

## **APPROVED UPDATE OF MVCC STANDING RULES I-3**

### **I. The Board**

1. All Mar Vista Community Council communications and web postings to the general public or the full MVCC Stakeholder list must be approved by at least three directors of the MVCC Board. All such communications shall be from the Board of Directors, and not any one individual. The only exceptions to this rule are the posting of agendas, minutes, and E-calendars.
2. The Chair of the MVCC Board of Directors shall be the official representative of the Council. No individual Board member or MVCC stakeholder has the authority to speak for the Board on any topic or position unless the substance of his/her statement has been approved by the Board.
3. All MVCC expenditures:
  - a. which exceed \$1,000 shall be approved by the MVCC Board of Directors by a majority vote. These expenditures, if involving purchase of goods or services, shall be made only after consideration of alternate bids, or estimates. This requirement may be waived by action of the Board when specifics of an expenditure so dictate.
  - b. not exceeding \$1,000 but more than \$300 shall be approved by the MVCC Board of Directors by a majority vote.
  - c. under \$300 shall be approved by the Treasurer or Chair insofar as the purpose of the expenditure falls under one of the types listed in 3.d. of these Standing Rules and is in accordance with the annually approved MVCC budget.
  - d. shall be one of the following three types of purchases. These are the only acceptable purchases the City will fund:
    - i. Administrative expenses of the Mar Vista Community Council and its committees to assist in carrying out its duties.
    - ii. Outreach expenses which increase community knowledge and/or involvement in the MVCC, City, or any City department.
    - iii. Community improvement projects. All community improvement projects require that a Community Benefit Statement be submitted to the Department of Neighborhood Empowerment.
  - e. must be fully compliant with all Department of Neighborhood Empowerment regulations.
    - i. 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.

### **II. Committees**

9. An item shall be placed on the agenda of any MVCC committee upon the request of a Director. In addition, an item may be placed on the agenda of a MVCC committee meeting by a petition signed by not less than five (5) stakeholders. Such a petition shall be submitted to the Chair of the committee at least five (5) calendar days prior to the scheduled meeting. Community Improvement Grant or Neighborhood Purposes Grant funding proposals requested by a Director, or by stakeholder petition, shall fulfill the requirements of Section 1.3.e. i, ii, and iii of these standing rules.