

## RESOLUTION

Be it resolved that the Board of Neighborhood Commissioners creates the following policy:

### NEIGHBORHOOD COUNCIL AGENDA POSTING REQUIREMENTS

**WHEREAS**, the Board of Neighborhood Commissioners established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders to recommend changes to the Plan for a Citywide System of Neighborhood Councils;

**WHEREAS**, the Working Groups recognized stakeholders are increasingly using the internet and that it allows Neighborhood Councils to communicate with their stakeholders efficiently and inexpensively;

**WHEREAS**, the Working Groups recognized that any change in the physical posting policy should be accompanied by increased use of other media for outreach;

**WHEREAS**, the Working Groups recommended that the posting requirements for Neighborhood Councils be changed to require only one physical Brown Act compliant posting while maintaining the Board of Neighborhood Commissioners other outreach requirements;

**WHEREAS**, Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners "shall be responsible for policy setting and policy oversight...and the promulgation of rules and regulations but not be responsible for day to-day management".

**WHEREAS**, this policy supersedes all other posting policies previously adopted by the Board of Neighborhood Commissioners; including the August 3, 2010, Commission Policy on "Neighborhood Council Agenda Posting Requirements" (Policy No. 2010-02), which was also revised at the December 17, 2012, Commission meeting, and the May 6, 2014, Commission Policy on "Neighborhood Council Agenda Posting Requirements" (Policy No. 2014-01), which was also revised at the July 21, 2014, Commission meeting.

**NOW, THEREFORE, IT IS RESOLVED** that the Board of Neighborhood Commissioners establishes this policy regarding the posting of agendas for Neighborhood Councils.

**POLICY NUMBER: 2014-01.1**

Neighborhood Councils are required to post meeting agendas for Board and Committee meetings as follows:

Board of Neighborhood Commissioners  
Resolution: Policy No. 2014-01.1 (Revised August 18, 2014)  
Neighborhood Council Agenda Posting Requirements

1. Neighborhood Councils shall physically post at least one Brown Act compliant agenda for all Board and Committee meetings.
2. Neighborhood Councils shall post agendas of all Board and Committee meetings on their web site or, on a page made available to them on the EmpowerLA web site. Such postings shall be Brown Act time compliant.
3. Neighborhood Councils shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS). The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system. Accordingly, posting the notices of meetings to the ENS system will not be required to comply with the Brown Act's time limits for posting agendas.
4. Neighborhood Councils that maintain an email list of stakeholders may email either a copy of the agenda for all Board and Committee meetings or an announcement of the meeting with a link to the agenda. Distribution to the email list shall occur at the time meeting information is disseminated to the board or committee members.
5. Neighborhood Councils shall inform the Department of (a) the physical location of their posting site, (b) the address of their web site, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. Neighborhood Councils shall be required to submit this information on a form approved by the Department.
6. Neighborhood Councils that do not maintain a web site or, a page on the EmpowerLA web site, if available, shall continue to comply with the five (5) to seven (7) physical locations posting requirements imposed during their certification process; one (1) of the posting locations shall be Brown Act compliant; the remaining posting locations shall be within the Neighborhood Council boundaries and shall comply with Brown Act time limits for posting.
7. This Posting Policy does not restrict or prevent a Neighborhood Council from posting any additional notices of its meetings beyond the notices required under this policy in any other locations or within any timeframes determined by the Neighborhood Council in its discretion.

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8. These posting requirements shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance.
9. If a Neighborhood Council is notified by the Department prior to any Board or Committee meeting that a confirmed violation of this policy has been reported the Neighborhood Council shall repost in accordance with this Policy. If the scheduled meeting cannot be reposted in compliance with this Policy, the Neighborhood Council shall cancel the meeting and make reasonable efforts to inform its stakeholders. If it becomes necessary to cancel Board or Committee meetings Neighborhood Councils are encouraged to contact the City Attorney for further guidance.
10. If a Neighborhood Council is found to be in violation of this Policy three (3) times within the current fiscal year the Board and any non-Board member committee chairs shall be required to take additional training as may be determined by the Department. If after receiving additional training the Neighborhood Council is again found to be in violation of this policy during the current fiscal year, then exhaustive efforts to remedy this matter, including loss of funding may be taken by the Department pursuant to Article VI section 4 and Article X section 3 of the Plan for a Citywide system of Neighborhood Councils.

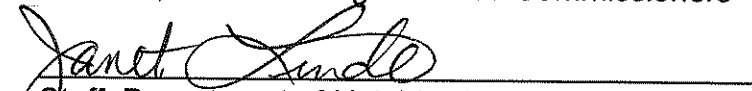
Moved by:

  
Member, Board of Neighborhood Commissioners

Seconded by:

  
Member, Board of Neighborhood Commissioners

Witnessed by:

  
Staff, Department of Neighborhood Empowerment

**VOTES:**

AYES: 6

NAYS: 0

DATE: 8/18/14