



GOVERNING DOCUMENTS COMMITTEE

SUMMARY REPORT
Wednesday, February 26, 2020
1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	F C	B O D	Comments
<p>1. GOVERNING DOCUMENTS:</p> <p><u>Amend 40-5520-1, Reserves</u></p> <p>The Committee moved to amend 40-5520-1, Reserves, by adding keywords as well as making the Non-substantial changes and approved, as final.</p> <p><u>Amend 40-5540-1, Contingency Operating Fund</u></p> <p>The Committee moved to amend 40-5540-1, Contingency Operating Fund, by adding sections headings as well as making the Non-substantial changes and approved, as final.</p> <p><u>Amend 40-5516-1, Committee Non-Budgeted Expense</u></p> <p>The Committee moved to amend 40-5516-1, Committee Non-Budgeted Expense, by making the Non-substantial changes and approved, as final.</p> <p><u>Amend 40-5061-2, Fees</u></p> <p>The Committee moved to amend 40-5061-2, Fees, by adding keywords as well as making the Non-substantial changes and approved, as final.</p> <p><u>Amend 20-2806-1, Community Publications</u></p> <p>The Committee moved to amend 20-2806-1, Community Publications, by making the Non-substantial changes and approved, as final.</p>	<p>Recording Secretary</p> <p>Recording Secretary</p> <p>Recording Secretary</p> <p>Recording Secretary</p> <p>Recording Secretary</p>				

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<p><u>Amend 20-2806-2, Community Publications – Fees</u></p> <p>The Committee moved to amend 20-2806-2, Community Publications – Fees, by adding keywords as well as making the Non-substantial changes and approved, as final.</p> <p>The Committee moved to forward 20-2806-2, Community Publications – Fees, to the Communications Committee with the recommendation to add the actual rate for classifieds to sections 1.4.1. and 1.4.2. and delete “*Contact LW Weekly office for details”.</p>	<p>Recording Secretary</p>	<p>Communications</p>			
<p><u>Amend 20-2841-2, Graphic Design Services</u></p> <p>The Committee moved to amend 20-2841-2, Graphic Design Services, by making the Non-substantial changes and approved, as final.</p>	<p>Recording Secretary</p>				
<p><u>Amend 20-2850-3, Advertising Commissions</u></p> <p>The Committee moved to amend 20-2850-3, Advertising Commissions, by making the Non-substantial changes and approved, as final.</p>	<p>Recording Secretary</p>				
<p><u>Amend 20-2861-1, Advertising for Estate and Patio Sales</u></p> <p>The Committee moved to amend 20-2861-1, Advertising for Estate and Patio Sales, by making the Non-substantial changes and approved, as final.</p>	<p>Recording Secretary</p>				
<p><u>Amend 20-2866-1, Bilingual Advertising</u></p> <p>The Committee moved to approved 20-2866-1, Bilingual Advertising, as presented.</p>	<p>Recording Secretary</p>				
<p><u>Amend 20-5045-3, Board Member Use of Foundation Equipment</u></p> <p>The Committee moved to approved 20-5045-3, Board Member Use of Foundation Equipment, as presented.</p>	<p>Recording Secretary</p>				
<p><u>Amend 20-5046-3, Records Management Procedures</u></p> <p>The Committee moved to amend 20-5046-3, Records Management Procedures, by making the Non-substantial changes and approved, as final.</p>	<p>Recording Secretary</p>				

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<p>The Committee moved to forward 20-5046-3, Records Management Procedures, to the Communications Committee, for indication of when various steps will be conducted under sections 5.5.2., 5.4.3. and 5.5.5. and more specific information as to when the actions are required.</p> <p>It was the consensus of the Committee to take no action and bring back to the next scheduled meeting, the following governing documents:</p> <ul style="list-style-type: none"> • Amend 20-2860-3, Advertising Rates • Amend 20-5050-1, Digital Billboards • Amend 20-5050-4, Digital Billboard Display Request Form • Amend 20-5051-3, Website Management • Amend 20-5581-1, Communications Department Advertising Policy • Amend 20-5583-3, Minibus Advertising • Amend 20-5585-1, Advertising Policy 	Recording Secretary	Communications		
<p>FUTURE AGENDA ITEMS: The Committee concurred not to add future agenda items.</p>				Recording Secretary