

RESOLUTION

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

Neighborhood Council Agenda Posting Requirements

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

WHEREAS, Neighborhood Councils should continue posting their agendas in multiple locations because this notice serves the important goal of outreaching to area stakeholders and providing notice of the board's operations;

WHEREAS, stakeholders are increasingly using the internet and Neighborhood Councils should take advantage of this low-cost method for contacting their stakeholders;

WHEREAS, the budget crisis affecting the City requires that Neighborhood Councils undertake additional proactive efforts to provide the Department of Neighborhood Empowerment with notice of their meetings; 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 IS RESOLVED that the Board of Neighborhood Commissioners establishes this policy regarding the posting of agendas by Neighborhood Councils.

POLICY NUMBER:

2010-02

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

1. Neighborhood Councils shall comply with the current five (5) to seven (7) physical locations posting requirement imposed during their certification process and shall adhere to the Brown Act's requirements regarding the accessibility of the posting site and the time line for posting their agendas.

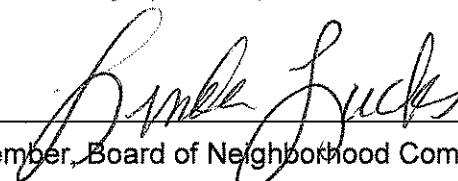
2. If a Neighborhood Council has a website and/or stakeholder email database, the Neighborhood Council shall also post all notices of meetings/agendas required

Resolution:
Neighborhood Council Agenda Posting Requirements

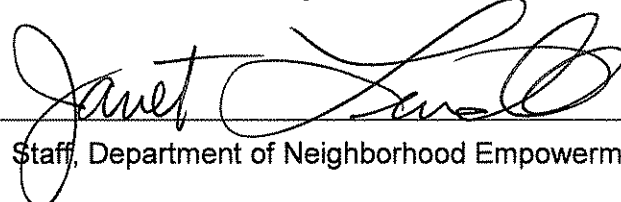
under the Brown Act, including Board and standing committee agendas, on the Neighborhood Council's website as well as distribute these agendas to their stakeholders through their email database pursuant to the time line requirements under the Brown Act.

- 3. 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 its agenda to the Department of Neighborhood Empowerment (Department).
- 4. Neighborhood Councils shall notify the Department of (a) the physical posting sites for their Board and committee meetings, (b) their website address, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. Neighborhood Councils shall be required to provide this notification on a form approved by the Department. A Neighborhood Council's posting sites must be approved in writing by the Department, and a Neighborhood Council may request any changes by submitting an additional form.

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: 4
Nays: 0

DATE: 8/3/10