

Top 10 Elements for Neighborhood Council Websites

Individual Neighborhood Councils may have a unique style or design for their website but it is important that the public can visit the websites of all 96 websites and find some basic elements that are consistent in their presence and location.

- 1. The Citywide Navigation Bar** It's simple, it is small, and it is powerful. It has the City Seal, a link to 311, and a pull-down menu of links to the City Departments.
- 2. Neighborhood Council Narrative** The who, what, when, where, why, and how of your Neighborhood Council, introduce yourself, make it interesting, compelling, and invite people to participate.
- 3. Neighborhood Council Board Information** Name the Board Seats, who sits in them, when the terms expire, how can the public contact them, when and where they meet, how to get on the agenda, who represents what areas and what issues.
- 4. Bylaws Standing Rules** These documents should be online and at your meetings so there is no confusion over process, for the Board and for the public
- 5. Neighborhood Council Agendas, Minutes, Resolutions, and Community Impact Statements** These documents should be public as soon as possible and the posting should be consistent, both in location and in timing
- 6. Calendars** The Neighborhood Council Calendar plus links to the Department and the City of LA Calendars
- 7. Newsletter Subscription Options** Neighborhood Council and Department
- 8. Agenda Subscript** Subscription ENS for Agendas
- 9. Links to EmpowerLA website and EmpowerLA Elections page** The public should be able to find the Department and information on the Neighborhood Council elections by clicking prominently positioned links
- 10. Let's get Social** Links to your Social Media plus those of the Department and Neighboring Councils

Neighborhood Council Websites

Top 10 Elements



Citywide Navigation Bar



Neighborhood Council Narrative



Neighborhood Council Board Information



Neighborhood Council Bylaws and Standing Rules



Neighborhood Council Agendas, Minutes, Resolutions, Community Impact Statements



Neighborhood Council Calendar
EmpowerLA Calendar
Citywide Calendar



Subscribe to Neighborhood Council and Department Newsletters



Subscribe to Neighborhood Council & Commission Agendas



Links to EmpowerLA and EmpowerLA Elections



Let's Get Social
Social Media Links



EMPOWER LATM
Department of
NEIGHBORHOOD EMPOWERMENT



TUX Team

