SECTION III

HOLDING A MEETING

Meeting Checklist
How to Add a Meeting to the HHWNC Website
Agenda Template Instructions
Agenda Template
Sample Agenda
HHWNC Email Signup
Sending an Email to Your Stakeholder List
HHWNC Sign-in Sheet
Roberts Rules Summary
Filling out a Board agenda Item Form
Blank Board Agenda Form
Sample Board Agenda Form
Roberts Rules Cheat Sheet
Roberts Rules Summary
Roberts Rules Chart of Motions

EmpowerLA Virtual Governance (EVG)Protocols
Recommended Zoom Settings for Brown ACT NC Meetings
Ground Rules Suggestions
Required & Highly Recommended Agenda language
Sample Cancellation Notice Agenda - Virtual Meeting
Sample Meeting Script
State Executive Order N-25-20 Covid - 19 March 12, 2020
Voting Fact Sheet

Submitting a Community Impact Statement (CIS)
CIS Template
Sample CIS
CIS Contact List

Holding a Meeting

When you consider holding a meeting, make sure that you have prepared adequate time to prepare for it and checked the calendar for non-conflicting dates with other committee or Board meetings. Feel free to invite other chairs to participate in the meeting. For instance, besides the Area Chair, a hotel project might include as participants the Business Chair, Housing Chair, and Infrastructure Chair. Even though the PLUM Chair may hold a separate meeting for a project, courtesy invitation is appropriate. Also, a courtesy email to the President, Secretary, and 2nd Vice President for updates on the schedule would be also be appreciated. Quorums for committee meetings are five (5) stakeholders. If there are less in a meeting, motions can not be voted upon.

Please remember that, while you may have an opinion on a topic, ethics require that you invite both sides of an issue to present and speak on a topic. Acceptance of an invitation is up to the invited, but do your due diligence and record communications with all parties. Please read the City Attorney's four documents to Neighborhood Councils on meetings in the Ethics section of this binder.

The following meeting is broken down into three segments, Pre-Meeting, Day of Meeting and Post Meeting. Be sure to ask other chairs if you need help.

1) **Pre-meeting:**
   a) Calendar date & deadlines
   b) Confirm venue
   c) Coordinate agenda items
      i) Research actual item
      ii) Contact speaker(s) if necessary
   d) 72 hours days before to be Brown Act Compliant (can be done earlier)
      i) Communication
         (1) Post agenda on HHWNC.org as pdf deadline 72 hours (use buddy if necessary)
            (a) 1 post
            (b) 1 event
         (2) Send agenda to DONE as pdf – deadline 72 hours
         (3) Put in newsletter to (your) email list subscribers (use buddy if necessary)
         (4) Contact HHWNC Outreach chair for posting on social media
      ii) Equipment retrieval
         (1) Projector
         (2) Cords
         (3) Banners
   e) 24 hours before
      i) Order appropriate refreshments
      ii) Print agenda
      iii) Reconfirm venue
      iv) Reconfirm speakers
      v) Print email signup sheets
      vi) Print stakeholder sign-in sheets

2) Day of meeting
   a) Pick up food
   b) Arrive early to venue or have someone else to check out room.
   c) Put out food
   d) Put out meeting materials
      i) Stakeholder comments
      ii) Sign in sheets
      iii) Put out HHWNC information
   e) Clean up
   f) Check out with any venue personnel and say thank you.
3) Post meeting
   a) Draft minutes
      i) Post minutes on HHWNC.org as pdf (use buddy if necessary)
      ii) Input email signups (use buddy if necessary)
      iii) Craft Board agenda items if needed
         (1) Send to President, copy Secretary with any attachments.
      iv) Fill out Funding request for meeting expenses
         (1) Send to treasurer when finished.
      v) Return equipment

How to Add Your Meeting to the HHWNC Website
Step by Step Instructions

There are three main things you need to do to add a meeting to the HHWNC website:

1. Create a "Post" with your meeting agenda
2. Create an "Event" for the website calendar
3. Link the Post and Event together so that stakeholders who find the meeting on the calendar can easily get to the Post with the agenda

This process may seem like a lot of steps as you walk through it on the following pages. But once you've done it a few times, you'll find that it only takes 1-2 minutes to add a meeting to the website!

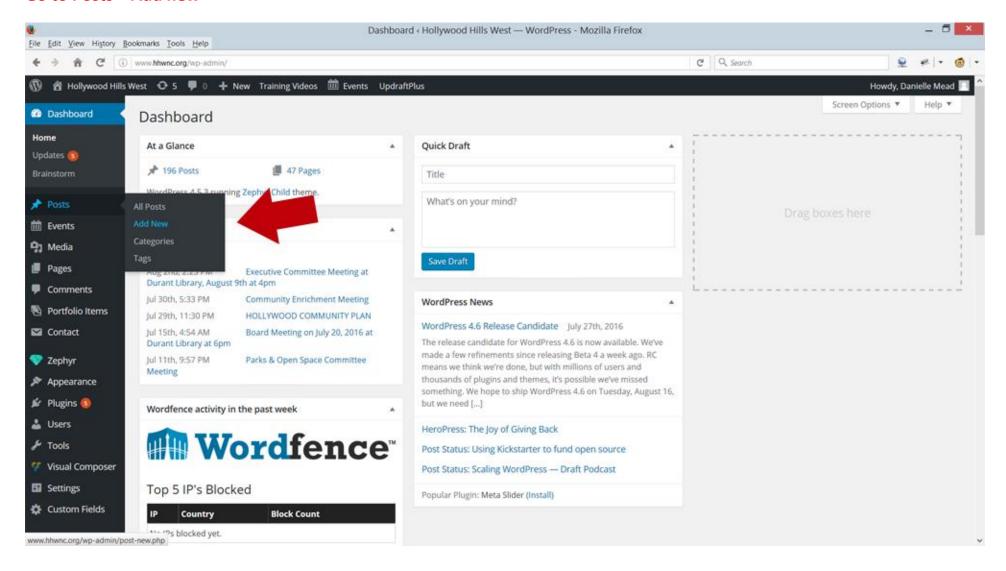If you have questions or need assistance, please contact your Web Buddy:

- Brian Dyer for area chairs
- Danielle Mead for issue chairs
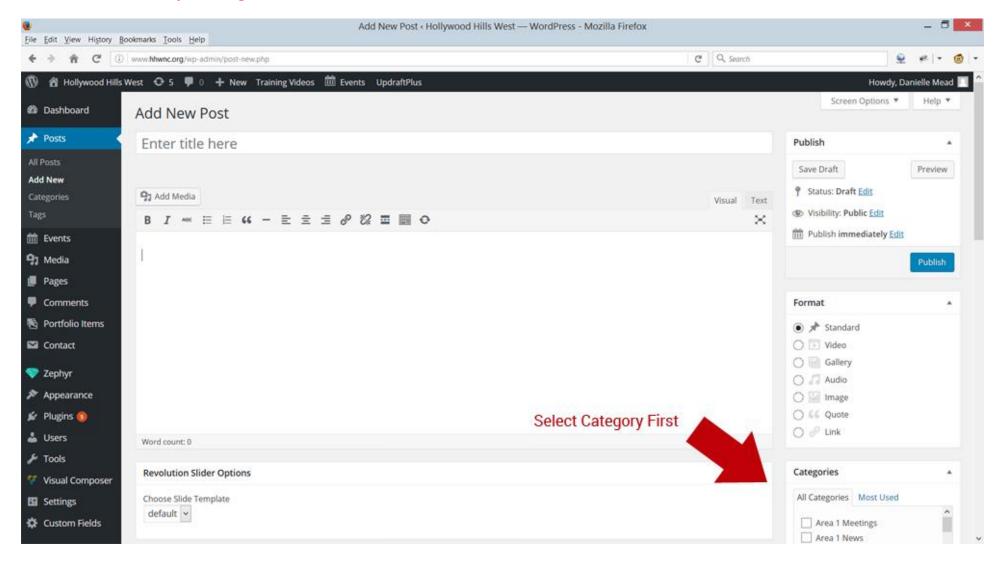- Britta Engstrom for executive committee

Login to the HHWNC Website

   1. Go to http://hhwnc.org
   2. Scroll down to the very bottom of the page
   3. Click the Login link in the lower right-hand corner
   4. Enter your HHWNC email address in the Username or Email field
   5. Enter your password
   6. Click the blue Log In button

