

## ELECTIONS AND BYLAWS COMMITTEE-2019-PROPOSED BYLAWS CHANGES

Submissions for proposed bylaws changes should be sent to the Chair in writing with ample time to review and place on the agenda - one week or more.

### Article VII Section 3 Committee Creation and Authorization (1 recommendation)

Current Language:

The Board shall have the power to form or dissolve standing or ad hoc committees and establish the policies and procedures for those committees for whatever purpose it deems necessary, as long as these are within the mission, goals and objectives of the Council.

All Committees, once established, are subject to the terms of the Brown Act for meetings, minutes, and notices of meetings and to *Article XII, Parliamentary Authority*.

#### Recommendation:

The Board shall have the power to form or dissolve standing or ad hoc committees and establish the policies and procedures for those committees for whatever purpose it deems necessary, as long as these are within the mission, goals and objectives of the Council.

All Committees, once established, are subject to the terms of the Brown Act for meetings, Board of Neighborhood Commissioners Minutes Policy Resolution, and notices of meetings and to *Article XII, Parliamentary Authority*. See *MVCC Standing Rules for further information about Committees*.

Section 1: Standing Committees, - you may use this section to list your Standing Committees.

Section 2: Ad Hoc Committees - The Board may create Ad Hoc Committees as needed to address temporary issues.

#### Section 3: Committee Creation and Authorization

A. Committee Authority - (consider) All Committee recommendations shall be brought back to the full Board for discussion and action.

B. Committee Structure - (consider) Standing Committees shall be comprised of at least one (1) Director, but no more than three (3) Directors, and may include any interested Stakeholders. Only established members of the committee may vote on recommendations to the full Board. Each committee appointment shall be subject to Board approval by majority vote.

#### Recommendation Reasoning:

*We recommend adding the Commissions Minutes Policy Resolution as it is one of the policies most referred to by Boards and stakeholders. Additionally, the Department's Bylaws standard template (attached) includes three subsections that are currently not included in your bylaws (Section 1 Standing Committees, Section 2 Ad Hoc Committees, Section 3 Committee Creation and Authorization). An NC can elect to include and address these sections in the Standing Rules and should include language in the Bylaws to guide readers to the Standing Rules.*

*Our recommendations for these sections are as follows, we have reviewed the MVCC Standing Rules for guidance:*

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Recommendation Reasoning for B. Committee Structure:

The number of Directors (3) suggested to serve on a committee has been made based on your Board Quorum of seven (7). Having more than three Directors serving on any committee could open the Board to potential Brown Act violations due to serial meetings in which a majority of the members legislative body can commit to a decision prior to the full Board meeting. The limit is being suggested for Directors serving on committees, this does not apply to Stakeholder membership. The Board may elect to set a number of Stakeholders that may serve on committees or may give each committee the freedom to elect this number. However, all committee membership (Directors and Stakeholders) must be established.

C. Committee Appointment - (consider) The Chair of the MVCC Board shall announce committee appointments during the Board meeting immediately following the election of new Board Officers, or as new committees form or as vacancies occur. The MVCC Chair shall designate - or delegate such designation to any committee- the selection of the committee's presiding Chair, responsible for drafting agendas and conducting its meetings.

D. Committee Meetings - (consider) Committee meetings are subject to and shall be conducted in accordance with the directives of the Brown Act. Minutes shall be taken at the meeting and posted upon approval to the committee's page on the MVCC website.

E. Changes to Committees - (consider) The Board may establish, disband or make changes as needed to any Standing or Ad Hoc Committee. Any such action by the Board shall be noted in the Council minutes.

F. Removal of Committee Members - (consider) The Board may remove any committee officer by two-thirds vote of the full Board.

SUBMITTED BY\_\_ Vanessa Serrano, MPA Neighborhood Empowerment Advocate

Department of Neighborhood Empowerment\_\_\_\_ DATE\_\_ January 13, 2020\_\_\_\_\_

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