

## Ventura Village Committee Structure and Rules of Operation

### 1) Establishment of Committees and their Purpose:

The Board of Directors of Ventura Village may appoint such committees as it may from time to time deem appropriate. Creation of a committee, unless otherwise provided in these Bylaws, requires approval by a majority vote of the entire Board of Directors. (Bylaws requirement)

As of February 18, 2013, existing committees include:

- a) Executive Committee
- b) Crime and Safety Committee
- c) Community Engagement Committee
- d) Housing and Land Use Committee
- e) Wellness, Gardening, and Greening Committee
- f) Business and Finance Committee
- g) Parks Committee

There are no Bylaws provisions for the establishment of sub-committees or ad hoc committees.

If not stated in Ventura Village Bylaws, the purpose of a committee is determined by the board when it is first established. The board may review and modify the purpose of each committee from time to time. Committees may also review their purpose and bring any proposed changes in purpose to the board for review and approval.

### 2) Committee Membership (Qualifications)

Unless otherwise provided in Ventura Village's Bylaws, committee members need not be Directors, but must be members of the Corporation, or the designated voting representative of a member who is a business, non-profit corporation, church or other organization located in the Ventura Village Neighborhood. (Bylaws requirement)

### 3. Powers

Unless otherwise provided in Ventura Village's Bylaws, committees are only advisory in nature and may not take any action without the specific direction and authorization of the Board of Director. (Bylaws requirement)

For example:

- a) Committees may operate programs that the membership has approved and that the Ventura Village Board of Directors authorizes the committees to implement.
- b) All contracts and scopes of service must be approved by the Ventura Village Board of Directors.

All committee recommendations (except for the Executive committee) shall require the calling of a membership meeting and a vote by the members in order for action to be taken. (Bylaws requirement)

For example, the following must be taken to the membership for approval:

- a) proposed program activities
- b) proposed program/committee budgets
- c) recommendations/motions for neighborhood support of activities or programs by others
- d) proposed modification budgets during the program year

Interpretation of Bylaws to be checked with an attorney:

The way the Bylaws are currently written, the Ventura Village membership must approve committee recommendations such as programs, budgets, and motions and that once these are approved by the membership, then the board is responsible for overseeing implementation through specific direction and further authorization within the scope of what the membership has approved.

#### **4. Open Meetings**

In compliance with State Statutes including the open meeting law, all Ventura Village meetings, including membership meetings, meetings of the Board of Directors and any committees of the Board shall be open to any member of the Corporation and the public. (Bylaws requirement)

#### **5. Conduct of Meetings**

Committee meetings shall be conducted according to Robert's Rules of Order and/or Special rules adopted by a two-thirds (2/3) vote of the Ventura Village Board of Directors.

#### **6. Special Rules/Procedures**

- a) Committees meetings shall be regularly scheduled, unless otherwise established by the Ventura Village Board of Directors. Currently, committees meet as follows:
  - 1) Executive Committee - as needed
  - 2) Crime and Safety Committee - monthly
  - 3) Community Engagement Committee - monthly
  - 4) Housing and Land Use Committee - monthly
  - 5) Wellness, Gardening, and Greening Committee - monthly
  - 6) Business and Finance Committee - every other month
  - 7) Parks Committee - every third month or as needed, if more often
- b) Committee meetings must be held at a place approved by the Board of Directors and that complies with Federal, State, and City accessibility requirements. (part city requirement)
- c) Each committee must establish an agenda for their meeting that must be posted at least three business days before the meeting as follows:
  - 1) On a list serve that currently has the ability to reach the most Ventura Village residents as possible.
  - 2) At the Ventura Village office.
  - 3) A short-term goal is to be able to post the agenda on the Ventura Village Website. As soon as this becomes possible, posting on a list serve will no longer be required.

The agenda must include all action and discussion items.

- d) Each year, in the month of February, each committee shall elect a chair.
- e) If a committee is operating a program that requires funding, the committee must submit an annual budget no later than the month prior to the start of the Ventura Village fiscal year in which the funds will be spent. The Ventura Village Membership shall take action on the committee's budget at the January General Membership meeting, which is the first month of the new fiscal year in which the funds will be spent.
  - 1) A committee may not spend any funds until their budget is approved.
  - 2) A committee may submit their budget late, but no funds may be spent until the budget is approved and the committee runs the risk that the funding available may be diminished because of allocations that have been made to other committees that submitted their budgets in a timely fashion.
  - 3) No committee may raise funds independently without prior authorization from the Ventura Village Board of Directors.
  - 4) Once budgets are approved, funds must be spent only for items approved in the budget.
  - 5) Committees must submit requests for payment using current format and procedures established by the Ventura Village Board of Directors.
  - 6) Any funds that were budgeted, but not spent by the end of The Ventura Village Fiscal Year (currently December) do not roll over.
  - 7) Any proposed budget change must be approved by the Membership. (Bylaws requirement)
  - 8) Disbursement of funds must follow current check request procedures established by the Ventura Village Board of Directors. Fund/check requests must be signed by the respective Committee chair. Checks will be issued on the 1st and 15th of the month or on a schedule that is set by the Board of Directors.

- f) If a committee has received funds, the committee must submit a written report on the use of funds by the last month of Ventura Village's fiscal year (currently December). The report must be in the format established by the Ventura Village Board of Directors. No new funds will be allocated to a committee until reports on the use of prior funds have been completed and submitted in the required format.
- g) Committees shall take minutes that are limited to the following information:
  - The date, time, and place of the meeting.
  - An attached agenda for the meeting
  - The names of the committee members in attendance
  - The exact wording of motions/recommendations and the voting outcome to include the numbers voting in favor, numbers against, and numbers abstaining.
- h) Minutes that contain action items for the Ventura Village Membership and/or Board of Directors must be submitted to the Ventura Village Secretary (elected officer) to meet deadlines for inclusion on the Membership and/or Board agenda(s). This currently is 7 calendar days prior to a meeting except for items requiring flyering, in which case it is 14 days. Action items that are not forwarded in time will be included in the next regular meeting of the Membership and or Board. (Bylaws requirement, except for last sentence.)
- i) When outside organizations or individuals request input from Ventura Village, Committees Chairs are responsible for:
  - 1) Placing such requests on the committee agenda in a timely fashion
  - 2) Coordinating the attendance of organizations/individuals making such requests at the committee meetings, Board of Director meetings, and Ventura Village Membership meetings.
- j) The quorum for committee meetings is three (3) Ventura Village members.
- k) Committee chairs are eligible to vote.
- l) Conflict of Interest policies included in Ventura Village Bylaws apply to committees.
- m) Committees shall present verbal reports at Ventura Village Membership Meetings as requested by the Chair of the Ventura Village Board of Directors.
- n) Committee chairs or committee members may not make statements or engage in any communications that represent Ventura Village unless it is stating a position that has been passed/approved by the Ventura Village Membership or Board of Directors. If a committee chair or member wishes to make a statement of their personal beliefs/opinion, they must make it clear that it is their personal belief/opinion and that they are not representing Ventura Village.
- o) Committee chairs or committee members shall not enter into contracts or similarly obligate Ventura Village.
- p) If committee participants are unable to speak English, they should so indicate their planned participation so that reasonable efforts shall be made for consecutive interpretation services.
- r) Committees are subject to the same flyering requirements for agenda items as is stated for General Membership meetings in the Ventura Village Bylaws.