If you don't know your password, click the Lost Your Password link. Enter your HHWNC email address and you will receive an email with a link to create a new password.
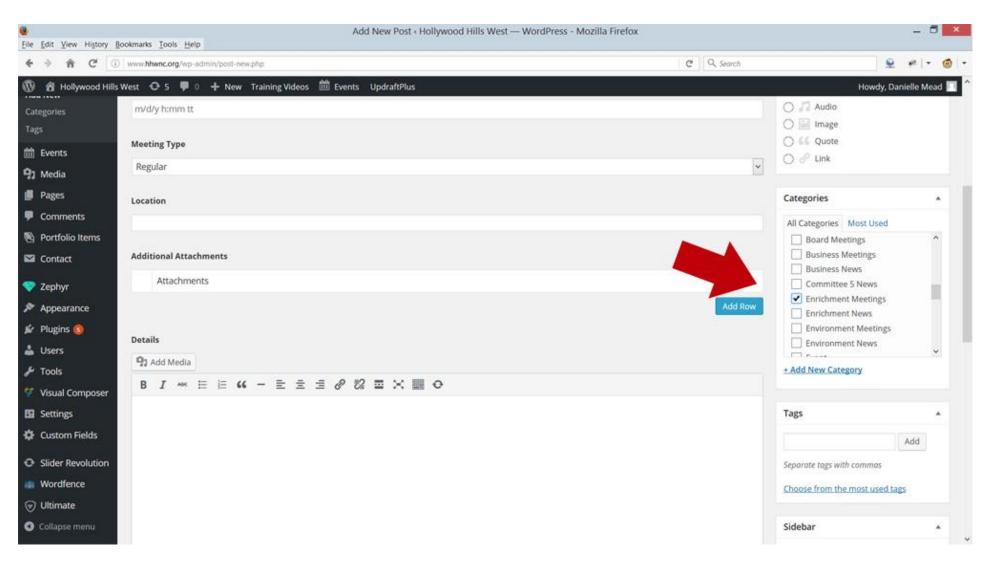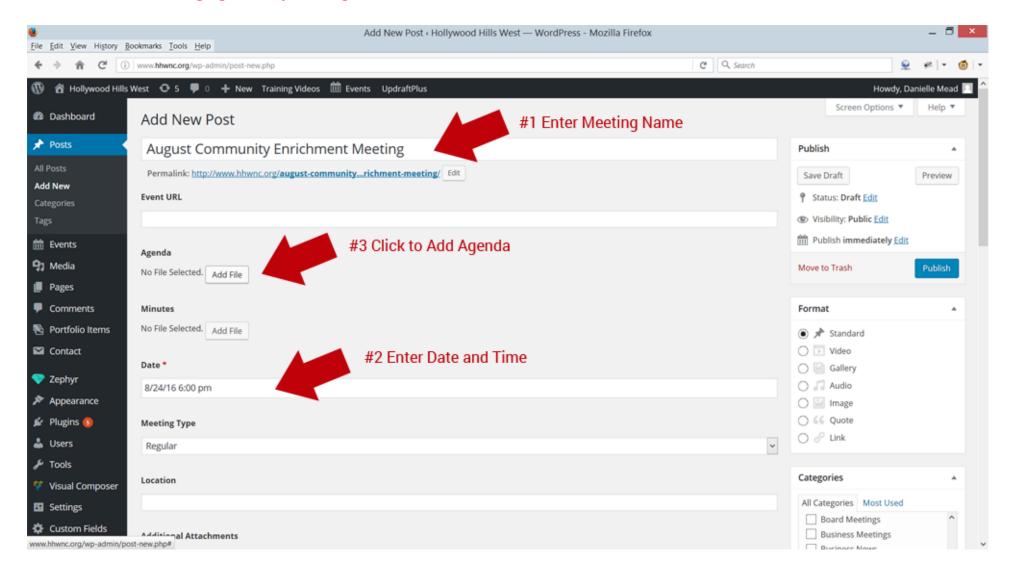
Go to Posts > Add new

Select your category first. This will customize the fields you need to complete based on the post type (meeting or news). You can select multiple categories.
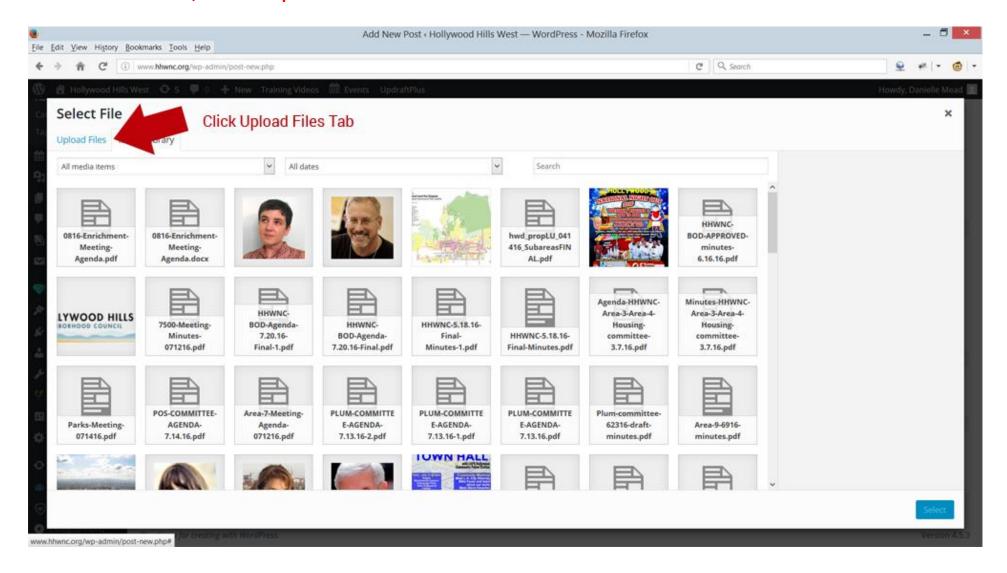
- **For a committee meeting, select the corresponding meeting category for your committee (for example, Area 3 Meeting).**
- **For general information, select the news category for related committees (for example, new signs being installed in Runyon Park may select Area 6 News and Parks News).**

1. **Enter the meeting name, such as August Community Enrichment Meeting**
2. **Enter the date and time of the meeting**
3. **Add the meeting agenda by clicking Add File button as shown below**
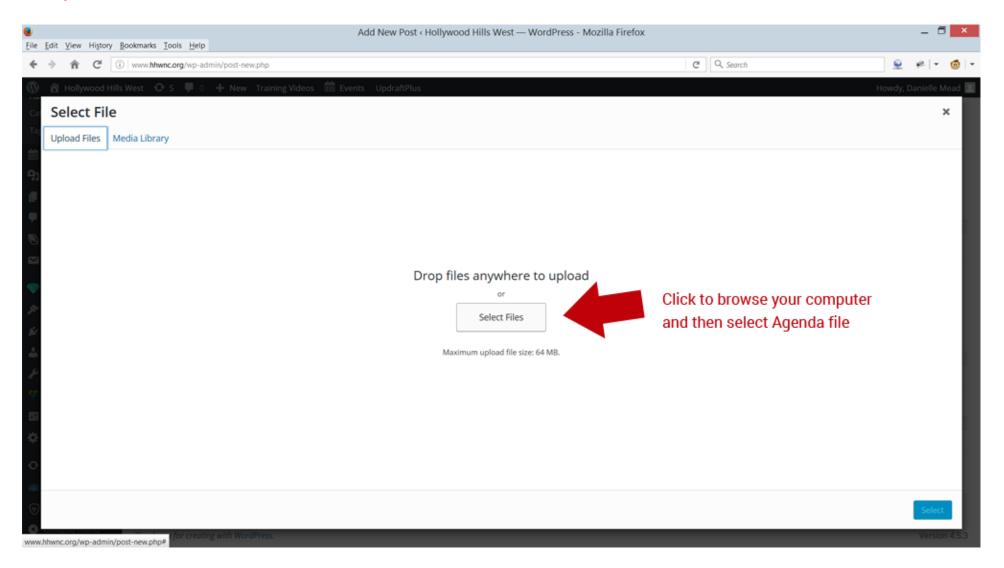
In the media window, click the Upload Files tab

Click the Select Files button and find the meeting agenda on your computer. Double-click the document to upload it.

The preferred file format is PDF so that people with all types of computers and mobile devices can read it. Alternately, you can upload a Microsoft Word file.

Once the file has been uploaded, click on it to select (file will be highlighted in blue as shown below)

Click the blue Select button in the lower right corner. You will be returned to the Post screen.

