

DRAFT

DLANC Executive Committee Operating Procedures

Mission of Committee: we need to add a mission.....

Regularly Scheduled Meetings: 1st Wednesday of the Month at 7pm at _____ and on Zoom.

Operating Procedures: The rules may be amended at any regular meeting of the Committee by a majority vote of the members present provided possible action on the committee operating rules is announced on the agenda.

1. The Chair of the Executive Committee is: The President.
2. Additional officer(s) of the Executive Committee are: VP of Administration, VP of Outreach and Communications, Secretary, and Treasurer.
3. Members of this committee shall be appointed by: officer elections at the first board meeting of a new term, or in the event of a new officer election.
4. DLANC Board Members are eligible to serve on this committee. Stakeholders and members of the public are not eligible to serve on this committee, but may attend meetings and make public comments.
5. This committee shall consist of ## members.
6. A quorum shall consist of ## members.
7. Voting rights shall be accorded to committee members only.
8. For this committee "serving actively" is defined as:
 - a. Attending regular committee meetings
 - b. Participating in and contribution to discussions
 - c. Accepting tasks or assignments to support committee objectives
9. Agendas:
 - a. Agendas shall be the responsibility of the President.
 - b. The President shall create a calendar event on the website
 - c. The President shall post the agenda publicly minimum 24 hours prior to the meeting by Physical Posting at _____, empowerLA emails _____, and on the website.
10. Meeting Minutes
 - a. Meeting minutes shall be the responsibility of the Secretary.
 - b. The minute taker shall send a draft (word doc) of the meeting minutes to the Secretary after the meeting. The Secretary shall post a draft of the meeting minutes on the website with the next agenda and other supporting documents minimum 24 hours prior to the committee meeting.

- c. A final approved version of the meeting minutes shall be posted on the website by the Secretary.
- 11. Letters of Support
 - a. Draft letters of support approved by the committee shall be composed immediately after the meeting and sent to the President and Secretary. The draft letters shall be posted as a supporting document for the general board meeting.
 - b. Letters of support approved by the Board shall
- 12. Hosting Meetings
 - a. Meetings in person shall be hosted by The President.
 - b. Meetings via zoom shall be hosted by The President. Only Executive Committee members shall be given Zoom log-in information to host committee meetings.
- 13. Yearly reports?
- 14. Note about co-chairs.....
- 15.

Responsibilities of the Committee:

- 1. Nominate Standing Committee Chairs at the second regularly scheduled Board Meeting or at a Special Board Meeting.
- 2. Add items and approve the agenda of the next general Board Meeting.
- 3. Approve the mission statement for newly proposed Ad Hoc Committees.
- 4. The chair of the committee is responsible for:
 - a. Asdfsadf
 - b. asdfasfd
- 5. Asldfjasld
- 6.