

## 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 Board 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 recommended that the posting requirements would remain the same unless the Neighborhood Council would be able to post notices on its website, through the City's Early Notification System (ENS) and distribute electronic notices, in which case only one physical Brown Act compliant posting would be necessary.

Whereas, Section 902 (b) Article IX of the 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, the Board of Neighborhood Commissioners previously adopted Commission Policy Number 2010-02 (Revised December 17, 2012 and signed January 14, 2013) regarding Neighborhood Council Posting Requirements.

Now, therefore, it is resolved that the Board of Neighborhood Commissioners rescinds adopted Commission Policy Number 2010-02 (Revised December 17, 2012 and signed January 14, 2013) and establishes this new policy regarding the posting of agendas for Neighborhood Councils.

**POLICY NUMBER:**

2014-01

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

1. Neighborhood Councils shall post one Brown Act compliant agenda for all Board and Committee meetings.
2. If a Neighborhood Council maintains a web site it shall post a Brown Act time compliant agenda for all Board and Committee meetings.
3. If a neighborhood council maintains an email list of stakeholders it 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. Emails shall be sent within the time limits of the Brown Act for the posting of agendas.

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Neighborhood Council Agenda Posting Requirements

4. At the same time that a neighborhood council posts a notice of a regular or special Board meeting, excluding committee meetings, the neighborhood council shall also submit a copy of the its agenda to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS).
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 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. 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.
8. 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 re-post in accordance with this Policy. If the scheduled meeting cannot be reposted in compliance with this Policy, the Neighborhood Council shall cancel the meeting.