Next, create an Event so that your meeting appears on the website's Calendar page:

- **Hover over Events in the navigation**
- **Right-click with your mouse on Add New to open the window in a new browser tab or window**

Add the meeting name (you can use the same one as you used before)

- **Select HHWNC Meetings as the category. (For 3rd party events, such as National Night Out, select Community Events).**
- **Select the meeting date and time**
- **Select the location**

Click the blue Publish button to save your event

Right-click with your mouse on the View Event link and select Copy Link Location or Copy URL (exact wording will depend on your browser)

Switch back to the original meeting Post and click on the Event URL field.

Paste the link: On a PC, press CTRL + V; on a Mac, press Apple button + V

Click the blue Publish button to save your post with the meeting agenda

Right-click with your mouse on the View Post link and select Copy Link Location or Copy URL (exact wording will depend on your browser)

Switch back to the Event tab and click on the Event Website URL field.

Paste the link: On a PC, press CTRL + V; on a Mac, press Apple button + V

Click the blue Update button to save the updated Event.

Your meeting agenda post and calendar event are now published on the website and linked!

Filling out an agenda –

The agenda, according to the Brown Act, must be posted 72 hours in advance of the meeting. Please plan accordingly to get it accomplished.

1. In the header, input the names of the Committee(s) participating in the meeting at the top.

2. Input the date, time, location name and location address.

3. For Agenda item II, input the date of the last meeting.

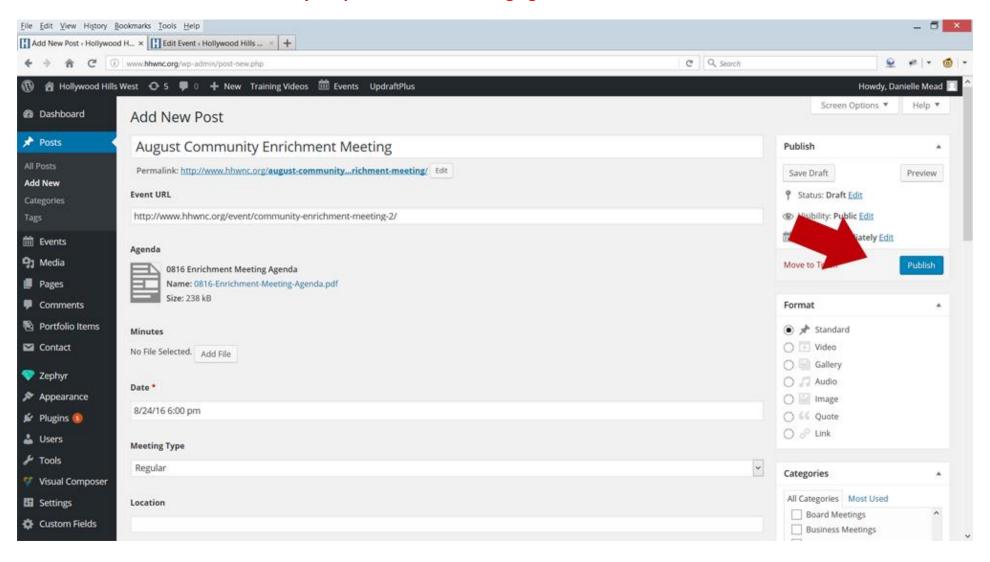4. For an agenda III (and more agenda items to be discussed), please write a brief description, including

    a. Participating organizations invited – both sides of an issue need to be invited. They may choose not to participate;

    b. Any city file or case numbers that is part of the discussion; and

    c. if the agenda item is to be voted on to move onto the Board for consideration, please make sure the public knows a vote may be taken as part of the discussion.

5. For agenda item VI, if a future date is known, please input the suggested date.

6. The legal language at the bottom of the template is mandatory. Please input the physical name and address of where a hard copy of the agenda was posted 72 hours in advance of the meeting per The Brown Act in the small type.

CITY OF LOS ANGELES
CALIFORNIA

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL OFFICERS

PRESIDENT
ANASTASIA MANN

VICE-PRESIDENT
STUART ROSS

SECOND VICE PRESIDENT
JANE CROCKETT

SECRETARY
DARNELL TYLER

TREASURER
MATT SHICHTMAN

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL

7095 Hollywood Blvd., Suite #1004
Hollywood, CA 90028

Phone: (310) 854-6000
www.HHWNC.org

HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL
[COMMITTEE(S)]
[Date]
[Time]
[Location Name, Address or Zoom Meeting Link]
[If Zoom insert Meeting ID:]
[If Zoom insert Phone Dial in: +1 253 215 8782]

The quorum for the Hollywood Hills West Neighborhood Council committees is five (5). The public is requested to fill out a "Speaker Card" to address the Committee(s) on any item of the agenda prior to the Board taking action on an item. Public comments on agenda items will be heard when the item is considered. Comments from the public on non-agenda and agenda items are heard during the Public Comment Period and, within the discretion of the presiding officer of the Committee(s), when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Committee's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker unless waived by the presiding officer of the Committee(s). Agenda is posted for public review: on bulletin boards at [INPUT LOCATION OF POSTING], and electronically on the Hollywood Hills West Neighborhood Council website www.hhwnc.org and on the Department Of Neighborhood Empowerment (www.lacityneighborhoods.com) 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 Darnell Tyler at Secretary@HHWNC.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, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three (3) business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Project Coordinator at 213-485-1360 or e-mail to lorenzo.briceno@lacity.org. 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 879 6178 5473 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, 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: the Yucca Community Center, 6671 Yucca St, Los Angeles, CA 90028, Los Angeles; 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.
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.

Hollywood Hills West Neighborhood Council: e-mail sign-up		Select the lists you would like to receive emails																	
Your name	Your email	Area 1	Area 2	Area 3	Area 4	Area 5	Area 6	Area 7	Area 8	Area 9	Business	Community Enrichment	Environment	Housing	Infrastructure	Outreach & Public Events	Parks & Open Space	Safety	Transportation

Meeting:　　　　　　　　　　　　　　　　**Date:**

CITY OF LOS ANGELES
CALIFORNIA

**HOLLYWOOD HILLS WEST
NEIGHBORHOOD COUNCIL
OFFICERS**

PRESIDENT
ANASTASIA MANN

VICE-PRESIDENT
STUART ROSS

SECOND VICE PRESIDENT
JANE CROCKETT

SECRETARY
DARNELL TYLER

TREASURER
MATT SHICHTMAN

**HOLLYWOOD HILLS WEST NEIGHBORHOOD COUNCIL
PLUM COMMITTEE MEETING
December 6, 2021
6:30 PM
Zoom Meeting Link: https://us02web.zoom.us/j/87961785473
Meeting ID: 879 6178 5473
Phone Dial in: +1 253 215 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 879 6178 5473 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, 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: the Yucca Community Center, 6671 Yucca St, Los Angeles, CA 90028, Los Angeles; 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.

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.

Agenda

I.   **Call to order and welcome**

II.   **Approval of September 15, 2021 PLUM Committee meeting**

III.   **ZA-2021-2542-CUB; 6741 – 6741 ½ Hollywood Boulevard, Taco Bell**
        The project involves a Conditional Use Permit to allow the sale and dispensing of a full line of alcoholic beverages for on-site consumption in conjunction with a 2,478 square-foot restaurant with 59 interior seats and 12 seats within a covered patio. Proposed hours of operation are from 7:00 a.m. to 3:00 a.m., daily. **Possible motion and vote**.

IV.   **ENV 2021-2530-CE; 6669 Hollywood Boulevard, Cabo Cantina**
        CUB request to allow continued sales and service of a full-line of alcoholic beverages in conjunction with an (e) 24-hr, 75-seat restaurant with outdoor patio. **Possible motion and vote.**

V.   **ENV 2021-7925-CE; 6627 Hollywood Boulevard; Karnevil**
        CUB request to allow the continued sale and dispensing of a full line of alcohol for on-site consumption in a 3,888 square foot restaurant providing live entertainment within the CD4-2D-SN Zone. **Possible motion and vote.**

VI.   **Comments from the public on agenda items and non-agenda items within the Committee's subject matter jurisdiction.**

VII.   **Committee Business - Comments from the Committee on subject matters within the Committee's jurisdiction**

        a.   Comment on Committee Member's own activities/ Brief announcements.

        b.   Brief response to statements made/questions posed by persons exercising their general public comment rights.

        c.   Introduce new issues for consideration by the Board at its next meeting/request that the item be placed on the next meeting's agenda.

        d.   Ask Committee Chairpersons to research issues and report back to the Committee at a future time.

