



# Board Binder

As of March 15, 2026

Dear Board Member,

This “Notebook” is meant to be a living document, interchangeable as our government process change. Please use it as you see fit; rearrange it to fit your needs. It is designed to help guide you and get you up and running, but by no means is it definitive.

From Article IX, which established the Neighborhood Council system in the City, to the last section, Further References, the Notebook is designed to help you find solutions to the questions your stakeholders may ask, and participate with the Board when those answers are hard to discern.

Welcome to Hollywood Hills West Neighborhood Council. I am sure the Board is looking forward to your contributions in making the quality of life for our stakeholders the best we can.

# HHWNC Board Binder

## Table of Contents

### **SECTION I: Article IX, Bylaws, Standing Rules**

- a. City of Los Angeles Charter and Administrative Code: Article IX
- b. Hollywood Hills West Neighborhood Council Bylaws
- c. Hollywood Hills West Neighborhood Council Standing Rules

### **SECTION II: Maps**

- a. HHWNC & Districts Boundaries  
(HHWNC Area 2 boundaries under revision. For scalable PDF maps of HHWNC, please visit [HHWNC.org](http://HHWNC.org))
- b. Los Angeles Council Districts 2, 4, and 13
- c. LA County Supervisorial Districts 3, and 5
- d. California Senate Districts 25, and 26
- e. California State Assembly Districts 43, 46, and 50

### **SECTION III: Holding a Meeting**

- a. Meeting Checklist
- b. How to add a meeting to the HHWNC Website
- c. Agenda Template Instructions
- d. Agenda Template
- e. Sample Agenda
- f. HHWNC Email Signup
- g. Sending an Email to Your Stakeholder List
- h. HHWNC Sign-in Sheet
- i. Roberts Rules Summary
- j. Filling out a Board Agenda Item
- k. Form Blank Board Agenda Form
- l. Sample Board Agenda Form
- m. Roberts Rules Cheat Sheet
- n. Roberts Rules Summary
- o. Roberts Rules Chart of Motions
- p. EmpowerLA Virtual Governance (EVG) Protocols
- q. Recommended Zoom Settings for Brown ACT NC Meetings

- r. Ground Rules Suggestions
- s. Required & Highly Recommended Agenda language
- t. Sample Cancellation Notice
- u. Agenda - Virtual Meeting
- v. Voting Fact Sheet
- w. Submitting a Community Impact Statement (CIS)
- x. CIS Template
- y. Sample CIS
- z. CIS Contact List

#### **SECTION IV: Funding**

- a. NCFP Policies
- b. NCFP 101 Board Action Certification
- c. Sample Board Action Certification
- d. Form NCFP 110 Letter of Acknowledgment
- e. NCFP 114 NC Community Event Risk Planning
- f. NPG Applicant Information Packet 2024
- g. NCFP 107 NPG Application
- h. NCFP 108 NPG Completion Report Form

#### **SECTION V: Planning & Land Use Management (PLUM)**

- a. Introduction & ZIMAS Links
- b. Case Prefixes
- c. CUB Explained
- d. Generalized Summary of Zoning Codes
- e. Planning Assignment Contact List
- f. Other Useful PLUM Links

#### **SECTION VI: Ethics Mandates from the Los Angeles City Attorney**

- a. Clarification on the Neighborhood Council Meetings
- b. Conflict of Interest in Public Contracting
- c. How to Conduct a Public Meeting
- d. Competitive Bidding

## **SECTION VII: The Ralph M. Brown Act**

- a. Introduction to the Brown Act
- b. Brown Act Regulation Including 2026 Changes
- c. Useful Links

## **SECTION VII: City Organization & Contacts**

- a. Los Angeles Organization Chart
- b. City Attorney Useful Community Numbers

## **Recommended Further Reference**

League of Women Voter's "Structure of a City"

League of California Cities' "The People's Business: A Guide to the California Public Record's Act"