliamentary procedure

Available positions and appointments

Business that must be accomplished in the first 30 days

This session does not have to be Brown-Acted, but the public could certainly be invited. Unfortunately only a limited number of current Board members may also attend (less than six).

- At the first meeting of the new Board, arrange to have a swearing-in ceremony (hopefully by Councilman Rosendahl). Immediately following, it would be nice to have a short reception and recognition for outgoing Board members (certificates?).

PLEASE REMEMBER: According to the By-Laws the new Board term “...begins 30 days after the challenge period to the election expires or after the Final Decision Maker issues findings...” This time period could begin as soon as 72 hours after the election or as long as several months. The current Board and committees keep functioning until their successors are in place.