VIII.   **Other Calendar Events**

IX.   **Decision on next meeting date(s)**

X.   **Adjournment**

Agenda

I.   **Call to order and welcome.**

II.   **Approval of [meeting date] meeting minutes, motion and vote.**

III.   **[Agenda Item]**

IV.   **[Next agenda item. If more agenda items, press return after input]**

V.   **Comments from the public on non-agenda items within the Committee's subject matter jurisdiction.**

VI.   **Committee Business - Comments from the Board on subject matters within the Committee(s)'s jurisdiction**

    a. **Comment on Committee Member's own activities/ Brief announcements.**

    b. **Brief response to statements made or questions posed by persons exercising their general public comment rights.**

    c. **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.**

    d. **Ask Committee Chairpersons to research issues and report back to the Board at a future time.**

VII.   **Decision on next meeting date(s)**

VIII.   **Adjournment**

Sending an Email to Your Stakeholder List

Stakeholders who sign up for the HHWNC email list can be found in Constant Contact, a system which allows us to send email newsletters. Every committee chair has a list that stakeholders can join by visiting the HHWNC website, and there is a larger list of all stakeholders which is used primarily to send out board meeting notices or important neighborhood-wide information.

Constant Contact only allows access for a few users, so all HHWNC board members have been assigned a Web Buddy who will send out stakeholder emails on their behalf:

- Brian Dyer is web buddy for area chairs
- Danielle Mead is web buddy for issue chairs
- Britta Engstrom is web buddy for the executive committee

Combining Emails

Please be aware that stakeholders may be on multiple lists – if they receive too many emails, they may unsubscribe. Therefore, we recommend combining emails for joint committee meetings into one.

For example, let's say Susie is on the Parks list as well as the Area 6 list. Those committees are having a joint meeting. If Area 6 sends an email about the meeting on Monday, and Parks sends an email about the meeting on Tuesday, Susie will receive two emails with the same information. Instead, Area 6 and Parks can send a single email about the meeting to both lists at once. In this case, Susie will only receive one email about the meeting.

Remember that stakeholders may be receiving emails from multiple committees about different topics. Buddies will attempt to schedule emails so that multiple messages don't go out on the same day and overwhelm our stakeholders.

How to Request an Email

Make sure to send the request to your buddy at least a few days before you want the email sent out. This is especially important for committee meetings – do not wait until the day before the meeting to request an email. Your buddy may not be available to send the email and it's always best to give your stakeholders a week's notice of any upcoming meetings for the best attendance.

You must include the following information when requesting an email:

- **Email subject line.** This is what will appear in the recipient's inbox, such as "Join us at an Area 7 Meeting this Thursday"
- **Message content.** This is the body of the email – the actual message.
    - Start with a greeting ("Hi Area 2 Stakeholders").
    - End with a signature (your name, committee name, link to HHWNC website).
    - Include any links to your meeting agenda or other websites. Please note we are not able to attach an agenda directly to the email – it must be uploaded to the HHWNC website

FILE   MESSAGE   DEVELOPER   BACKUP

Sun 7/14/19 9:53 PM

Mary Yarber - HHWNC Area 6 Chair <area6chair@hhwnc.org>

- WATTLES FUN DAY IS THIS SAT. 13TH!

To   Brian Dyer

Hollywood Hills West Neighborhood Council | 7095 Hollywood Blvd., Suite #1004, Hollywood, CA 90028

STAY CONNECTED

WATTLES FUN DAY! Sat., July 13, 9-11:30am. Help tend 100+ year-old citrus and avocado groves, rose garden, community plots. Network/make friends with volunteers from other LA groups. Water provided -- but bring hat, gloves, sunscreen, snack. Area 6 is co-sponsor with HHWNC Environment Chair Barbara Witkin.

Follow Area 6 on Instagram: Hollywood6Chair
And on Twitter: @6Chair

Thank you,
Mary Laine Yarber
Area 6 Chair

1

3   4

Submitting an email blast to your web buddy.

Hollywood Hills West Neighborhood Council has an account with and uses Constant Contact. Because access is limited, HHWNC uses the Buddy System.

When submitting communications to your Buddy, please remember to time them appropriately so your Buddy can react to your request in a timely manner. Below are some guidelines, when requesting a blast. The following page is a sample of the information needed.

1. **The subject line of the email**. Constant Contact uses A/B testing with subject lines. Constant Contact deploys AB testing by sending out a small batch of emails with the two subjects. Whichever subject has a stronger response, Constant Contact will use it for the remainder of the recipients. If you would like A/B testing, let your Buddy know and provide them with your two subject lines.

2. **The text of the email**. You my use a greeting such as Dear Stakeholders. Please make your information concise and proof for errors. Your buddy can help format your text, if needed.

3. **Any pictures that you would like used**. You can photos as attachments in your email to the Buddy. Constant contact requires uploading of separate photos. Please reference where they should be placed (i.e., picture 1 goes here). If your email supports positioning of photos, you may use that as well.

4. **Social media references**, if used, please provide the handles and tags.

5. **Resend if unopen.** Constant Contact offers a choice to resend the email out if unopened. The starting interval before resending is three days. The default is four days. More can be requested.

6. It is not necessary to put the address of HHWNC. The address is both in the header and the footer of the email, as shown in the example following.

7. You may want an extra attachment added. This is not recommended. However, your buddy can upload to the HHWNC website, and link it to your email.

Remember, our stakeholders may be on more than one HHWNC email list. By default, they are automatically sent any Board Meeting notifications. With Area Committees, Issue Committees, Board, Special Events, etc., HHWNC can deluge its stakeholders with information. If you would be considerate and coordinate with other Board Members on stakeholder communications, please do so.

first and then we can link to it from the email. If you have been trained on how to use the HHWNC website, please upload your agenda and any other documents first and then include the link in your email request. Otherwise, send the agenda along with your email request and your buddy will post it for you. In this case, make sure to send your request at least five (5) days before the meeting to ensure it complies with Brown Act public notification rules.

- o Attach any images you want included.
- o Proofread and spellcheck your message before sending to your Buddy, making especially sure to double-check any meeting dates and times.
- **Preferred send date.** This is the date when your email will go out. You can either ask for the email to be sent as soon as possible or by a specific date. Buddies can schedule your email to be sent on a future date, so you can send your request whenever you have the email information ready. Buddies try to avoid sending out multiple emails from different chairs on the same day; please keep this in mind and try to send your request as early as possible.

There are advanced features we can utilize when sending emails, such as subject line testing and resending the email to people who haven't opened it. If you would like to try these features, please contact your buddy for more information.

HOLLYWOOD HILLS WEST Neighborhood Council

Date _____

http://hhwnc.org

For the latest news, alerts, meeting info, agendas, minutes, events & lots more visit our website!
Get involved and sign-up as an HHWNC Stakeholder, and subscribe to our Committee Mail Lists.

PLEASE PRINT CLEARLY

Stakeholder Affiliation

#	First Name / Last Name	Number / Street	Apt / Phone	City / State	Zip / email	Affiliation
1	First Name — Last Name	Number — Street	Apt — Phone	City — State	Zip — email	Homeowner or Renter · Religious org. Or Member · NonProfit Community Group/Org. / Biz Owner or Employee · Student or Educator · Other
	☐ Add me to the HHWNC Mail List					
2	First Name — Last Name	Number — Street	Apt — Phone	City — State	Zip — email	Homeowner or Renter · Religious org. Or Member · NonProfit Community Group/Org. / Biz Owner or Employee · Student or Educator · Other
	☐ Add me to the HHWNC Mail List					
3	First Name — Last Name	Number — Street	Apt — Phone	City — State	Zip — email	Homeowner or Renter · Religious org. Or Member · NonProfit Community Group/Org. / Biz Owner or Employee · Student or Educator · Other
	☐ Add me to the HHWNC Mail List					
4	First Name — Last Name	Number — Street	Apt — Phone	City — State	Zip — email	Homeowner or Renter · Religious org. Or Member · NonProfit Community Group/Org. / Biz Owner or Employee · Student or Educator · Other
	☐ Add me to the HHWNC Mail List					
5	First Name — Last Name	Number — Street	Apt — Phone	City — State	Zip — email	Homeowner or Renter · Religious org. Or Member · NonProfit Community Group/Org. / Biz Owner or Employee · Student or Educator · Other
	☐ Add me to the HHWNC Mail List					
6	First Name — Last Name	Number — Street	Apt — Phone	City — State	Zip — email	Homeowner or Renter · Religious org. Or Member · NonProfit Community Group/Org. / Biz Owner or Employee · Student or Educator · Other
	☐ Add me to the HHWNC Mail List					
7	First Name — Last Name	Number — Street	Apt — Phone	City — State	Zip — email	Homeowner or Renter · Religious org.or Member · NonProfit Community Group/Org. / Biz Owner or Employee · Student Educator · Other
	☐ Add me to the HHWNC Mail List					
8	First Name — Last Name	Number — Street	Apt — Phone	City — State	Zip — email	Homeowner or Renter · Religious org. Or Member · NonProfit Community Group/Org. / Biz Owner or Employee · Student or Educator · Other
	☐ Add me to the HHWNC Mail List					

NOTE: Section 54953.3 of the Brown Act says that "The signing, registering, or completing of this document is voluntary and that all persons may attend the meeting regardless of whether a person signs, registers, or completes this document."

