

Election and Bylaws Committee
Monday, July 1, 2013 - 8:00 PM following Exec & Finance Committee
St. Andrews Lutheran Church
11555 National Blvd.
Los Angeles, CA 90064

Chair: William L. Scheduling

AGENDA

- 1) Introductions and opening remarks.
- 2) Old business
None
- 3) New Business
 - a) Discussion and possible motion to change to standing rules with respect to funding of Neighborhood Grants and Community Improvement Grants by MVCC. See Appendix A. Public Comments permitted.
 - b) Discussion and possible motion of 'Designated Funds' as it relates to MVCC standing rules on funding proposals and the expectations of MVCC and responsibilities of organizations that are funded by MVCC. See Appendix B. Public Comments permitted.
 - c) Discussion and possible motion to modify MVCC Standing rules with regard to a requirement of an affidavit by the governing body of a requesting organization and recommend that DONE make a similar change to their funding forms. See appendix C. Public Comments permitted.
 - d) Recommendation to the MVCC Board that the Education, Arts and Culture Committee produce a MVCC Funding Packet to be provided to organizations requesting funds from MVCC. Public Comments permitted.
- 4) Public Comments
- 5) Setting the time and place and Agenda Items for the next meeting
- 6) Adjournment.

Appendix A: Referral from MVCC Board for clarification:

Whereas MVCC would prefer to have the Standing Rules clarified on funding matters,

Therefore be it resolved that the following changes be made to the MVCC Standing Rules (in bold below):

B: STANDING RULE AMENDMENT ACCOUNTABILITY AND FOLLOWUP: Section 1.3.e of the MVCC Standing Rules is hereby amended to incorporate official Empower accountability policies

e. must be fully compliant with all Department of Neighborhood Empowerment regulations.

i. Each request for funding under the MVCC Community Improvement Grant or Neighborhood Purposes Grant program submitted by an organization shall be presented on their official letterhead and shall provide minutes from the applicant organization formally approving the request and showing the vote taken.

All MVCC Committees submitting Community Improvement Grant and Neighborhood Purposes Grant Applications shall also provide a completed EMPOWER Neighborhood Purposes Grant Proposal Evaluation Form in order to be placed on the agenda.

Additionally, a list of all the Committee's Community Improvement Grant or Neighborhood Purposes Grant funding recipients and amounts for the preceding 2 years shall be provided by the Committee as part of the total submission package to the Board. The finalized submission package shall be provided to the Chair at least two weeks prior to the Board meeting at which the requested action is to be taken.

ii. Community Improvement Grant or Neighborhood Purposes Grant Proposals shall not be placed on the Board agenda for consideration until all official paperwork is complete.

iii. Where appropriate, the Board may choose to require matching funds as a condition of any Community Improvement Grant or Neighborhood Purposes Grant. Where appropriate, the Board may choose to increase or reduce the requested amount in order to ensure the broadest possible benefits to the community at large.

iv. Per the Empower Treasurers Handbook Revised 11-30-2012, NPG and CIG recipients shall report back to MVCC on the project in timely fashion with a written report upon official letterhead certifying that the funds have been spent precisely as directed by the MVCC. Recipients shall recognize MVCC on publicity materials used for the project and supply hard copies of those materials to MVCC. For goods, permanent recognition [plaque or sticker] shall be placed on items funded by the MVCC

v. If funds are not expended in the manner and time frame prescribed by MVCC formal approval, the funds shall be returned to the City.

Appendix B. Clarification of The roles and responsibilities of MVCC funded organizations and programs.

MVCC should add to the Standing Rules a clarification of Funded Organization and Programs as follows:

Whereas there seems to be some confusion about the responsibility of MVCC Funded Organizations and Programs,

Whereas:

There are two types of designated funds (or donations), solicited and unsolicited; and a **Solicited designation** means that an organization asked for donations for a particular cause.

Therefore be it resolved that

Donations given by MVCC in response to a direct solicitation are to be permanently dedicated to that purpose and must be spent in the physical year indicated in the proposal and/or the funding motion by MVCC. If the funds are not fully spent as designated the remainder of the funds must be returned to the City of Los Angeles.

Appendix C:

Whereas

Upon review of the grant application form in the DONE manual, it does not say anything about requiring the organization's governing to document that they are in fact seeking the grant. Only signatures are required. This may lead to an abuse by a minority of the governing body.

Therefor be it resolved that:

MVCC would recommend The City to change the requirements to require an affidavit of a vote of the organization if it is a 501(c)3 or whatever governing body is requesting the funding.

And that MVCC add the same requirement to their standing rules.