

## **Van Nuys Neighborhood Council Standing Rules**

Standing rules supplement the official bylaws and may be revised at any time by a majority vote of the Board.

### **Standing Rule on Agenda Setting**

1. The Executive Committee shall set the agenda for each VNNC Board meeting.
2. For the Executive Committee to consider an item for placement on the VNNC Board meeting agenda, all agenda items must have a presenter and a recommendation from a VNNC Committee, unless otherwise determined by the Executive Committee by majority vote.
3. All requested agenda items must be submitted in writing to the President and should include three sentences explaining the proposal or just over 20 words.
4. All requested agenda items should have three sentences explaining the proposal or just over 20 words.
5. Any VNNC Stakeholder may request items to be placed on the VNNC Board's agenda in accordance with the time limits set below. If an item is not placed on the agenda for two (2) consecutive meetings, the President shall introduce a motion for the Board to determine whether the item will be placed on the following month's agenda.

The President shall be notified in writing by email 13 days before the next scheduled VNNC meeting or 4 days before the next scheduled Executive Committee Meeting (This will be the last Thursday of the month or the Thursday before the first Monday of the next month)