Filling out a Board Agenda Item Form

1. In the first box, write your name and committee. If you held a meeting where the motion originated (if there was not previous meeting, put N/A) also put the motion's vote count. The actual motion will not go in this box. Put the date of the meeting. (past date)

2. The second box should be a short and terse explanation that will introduce a motion on the Board agenda. If there is not a motion, if it is just an update, that should be noted in the description.

3. The motion your committee(s) want the Board to consider (if it is fiscal, please be specific to the amount) should be put in the third box. The form is a Word document. Sometimes the boxes get messed up should you copy and paste. Any supporting documents will be sent as separate attachments accompanying the Agenda Item via an email submission.

4. Send electronically to the Secretary (secretary@HHWNC.org), and copy the President (President@HHWNC.org) and any other committee chair that was participating in the meeting when the motion was passed.

CITY OF LOS ANGELES
CALIFORNIA

**HOLLYWOOD HILLS WEST
NEIGHBORHOOD COUNCIL OFFICERS**

PRESIDENT
ANASTASIA MANN

VICE-PRESIDENT
ORRIN FELDMAN

SECRETARY
BRITTA ENGSTROM

TREASURER
MATT SCHICTMAN

SECOND VICE PRESIDENT
JANE CROCKETT

Agenda Item Submission Form

Committee Chair Name:

Issue/Area Title:

Committee Meeting Date:

Motion/Result:

Item for BOD Meeting Date:

Topic Description:

Motion (if applicable):

Please submit any attachments to be included in the agenda packet as a separate document.
Also submit a completed motion as you would like to see it appear on the meeting agenda.
Lastly, submit all agenda entries no later than one week prior to meeting date and ensure that
Secretary and President are both copied.

HOLLYWOOD HILLS WEST
NEIGHBORHOOD COUNCIL OFFICERS

PRESIDENT
ANASTASIA MANN

VICE-PRESIDENT
ORRIN FELDMAN

SECRETARY
BRITTA ENGSTROM

TREASURER
MICHAEL P. MEYER

SECOND VICE PRESIDENT
JANE CROCKETT

CITY OF LOS ANGELES
CALIFORNIA

HOLLYWOOD HILLS WEST
NEIGHBORHOOD COUNCIL

C/O Department of Neighborhood
Empowerment
3516 N. Broadway
Los Angeles, CA 90031

TELEPHONE: (213) 485-1588
FAX: (213) 485-1836
Toll Free 1 (866) LA HELPS
https://empowerla.org/hhwnc/

Agenda Item Submission Form

Committee Chair Name:	Brian Dyer / Luminita Roman
Issue/Area Title:	Area 3 / Housing
Committee Meeting Date:	May 6, 2019
Motion/Result:	Yes: 11, No: 0, Abstain: 1
Item for BOD Meeting Date:	May 15, 2019

Topic Description: AB 724 would require the Department of Housing and Community Development to create a rental registry online portal, which would be designed to receive specified information from landlords regarding their residential tenancies and to disseminate this information to the general public.

The City of Los Angeles has no accurate way of quantifying accurately its housing stock. It gets figures from Census records and reports, and the Department of Planning demolition and building permits.

The Area 3 / Housing committees studied the Bill, and the comments provided by those in favor, and those opposed to the bill, as well as the State's analysis of the bill and found that the Area 3 / Housing Committees agreed with, and would support the bill after issues with privacy were clarified, as stated by the analysis of the bill and through privacy protections already in the State.

Motion (if applicable): Although the submitting committees would like to see higher penalties for non-compliance that HHWNC consider supporting AB 724 as amended.

Please submit any attachments to be included in the agenda packet as a separate document.
Also submit a completed motion as you would like to see it appear on the meeting agenda.
Lastly, submit all agenda entries no later than one week prior to meeting date and ensure that
Secretary and President are both copied.

RobertsRules.org | Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

- Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- Main Motion: Brings new business (the next item on the agenda) before the assembly
- Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)
- Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor
- Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- Limit Debate: Closing debate at a certain time, or limiting to a certain period of time
- Postpone to a Certain Time: State the time the motion or agenda item will be resumed
- Object to Consideration: Objection must be stated before discussion or another motion is stated
- Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- Reconsider: Can be made only by one on the prevailing side who has changed position or view
- Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred
- Informal Consideration: Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until…"	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until…"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by…"	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that…"	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table…"	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to…"	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider…"	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor
* The chair recognizes the member by name

How the Motion is Brought Before the Assembly

* The member makes the motion: *I move that (or "to")* ... and resumes his seat.
* Another member seconds the motion: *I second the motion* or *I second it* or *second*.
* The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and* ... (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.
- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.
- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.
- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.
- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.
- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.
- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.
- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.
- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.
- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.
- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.
- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.
- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.
- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.
- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.
- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.
- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.
- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.
- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

Robert's Rules of Order Motions Chart

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.
§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes if urgent	No	No	No	None
§33	Request for information	Point of information	Yes if urgent	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Amendments

Who, What, When and Where

During Board discussion, Board Members can request modest amendments to the motion.

Examples include:

Typos in the motion that effects it's readability

Amending funds requested down to a lower amount. However, NC's should be cautious when amending funds up.

Amendments sound something like:

" I amend to strike out the following language in the motion..."

" I amend to add the following language into the motion..."

Make sure that the amendment proposed does not effect the motion so much that would make stakeholders feel as though the final motion voted upon is vastly different than what was originally announced on the posted agenda.

All amendments refer to the original motion.

One at a time

An amendment 'on the table' must be resolved before a new amendment is made.

Amendments do not generally require a roll-call unless there is serious debate regarding the motion. If you feel there is a general consensus, you can say " if there are no objections, let the motion be amended as follows:..."

GROUND RULES FOR DISCUSSION

1. It is the responsibility of the Chairperson to enforce the rules.

2. All remarks must be addressed to the Chair.

3. No member speaks unless recognized by the Chair.

4. Debate must be limited to the merits of the immediately pending question.

5. The maker of a debatable motion is always entitled to the floor first for the purpose of debate as soon as the Chairperson states the question of the makers' motion.

6. Speakers must address their remarks to the Chairperson, be courteous and avoid personal conflicts.

7. Debate should be about the issue not personalities

8. Each member has the right to speak twice on the same question (motion), but cannot speak for the second time until every member has had the opportunity to speak.

9. No member can speak more than twice on each motion

10. No one can speak longer than two (2) minutes at a time without permission of the Board.

EMPOWERLA VIRTUAL GOVERNANCE PLAN

A plan for digital success in the era of COVID-19

NEIGHBORHOOD
COUNCILS

NEIGHBORHOOD COUNCILS
EMPOWER LA™
Department of
NEIGHBORHOOD EMPOWERMENT

Our goal during the novel corona-virus 2019 (COVID-19) pandemic is to help Neighborhood Councils SEEK accurate information about the emergency, provide Neighborhood Councils with tools that they can SHARE with their communities and, by following the Mayor's executive orders, to STAY SAFE (Safer at Home).

OVERVIEW

The Department of Neighborhood Empowerment (Department) supports the operation of the 99 Neighborhood Councils (NCs) in accordance with the City Council-approved Plan for a Citywide System of Neighborhood Councils (Plan). At its core, the Plan's six goals and objectives define the promotion, formation, and certification of a grassroots system of democracy through a network of Neighborhood Councils. The Board of Neighborhood Commissioners (Commission) sets policy for the NC System. Additionally, the Department works closely with the Offices of the City Attorney and the City Clerk, in a triad relationship, to provide operational, administrative and legal support to the NC System.

