

NORTHRIDGE WEST NEIGHBORHOOD COUNCIL

2021 BOARD RETREAT AND PLANNING MEETING

9/23/2021

OVERVIEW – 5 MIN

- Recent NWNC Highlights: Clean Ups, Community discussions, CISs
- History of NCs
 - 99 Neighborhood Councils
 - Established in 1999, by an amendment to the City Charter
 - NC Board Members are volunteers and public officials elected to office by the members of their community.
- Department of Neighborhood Empowerment (DONE)
 - Established to support the NCs
 - **Go to Empowerla.org for more information**

OVERVIEW

- **Purpose of this meeting is to...**
 - ✓ Inform the Board about NC guidelines, processes, and opportunities,
 - ✓ Prepare Board Members to make effective use of their positions,
 - ✓ Answer any clarifying procedural questions, and
 - ✓ **Discuss and establish the priorities, goals, and objectives that will guide our work in 2021-2022**

ROSENBERG'S RULES OF ORDER

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THE BROWN ACT

ABBY BAILES

THE PURPOSE OF THE BROWN ACT IS TO ALLOW “FULL PUBLIC DISCLOSURE” AND TRANSPARENCY

- A. At Board Meetings, **ONLY** agenda items may be discussed, **EXCEPT** a brief response to public comments or questions, brief presentation of activities of Board members, and suggestions for future agenda items.
- B. Agendas must be posted to allow them to be viewed by the public
 - 72 hours in advance for regular meetings
 - 24 hours in advance for Special Meeting
- C. Board members must **REFRAIN** from discussing board business, in person or through technology, with a voting majority of the Board.
 - **No more than 3 members for full Board; Less for committees.**

THE BROWN ACT CONT...

D. Common Mistakes

- 1. Serial Meetings** – a series of separate communications, that in total, involve a voting majority of the Board or committee members, for purpose of developing a majority to take action. Ex: When four or more board members, privately communicate and *discuss* between themselves their plans, goals, recommendations, intents, etc.
- 2. Reply All** – emails about agenda items to a voting majority of the Board
- 3. Incoming emails and letters to the Board** - Will be addressed or assigned to a Committee Chair, by the President. The President is the official representative of NWNC for public relations responses and issues, unless the President authorizes a board member in their absence

THE BROWN ACT CONT...

- Discussing logistics, such as meeting dates, times and process are NOT Brown Act violations
- Ad Hoc committees are not subject to Brown Act restrictions
- Social, ceremonial, or conference gatherings, where Board business is NOT discussed, are OK
- Violations of the Brown Act maybe punishable by the Department of Neighborhood Empowerment
- More info at <https://empowerla.org/wp-content/uploads/2012/04/Brown-Act-Quick-Hits.pdf>

GUIDELINES FOR BOARD MEETINGS

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NWNC BOARD MEETINGS

- Don't miss a meeting - **Subscribe to get Neighborhood Council agendas by email:** tiny.cc/NCagendas
- Check your NC Board email regularly.
- Absences - Any Board Member who misses 3 regularly scheduled consecutive NC GBMs, or 4 total GBM during any 12 month period shall be automatically removed.
- Be prepared: Read minutes, review the MER, and other items in advance.
- NC Training: All board members must complete ethics, funding, and code of conduct trainings in order to vote. The training courses and instructions can be found at <http://empowerla.org>

COMMUNITY IMPACT STATEMENTS

ABBY BAILES



COMMUNITY IMPACT STATEMENTS

- **Community Impact Statements** are official statements adopted by an NC on issues pending before the city's decision makers.
- CISs were created specifically for NCs to publicly express their support, opposition, or suggestions about any matter pending before the City Council, its committees, or City commissions.
- Tip: While the CIS allows NCs to communicate collectively, board members and stakeholders can continue to communicate their views individually. A submission reflecting the opinion of a single individual is called public comment/public communication.