

## **THIS LANGUAGE IS REQUIRED ON ALL AGENDAS**

(Highlighted Text will need to be changed to reflect Neighborhood Council's Information)

### **VIRTUAL MEETING TELECONFERENCING NUMBER FOR PUBLIC PARTICIPATION**

In conformity with the Governor's Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, the \_\_\_\_\_ Neighborhood Council meeting will be conducted entirely telephonically.

Every person wishing to address the Neighborhood Council must dial (123) 456-7890, and enter 123 123 123 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

### **GENERAL PUBLIC COMMENT ON NON AGENDA ITEMS**

**THE AMERICAN WITH DISABILITIES ACT** - 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](mailto:NCsupport@lacity.org) or phone: (213) 978-1551.

**PUBLIC ACCESS OF RECORDS** – 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](http://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 Name at (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

## **THIS LANGUAGE IS HIGHLY RECOMMENDED AS BEST PRACTICE**

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to dial \*9, 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 Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is 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 Board meeting. Public comment is limited to \_\_\_\_\_ minutes per speaker, unless adjusted by the presiding officer of the Board.

**SERVICIOS DE TRADUCCIÓN** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a \_\_\_\_\_ (name of Board Member) de la Mesa Directiva, al \_\_\_\_\_ (Board member email and/or phone number) o por correo electrónico avisar al Concejo Vecinal.

**Notice to Paid Representatives** - 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](https://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows:

- Community Center, 11243 Empowerment Blvd, Los Angeles
- [www.NeighborhoodCouncilWebsite.com](http://www.NeighborhoodCouncilWebsite.com)
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>