BACKGROUND

On March 4, 2020, Mayor Eric Garcetti issued a declaration of emergency following a determination by the Health Officer of Los Angeles County of possible community transmission occurring in the general public. A series of Mayoral emergency orders have followed, changing how the City, and accordingly the Department, carries out our core functions. Further impacting the Department's operations were State executive orders modifying the State public meeting laws, and more specifically the Brown Act. These changes enabled jurisdictions to hold virtual meetings, with specific requirements. Combined, the COVID-19 State and City executive orders impaired the Neighborhood Councils' ability to hold open meetings. The executive orders also impaired the Department's ability to fulfill its operational duties and responsibilities as outlined in Article IX, Section 901 of the Los Angeles City Charter.

BACKGROUND (continued)

Immediately following, the Department made a concerted effort to support Neighborhood Council (NC) presidents, chairs and board members using creative applications of Neighborhood Council decision- and funding- authorities. They include the following:

- **3/17/20**: Held a video conference with NC board members and Mayor Garcetti, within one (1) week of the declared emergency.
- **3/27/20**: Secured approval of the release of close to $500,000, to the NC System, in COVID-19 related emergency expenses by a decision of the NC presidents.
- **4/10/20**: Developed guidance to boards to enable the formation of temporary bylaws advisory committees during the declared emergency.
- **4/3/20 - 4/10/20**: Developed and began implementation of the EmpowerLA Virtual Governance Plan (EVG) for the NC System.
- **4/7/20**: Secured support from Councilmember David Ryu to schedule an item before the City Council to consider rolling over remaining funds in NC accounts. Councilmember Ryu, along with Councilmembers Paul Koretz and Mike Bonin, jointly introduced a motion in the City Council meeting on Tuesday, April 7, to roll over any remaining Neighborhood Council funds from FY 19-20 to FY 20-21. Councilmember Marqueece Harris-Dawson seconded the motion. If approved, approximately $2M of additional funding will be available to Neighborhood Councils in Fiscal Year 2020-2021.
  (*see past and upcoming Council motions via the City Clerk's Council File Management System*)

It is important to note that the Department is operating with limited resources during the COVID-19 pandemic and is following the Mayor's March 19, 2020 "SAFER AT HOME" orders. Additionally, 10% of Department staff have volunteered to respond to the call to serve as state-mandated Disaster Service Workers (DSW). DSWs provide needed staff support at the City's Department of Recreation and Parks and hotel and motel shelters for unhoused Angelenos. Nonetheless, our focus, as it relates to board meetings, is to develop an equitable, uniform virtual governance system with clear protocols and procedures. We are committed to providing NC boards with a foundation for success during this ever-changing global emergency.

The EmpowerLA Virtual Governance (EVG) Plan responds to the need for the Department to alter how it administers its responsibilities per the regulatory framework in which the NC System operates. The EVG Plan also acknowledges operational changes invoked by the City's Emergency Operations Protocols during declared emergencies.

The EVG Plan provides an opportunity for Neighborhood Councils to govern in a structured, virtual environment. On April 14, the Board of Neighborhood Commissioners approved a request for resources to assist NC boards with their transition to virtual governance. EmpowerLA's will launch virtual meetings System-wide on May 1, 2020. The EVG Plan invests approximately $200,000 in direct governance and outreach support to Neighborhood Councils.

GUIDING PRINCIPLES:

1. Global efforts at this time are focused concurrently on lessening the spread and impact of COVID-19. Public agencies are now challenged to find creative ways to disseminate and respond to information.
2. The pandemic has forever changed our experiences—as customers, employees, communities, and as humans—and our attitudes and behaviors are changing, as a result.
3. Once the immediate threat of COVID-19 has passed, we will need to assess how the pandemic has changed the way we think and behave, and how that thinking will affect the way we design, communicate, re-build and operate the Neighborhood Council System in order to meet the needs of the people we serve.
4. During the Department's 2019-2020 Listening Tour Survey, a combined 47% of board members identified governance and parliamentary training, and outreach support, as a high priority.
5. Consideration may need to be given to the various technology applications that can be selected for the administration of virtual meetings. Each application requires a different set of procedures and protocols.
6. There are varying levels of comfort, accessibility, and familiarity with technology tools and with virtual interaction. Adequate training and clear guidance will be required to minimize these concerns and ensure a degree of equitable access to NC virtual meetings.
7. Effective communication strategies are necessary to engage residents in the NC virtual meetings properly.

EVG PLAN OBJECTIVES:

The EVG Plan adopts the following objectives for Neighborhood Council virtual meetings.

They are to:
• Develop uniform virtual meeting and public comment protocols for the Neighborhood Council System;
• Commit resources to ensure the NC virtual meeting system is compliant with technology protocols established by the City of Los Angeles Information Technology Agency (ITA);
• Ensure the NC virtual meeting protocols describe accessibility compliance requirements;
• Ensure the NC virtual meeting protocols acknowledges the language needs of NC board members and stakeholders;
• Provide board members with a baseline level of skills for governing in a virtual meeting environment;
• Acknowledge and navigate the continuing existence of a digital divide in the City of Los Angeles;
• Create a resilient and responsive operational structure.

EVG PLAN ELEMENTS:

The EVG Plan adopted the following standards and processes:

1. The EVG Plan's preferred technology application would be one approved by the City of Los Angeles Information Technology Agency.
2. The EVG Plan's virtual meeting protocols would be those developed by the ITA, adapted for NC meetings.
3. The EVG Plan's compliance with the Americans with Disabilities Act would be determined by the City of Los Angeles Department on Disabilities.
4. Training(s) would be developed to provide board members with a foundation for virtual meeting success, including how to manage parliamentary procedures in a Brown Act environment.
5. The Department would prepare City translation and interpreter services vendors to ensure their readiness to provide these services in a NC virtual meeting environment.
6. Outreach support would improve the public's understanding of how to engage with their NCs in a virtual environment.

OUTREACH CONSIDERATIONS FOR EVG ROLLOUT

We recognize that NCs will need Department support for outreach around their transition to virtual meetings, as well as outreach support for the virtual meetings themselves. This is in keeping with data from a survey of NC board members conducted during the General Manager's 2019-20 Listening Tour, which visited 83% of the Neighborhood Councils and NC Alliances prior to the pandemic. A combined 47% of board members surveyed identified outreach support, and governance and parliamentary training, as high priorities. These key priorities are accordingly being taken into account during the rollout of this EVG plan.

One of the most important considerations for EVG outreach is to dispel the notion that one is ready to hold a virtual public meeting as soon as one is personally comfortable with teleconferencing technology. Virtual governance is about more than simply using teleconferencing technology. It is about creating a consistent, equitable system using a set of uniform protocols in compliance with the open meeting rules for holding public Neighborhood Council meetings. The EVG enables NC virtual meetings in many forms. They can happen remotely over channels such as the internet or a telephone, rather than in person. The EVG's Neighborhood Council protocols conform to all local, state, and federal laws that apply to traditional public meetings, so the plan to roll out the EVG includes thorough and intensive training to create that capacity and understanding for NC board members.

Toward that end, EVG-related outreach trainings are expected to cover topics such as how to negotiate the digital divide to include stakeholders and NC board members who may not have internet access or the kind of data plan required by many teleconferencing tools. Also included are tips for creating a professional presence and a sense of place and community in a virtual environment.

SUMMARY

The Department recognizes that successfully transitioning the NC System to virtual meetings is a process. No other civic engagement system in the Country is attempting to engage 99 elected bodies, involving over 1,800 people in a virtual governance system, in a multifaceted city like Los Angeles. We have proceeded with a high level of professional integrity and due diligence to create a virtual meeting system that provides solutions that are uniform, reliable, scalable, accessible, and equitable.

ATTACHMENTS/RESOURCES

- EVG Implementation Timeline
- EmpowerLA letters to board members (3/27/20 and 4/8/20)
- EmpowerLA COVID webpage

Department of Neighborhood Empowerment

EmpowerLA Neighborhood Council
Virtual Governance Protocols
(Revised 4/24/20)

Introduction

The Department is trailblazing a new process for governance for the Neighborhood Council System and the communities of Los Angeles. These virtual governance protocols are a companion to The *EmpowerLA Virtual Governance Plan* and related workshops and training. They provide guidance on how Neighborhood Councils (NCs) may govern in a uniform City-approved structured, virtual environment.

