

AGENDA REQUEST FORM

GRVNC Mission: "To improve the quality of life in Venice by building community and to secure support from the City of Los Angeles for the resources needed to achieve our goals." ... GRVNC Bylaws

To assure that your request for placement on the agenda of the next Board of Officers meeting will be considered at the next Executive Committee meeting, this form must be fully completed, along with all required documents, and submitted to DeDe Audet, GRVNC Executive Committee Chair, at 310-821-4417 (ddaudet@comcast.net) at least 7 days in advance of the next scheduled regular Executive Committee meeting.

- A. **Name of Project or Issue:** _____
- B. **Committee/Organization:** _____
- C. **Your Name:** _____ **Phone:** _____ **Email:** _____
- D. **Brief Synopsis of Your Request/Project:** _____

E. **Agenda Priority Score Card:** (Please complete the form below by entering 1, 5 or 10 in the appropriate column opposite each question, then tally each column and enter the total of the three columns in the Priority Score. The Executive Committee will use this information to assist it in determining the appropriate disposition of your request.

- | | | |
|--|-------------------|---------------------|
| 1. Will it build community? | No - 1 ____ | Yes - 10 ____ |
| 2. Does it improve the quality of life? | | |
| a. For how many | Few - 1 ____ | Many - 5 ____ |
| b. To what degree | Minor - 1 ____ | Average - 5 ____ |
| 3. Does it need support from the City? | | |
| a. Possibility of City support | None - 1 ____ | Possible - 5 ____ |
| b. Effort required from GRVNC | Major - 1 ____ | Reasonable - 5 ____ |
| 4. Does it require resources? | | |
| a. GRVNC dollars | Major - 1 ____ | Reasonable - 5 ____ |
| b. GRVNC manpower | Many - 1 ____ | Reasonable - 5 ____ |
| 5. What is the time involvement? | | |
| a. Volume of facts to consider | Large - 1 ____ | Medium - 5 ____ |
| b. Urgency | High - 1 ____ | Medium - 5 ____ |
| c. Deadline for completion? | 3 Months - 1 ____ | 6 Months - 5 ____ |
| d. Can it be accomplished in this time? | No - 1 ____ | Maybe - 5 ____ |
| 6. Column Score: (Sum of each column) | _____ | _____ |
| 7. Priority Score: (Sum of column scores) | _____ | _____ |

- F. **Request for GRVNC Budget Allocation:**
1. If you are requesting financial support from GRVNC, please state how much? _____
2. Describe the proposed use of GRVNC funds: _____

_____ (A Request for Funding must be previously reviewed by the Budget Committee and included with this form.)

- G. **Opposition:** Is there any opposition to your request? If so, indicate who is opposing it? _____
- and briefly describe opposing positions to the extent known to you: _____

H. **Required with Your Request:** You will be expected to present your project or issue to the Board and the Board will only consider taking action on properly prepared motions. Therefore the following materials **MUST** be submitted with this form in order to be considered by the Executive Committee for placement on a Board agenda:

- Submit 22 printed copies of your presentation materials, requested action(s) and (if you are requesting funding) the submitted/reviewed Request for Budget Allocation for distribution to the Executive Committee and the Board and the Parliamentarian. Additional printed copies may be provided for the audience at your discretion. The Board will not make copies for you. Requested action(s), if any, must be prepared in the form of a motion (or motions) that can be considered by the Board. Each requested action must be separately stated on a separate request form. The Board will not draft your motion(s) for you. Please contact Ivan Spiegel, the GRVNC Parliamentarian, 310-821-9556 (ivan13147@verizon.net) if you need assistance in preparing a proper motion.
- Submit an electronic version of your presentation materials and requested action(s) for posting to the web site and for distribution by email.