**HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL**

**[Committee(s)]**

[Day, Date, Time]

[Location Name, Address] or

Zoom Meeting Link; [Zoom link]

Zoom Meeting ID: [Zoom ID]

Phone Dial in: +253 215 8782

In conformity with the September 16, 2021 Enactment of California Assembly Bill 361 (Rivas) and due to concerns over COVID-19, the Hollywood Hills West Neighborhood Council meeting will be conducted entirely with a call-in option or internet-based service option.

Every person wishing to address the Neighborhood Council must dial 1 253 215 8782, and enter [Zoom ID] and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

The public is requested to dial \*9 or use the Raise Hand option, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committees are prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Committees. Agenda is posted for public review: on at: [enter location name and address]; electronically on the Hollywood Hills West Neighborhood Council website www.hhwnc.org; and on the Department Of Neighborhood Empowerment, www.empowerla.org . You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at https://www.lacity.org/subscriptions. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Committee members in advance of a meeting, may be viewed at our website at www.hhwnc.org, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Board Secretary at secretary@hhwnc.org.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting. Only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council’s control, the meeting must be recessed or adjourned.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at 200 N. Spring Street Los Angeles, CA 90012 and at our website: www.empowerla.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Lorenzo Briceno at (213) 978-1551 or email: NCsupport@lacity.org.

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at {213) 978-1960 or ethics.commission@lacity.org As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment by email: NCSupport@lacity.org or phone: (213) 978-1551.

Reconsideration and Grievance Process. For information on the NC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website [www.NeighborhoodCouncilWebsite.org](http://www.NeighborhoodCouncilWebsite.org)

**Agenda**

1. **Call to order and welcome.**
2. **Approval of [meeting date] meeting minutes, motion and vote.**
3. **[Agenda Item]**
4. **[Next agenda item. If more agenda items, press return after input]**
5. **Comments from the public on non-agenda items within the Committee’s subject matter jurisdiction.**
6. **Committee Business - Comments from the Board on subject matters within the Committee(s)’s jurisdiction**
	1. **Comment on Committee Member’s own activities/ Brief announcements.**
	2. **Brief response to statements made or questions posed by persons exercising their general public comment rights.**
	3. **Introduce new issues for consideration by the Committee(s) at its next meeting/request that the item be placed on the next meeting’s agenda.**
	4. **Ask Committee Chairpersons to research issues and report back to the Board at a future time.**
7. **Decision on next meeting date(s)**
8. **Adjournment**