The COVID-19 pandemic presented an opportunity to pioneer a new form of community-based governance. The Neighborhood Council System was the first to begin bridging the distance between communities and City Hall; and, will continue to do so using available social distancing technology.

Our goal during the COVID-19 pandemic is to help Neighborhood Councils (NC) **SEEK** accurate information about the emergency, provide Neighborhood Councils with tools that can be **SHARED** with their communities and, by following the Mayor Eric Garcetti's executive orders to **STAY SAFE** (Safer at Home EO Rev. 4-10-2020).

The Department's focus is to develop an equitable, accountable, virtual governance system with clear protocols and procedures. We are committed to providing NC Boards with a foundation for success during this ever-changing global emergency.

We want to thank our colleagues and partner City departments administering virtual meetings for the City Council and Commissions. They include the City Council under the leadership of Council President Nury Martinez, the Offices of the City Clerk and City Attorney, the Emergency Management Department, the Information Technology Agency, the Board of Recreation and Parks Commissioners, and the Department on Disability.

We thank you for your patience and efforts and look forward to "seeing" you at your next virtual meeting.

Raquel Beltrán
General Manager

Department of Neighborhood Empowerment

EmpowerLA Neighborhood Council
Virtual Governance Protocols
(Revised 4/24/20)

Overview

The *EmpowerLA Neighborhood Council Virtual Governance Protocols (EVG Protocols)*, provides guidance for Neighborhood Councils to hold public meetings, in a virtual setting while adhering to the State of California, County of Los Angeles, and the City of Los Angeles decrees during the COVID-19 pandemic. This procedural guide was adapted from the procedures developed by the City's Information Technology Agency (ITA), and follow the same procedures applied to City Council, Commission, and Committees meetings.

The City of Los Angeles and the Neighborhood Council System strive to have open, transparent and participatory meetings during this time, while still ensuring that members of the public, Neighborhood Council Board Members and City staff are kept safe and healthy. The City also strives to ensure equitable access for those who may not have ready access to online tools or who are covered under the Americans with Disabilities Act (ADA).

Video and telephonic conferencing is a new format for many public meetings. The *EVG Protocols* provide Neighborhood Councils (NCs) with guidance on how to set-up, manage, and conduct virtual meetings while following the requirements set by the Americans with Disabilities Act, the Ralph M. Brown Act, City Charter, and the Board of Neighborhood Commissioners, during COVID-19.

The Department is committed to the success of NCs and our Neighborhood Empowerment Advocates (NEAs) are available to assist. For further guidance, contact NCSupport@lacity.org or call (213) 978-1551.

Department of Neighborhood Empowerment

**EmpowerLA Neighborhood Council
Virtual Governance Protocols**
(Revised 4/24/20)

TABLE OF CONTENTS

Department of Neighborhood Empowerment

EmpowerLA Neighborhood Council
Virtual Governance Protocols
(Revised 4/24/20)

Agenda and Notice

POSTING REQUIREMENTS

As Neighborhood Councils (NCs) prepare to schedule virtual meetings, please remember that the NC posting requirements for meeting agendas have not changed. NCs are required to follow the posting requirements set by the Brown Act and the Board of Neighborhood Commissioners' (Commission) Agenda Posting Policy, and NC Bylaws.

Neighborhood Councils are required to insert certain language on their agenda. The required language and highly recommended language can be viewed here.

During COVID-19, physical posting of the agenda still applies, and it is best practice to secure proof of the posting (e.g. photo of physical posting). For "regular" board meetings, the agenda must, at the minimum, be posted 72 hours in advance of the meeting. For "special" meetings, the agenda, at the minimum, must be posted 24 hours in advance of the meeting.

Please remember to take all precautionary health and safety measures, and adhere to the guidance related to social distancing while meeting these requirements. If an NC needs assistance with the physical posting of meetings, please contact NCSupport@lacity.org or call (213) 978-1551.

Due to the availability of staff resources, please submit requests for a physical posting of the meeting agenda, five (5) business days in advance of the meeting. The Department will respond to confirm if this request can be accommodated.

1. **Physical Posting**

Physically post at least one (1) Brown Act compliant agenda for all Board meetings. If an NC's regular posting location is no longer accessible (i.e. the facility is closed, gated off, no access, etc.) due to COVID-19 facility closures, posting the agenda on the outside of a door or a gate will meet this requirement.

If the NC needs to change the physical posting location, make sure that the agenda makes reference to the correct posting location under the required language for *Public Access of Records*. The new physical posting location must be within the boundaries of the NC.

2. Neighborhood Council Website & E-Blast

Per the Commission's Agenda Posting Policy, Neighborhood Councils (NCs) must post the agenda on their website.

Per the Brown Act, the public has the right to review written materials distributed by any person to a majority of the NC in connection with a matter subject to discussion or consideration at a meeting, unless those materials are protected by an exemption or privilege such as the attorney-client privilege. Thus, if materials are distributed to the majority of the NC *72 or more hours* before the meeting, those materials should be attached (or linked) to the agenda and made available on the NC's website for viewing by the time of the meeting. If the materials are prepared by and distributed *less than 72 hours* before a meeting, they should be posted on the website as soon as possible and made available by the time of the meeting.

When materials are distributed *during* a meeting, they must be made public: at the meeting, if prepared by the NC or City staff; or after the meeting if prepared by some other person. However, given the technical constraints with making those materials available to the public during the course of a virtual meeting, it is recommended that NC's prepare, distribute, and post all written materials in advance of the meeting.

If the NC's website is unavailable, the agenda can be posted on a page made available to the public on the Department's website, EmpowerLA.org/councils. Additionally, any NC that maintains an email list of stakeholders may email a copy of the agenda or announce the meeting with a link to the agenda.

3. Early Notification System

NCs shall submit a copy of the meeting agenda to the Department to be posted through the Early Notification System (ENS). NCs must submit a copy of the agenda, in PDF

format, to NCSupport@lacity.org. NCs should encourage stakeholders to sign up for ENS to receive meeting notifications.

CANCELLATION REQUIREMENTS

If an NC plans to cancel or reschedule a regular or special, board and/or committee meeting, remember to post a "cancellation notice" following the Commission's Agenda Posting Policy.

The "cancellation notice" can simply be a copy of the agenda with the word "cancelled" prominently displayed in the heading or across the agenda page. This notice should also indicate which meeting is being canceled and when it would have regularly occurred. (View sample cancellation posting)

(Back to Top)

Access to Meetings

VIRTUAL MEETING TECHNOLOGY - ZOOM

All NC meetings will be available through a virtual meeting and teleconferencing platform called Zoom. Zoom is a company that focuses on cloud-based communications for video and audio conferencing, collaboration, and additional digital communication. For more information on Zoom please visit https://zoom.us/about.

Zoom is approved for virtual meetings by the City's Information Technology Agency (ITA) based on key features found useful for these types of video conferencing events.

The Department has purchased Zoom licenses and/or will host "webinars" for Neighborhood Councils (NCs) to conduct virtual meetings. The instructions and guidelines within this *EVG Protocols* document is specific for the Zoom virtual meeting platform. Should an NC select another virtual meeting platform, the Department will not be able to provide technical support.

"Webinar" is the Zoom technical term that describes how the NC meeting will be conducted. In order to adhere to the Brown Act, and for cybersecurity measures, NC

meetings must be conducted as a "webinar." Recommended settings on Zoom for NC meetings are available here.

TECHNICAL SUPPORT

The Department will provide direct NC support for virtual board meetings under the condition that the meeting is properly agendized and noticed, and abides by the NC's bylaws.

The Department will continuously provide online training and documents on how to access and utilize Zoom for NC meetings. The Department is committed to providing interpretation services for the NC System to support virtual meetings during COVID19. Through the Department's *Data Literacy* efforts, we are committed to ensuring access to NC virtual meetings for all participating in the NC System and to bridge the digital divide.

Additional resources are available for:
- Getting started in a webinar
- Roles in a webinar
- Managing roles in a webinar
- Managing participants in a webinar
- Joining and participating in a webinar as an attendee
- Audio echo in a meeting
- Joining a meeting by phone
- Language interpretation in meetings
- Closed captioning
- Department on Disability

Please note these resources are provided by Zoom and other conditions may apply for NC Virtual Meetings.

The Department will provide direct NC support using Zoom in the following areas:
- Purchase Zoom accounts for each NC to conduct "webinars" meeting for up to 100 attendees.

