

**CITY OF LOS ANGELES  
INTRA-DEPARTMENTAL CORRESPONDENCE**

May 27, 2010

**TO:** Board of Neighborhood Commissioners

**FROM:** Leyla Campos, Senior Project Coordinator  
Grayce Liu, Senior Project Coordinator  
Department of Neighborhood Empowerment

**CC:** BongHwan Kim, General Manager  
Claudia Dunn, Acting Assistant General Manager (retired)

**SUBJECT: PROPOSED NEIGHBORHOOD COUNCIL AGENDA POSTING  
REQUIREMENTS POLICY**

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**RECOMMENDATION**

That the Board of Neighborhood Commissioners (Commission), per Resolution, approve the attached policy entitled: "Neighborhood Council Agenda Posting Requirements."

**DISCUSSION**

The Department of Neighborhood Empowerment (Department) has received suggestions from Neighborhood Councils requesting the reduction of posting locations for agendas. One of the reasons for these requests is that posting at the five (5) or more physical locations has been burdensome for the Board Members, particularly with respect to the volume of Neighborhood Councils' committee meetings. Another reason given is that posting at multiple locations has been confusing for stakeholders when agendas may have been removed at one location, but retained at other locations, causing uncertainty for stakeholders as to meeting status. Lastly, Neighborhood Council Board members have stated that the goal of notice and outreach to the community about meetings has not been met by the posting of agendas, but rather via electronic means, such as an email notification or per the Neighborhood Council website.

In addition and due to staffing reductions, the Department is utilizing a new service model for working with Neighborhood Councils. This model no longer allows for the assignment of one (1) Neighborhood Empowerment Analyst to one (1) Neighborhood Council for purposes of monitoring posting and other sorts of operational issues on a regular basis. In order to effectively track Neighborhood Council operations for all Neighborhood Councils, the Department is requesting one of the posting locations for Board meeting agendas to be it's or the City's website.

Therefore, the Department of Neighborhood Empowerment recommends the following agenda posting requirements:

**RESOLUTION**

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

**Neighborhood Council Agenda Posting Requirements**

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**WHEREAS**, Neighborhood Councils were required during the certification process to post notices of their meetings in 5-7 posting locations;

**WHEREAS**, when Neighborhood Councils were initially certified, the posting of a meeting's agenda served the goal of outreaching to the Stakeholders in a Neighborhood Council's boundaries to make Stakeholders aware of the Neighborhood Council system;

**WHEREAS**, most Neighborhood Councils have now been in operation for several years and Stakeholders are increasingly aware of the Neighborhood Council system;

**WHEREAS**, the Brown Act requires one physical posting site;

**WHEREAS**, numerous physical posting sites are not as effective at increasing Stakeholder attendance during meetings compared to other cost-effective notification procedures, e.g., direct communication or use of the internet; and

**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;"

**NOW, THEREFORE, IT BE RESOLVED** that the Board of Neighborhood Commissioners establishes a policy to set out the Neighborhood Council Agenda Posting Requirements.

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**POLICY NUMBER:**

2010-06
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Neighborhood Councils shall be required to post meeting agendas for Board and committee meetings, as follows:

1. Neighborhood Councils shall identify three (3) physical locations where the Neighborhood Council will post an agenda for its regular and special Board

**Resolution:**

**Neighborhood Council Agenda Posting Requirements**

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meetings. The Neighborhood Council Board shall also identify one (1) physical posting location where any agendas required to be posted under the Brown Act for a Neighborhood Council committee shall be posted. When posting the above agendas, Neighborhood Councils shall adhere to Brown Act's requirements regarding the accessibility of the posting site and the time line for posting the agenda.

2. Neighborhood Councils shall also post all notices of meetings required under the Brown Act, including Board and committee meetings, on the Neighborhood Council's website, if one exists, pursuant to the time line requirements of the Brown Act.
3. At the same time that a Neighborhood Council posts a notice of regular or special Board meeting, the Neighborhood Council shall also submit a copy of its agenda to the Department of Neighborhood Empowerment for posting to the City's website.
4. Neighborhood Councils shall notify the Department of Neighborhood Empowerment of the 3 posting sites for its Board meetings, the 1 posting site for its committee meetings, and any website address for any internet postings. Neighborhood Councils must receive official written approval from the Department approving the identified sites before the Neighborhood Council may post notices of meetings at the identified locations.

This policy is effective immediately upon adoption.

Moved by: \_\_\_\_\_  
Member, Board of Neighborhood Commissioners

Seconded by: \_\_\_\_\_  
Member, Board of Neighborhood Commissioners

Witnessed by: \_\_\_\_\_  
Staff, Department of Neighborhood Empowerment

**VOTES:**

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

DATE: \_\_\_\_\_

1. Neighborhood Councils shall identify three (3) physical locations where the Neighborhood Council will post an agenda for its regular and special Board meetings. The Neighborhood Council Board shall also identify one (1) physical posting location where any agendas required to be posted under the Brown Act for a Neighborhood Council committee shall be posted. When posting the above agendas, Neighborhood Councils shall adhere to Brown Act's requirements regarding the accessibility of the posting site and the time line for posting the agenda.
2. Neighborhood Councils shall also post all notices of meetings required under the Brown Act, including Board and committee meetings, on the Neighborhood Council's website, if one exists, pursuant to the time line requirements of the Brown Act.
3. At the same time that a Neighborhood Council posts a notice of regular or special Board meeting, the Neighborhood Council shall also submit a copy of its agenda to the Department of Neighborhood Empowerment for posting to the City's website.
4. Neighborhood Councils shall notify the Department of Neighborhood Empowerment of the three (3) posting sites for its Board meetings, the one (1) posting site for its committee meetings, and any website address for any internet postings. Neighborhood Councils must receive official written approval from the Department approving the identified sites before the Neighborhood Council may post notices of meetings at the identified locations.

Neighborhood Councils may continue to post at additional physical locations if the practice has proved to be successful for providing notice and outreach to their respective communities.

## **BACKGROUND**

An early condition of Neighborhood Council certification included a requirement that all Neighborhood Council meeting agendas would be posted at five (5) physical locations for all Board meetings and committee meetings for purposes of accomplishing additional outreach to the community. This same requirement is also imposed upon the Department with reference to various sections of the Plan for a Citywide System of Neighborhood Councils. The Ralph M. Brown Act requires agenda posting at only one (1) physical location.

Pursuant to advice by the City Attorney, modification to the current posting requirement requires the adoption of a Commission policy. The staff proposed Resolution is attached for discussion, modification and Commission action.

Attachment: Proposed Board of Neighborhood Commissioners Resolution