- Provide technical support in the form of procedural documents or links from Zoom Support.
- Host regular board "webinar" meetings on behalf of NCs unable to conduct virtual meetings.
- Host special board "webinar" meetings on behalf of NCs unable to conduct virtual meetings, contingent upon availability of staff.
- Assist with the physical posting of meeting agendas, with five (5) business days notice.
- Assist NCs moderate regular board "webinar" meetings, and special board "webinar" meetings, contingent upon availability of staff.
- Communicate regularly with Board Members to seek feedback and suggestions to help improve the virtual meeting experience.
- Arrange for ADA accommodations. (Zoom offers Closed Captioning with instructions on how to turn on closed captions).
- Arrange and pay for interpretation services for regular board "webinar" meetings, and may extend the service for special board "webinar" meetings.
- Assist NCs with outreach plans to engage stakeholders into participating in virtual NC meetings.

LIMITATIONS

Currently, the Department is operating with limited resources during the COVID-19 pandemic and is following the Mayor's March 19, 2020 "SAFER AT HOME" orders. Additionally, 10% of Department staff have volunteered to respond to the call to serve as state-mandated Disaster Service Workers (DSW). The Department is committed to providing direct NC Support to all regular board meetings. The Department may be available to provide support for special board meetings and NEAs may be available to support committee meetings, on a case-by-case basis. We encourage NCs to communicate regularly with their NEA's to share their needs and to provide feedback.

The City of Los Angeles Information Technology Agency (ITA) has identified Zoom as the virtual meeting platform to conduct public meetings. NCs are expected to follow the technology protocols established by ITA and the Department. Should an NC select another virtual meeting platform, the NC is expected to follow all the rules and procedures set forth in this document and the Brown Act; and the Department will not be able to provide technical support.

Additionally, each NC maintains its own records retention policy, including recordings of meetings. It is highly recommended that each NC develop a clear process on what is maintained, who maintains NC records, how these records are stored, and who is responsible for responding to California Public Records Act (CPRA) requests.

If a recording is made, the NC should be aware that it is immediately subject to a CPRA request and should not be erased or destroyed until at least 30 days have passed.

<div align="right">(Back to Top)</div>

Roles in a Virtual Meeting

There are 4 roles to successfully conduct a virtual NC meeting. To conduct a virtual NC meeting, it is important that the Chair/President has support from fellow Board Members and/or the Department. Although one (1) Board Member can play multiple roles, it is recommended, at the minimum, two (2) Board Members be assigned to the 4 roles. The Department is available to assist NCs host and moderate meetings.

ROLE OF "HOST"

Can be NC Chair/President, Board Member and/or Department Staff
- Receives Zoom license from Department.
- Is the technical lead for the meeting, and can assign a "co-host" to assist.
  - "Host" is the technical term in Zoom who schedules the meeting/webinar.
- Creates a "Webinar," and sets the settings (provided by the Department) for NC meetings.
- Assigns Board Members as "panelists", and sends webinar invite.
- Provides "webinar" telephone number and "Meeting ID" for NC's agenda. The "webinar" telephone number and "Meeting ID" will offer the public the opportunity to participate telephonically (call-in).
  - "Attendee" invitation information can be found under the "Invitation" tab when setting up a webinar.
  - Copy the invitation telephone number and Meeting ID and insert language at the top of the meeting agenda (e.g. Commission's April 14, 2020, Agenda).
- Mutes and unmutes "attendees" participating in public comment.

- More information about "host", "co-host", "panelist", and "attendee" available here.

ROLE OF "CHAIR"

Is the NC Chair/President
- Chairs the meeting; Sample Meeting Script 1 & Sample Meeting Script 2.
- Provides "ground rules" at the start of the meeting.
- Guides board/committee members through the agenda.
- Ensures equal speaking opportunities for board/committee members (if time is extended to one, it must be extended to all).
- Ensures equal speaking opportunities for members of the public participating in public comment (if time is extended to one, it must be extended to all).
- Ensures all ADA and interpretation requests are fulfilled by coordinating with the Department.
- Encourages a positive atmosphere.
- Remind the speaker to speak on matters germane to the agenda item.

ROLE OF "MODERATOR"

Can be the NC Chair/President, a Board Member, and/or Department staff:
- Assists the Chair/President by moderating speakers in the queue.
- Reviews the "Participants" panel and manages "raised hands" for "Panelist" (Board Members) and "Attendees" (public) in Zoom to see who raised their virtual hand to indicate who wishes to speak.
- Announces speakers during public comment.
- Respectfully notifies the speaker when public comment time has elapsed.
- Organizes, renames, and maintains "Panelist" (Board Members) and "Attendees" (public).
  - Phone numbers of attendees can be renamed to indicate the speaker's name using the "Participants" panel .
  - Phone numbers of attendees should be renamed to include only the last 4 digits to protect their privacy (i.e. 213-978-1551 to 1551).
- Acts as a "timekeeper" by managing time limits set for each item and speaker.
- Can be the host or be assigned as a co-host to mute/unmute speakers during public comment.

Department of Neighborhood Empowerment
EmpowerLA Neighborhood Council
Virtual Governance Protocols
(Revised 4/24/20)

ROLE OF "RECORDER"

Secretary or Minutes Taker
- Conducts a roll call of Board Members to confirm a quorum for the meeting.
- Takes minutes for the meeting, following the Commission's Minutes Policy.
- Minutes should include:
    - Start and end time of the meeting.
    - Roll call of Board Members, indicating when they arrived and left.
    - Record motion, to include who made the motion, any amendments.
    - Action taken on any agenda item and how each Board Member voted.
    - Ensures minutes are presented at the Board meetings and posted to the NC website after board approval.

(Back to Top)

Conducting A Virtual NC Meeting

BEFORE THE MEETING
- Review the NC's bylaws and follow Article VIII, Section 2 "Agenda Setting" to set the Board's agenda (sample agenda).
    - NC Bylaws can be found at Empowerla.org/Councils under each NC.
- Review this document, *EVG Protocols,* and Zoom Support Guide.
- Be familiar with how an NC takes action, including how abstentions are counted. This Voting Fact Sheet can provide more information on how votes are counted based on Article V, Section 3 "Official Action" of the NC's bylaws.
- Ensure all mandatory training is completed. To view Board Member compliance visit: https://empowerla.org/councils/ and select the specific NC.
    - In order to fully participate at NC board meetings, it is important that ethics, funding and code of conduct training are completed.
    - NC Board Members are required to complete the ethics and funding training in order to be eligible to vote on financial items.
    - Code of Conduct is required for all Board Members in order to serve on the Board.
    - To access the online trainings, visit https://empowerla.org/nctrainings
- Connect with Board Members to check-in regarding their ability to access the virtual meeting.

- ○ Board Members do not necessarily need a Zoom account to participate as long as the host emails each Board Member with a "webinar" invite (Hosts, Co-Hosts, and Moderators will need a Zoom account).
- ○ Board Members will be able to call-in using the telephone number provided in the "webinar" invite, to participate.
- ○ Board Members should join 15 minutes before the meeting to try to address any technical issues before the meeting starts.
- Connect with the NC's Neighborhood Empowerment Advocate (NEA) to share Board Member needs.
- Assign Board Members to "roles."
- Ensure the "host" sets up the "webinar" with the Department's recommended Zoom settings, which disables the chat, video, Q&A functions of the "webinar" to ensure compliance with the Brown Act. These settings will help mitigate potential disruptions to meetings and "zoom" bombing.
  - ○ Should an NC choose to turn on the video feature for "panelist" (Board Members only), additional language will be required to inform the public how to access the meeting using an internet-enabled device. Please contact the respective NC's NEA for additional guidance.
- Determine whether or not the virtual NC meeting will be recorded. Zoom offers the cloud recording services, to record video and/or audio.
  - ○ Please note each NC maintains their own records retention policy and will be responsible for fulfilling any California Public Records Act (CPRA).
- Conduct outreach and consider posting the agenda beyond the 72/24 hour requirement, to provide the public with ample notice.

DURING THE MEETING

- All Board action will be determined by a roll vote to allow the public to hear who voted, how they voted, and the final vote.
- All Board Members should practice "virtual etiquette" by muting themselves when they do not have the floor.
- Be patient, and expect delays in response.

(Back to Top)

Conducting Public Comment Virtually

The public will attend virtual NC meetings telephonically or via the audio-only online Zoom platform. In both cases, a "panelist" (Board Member) will not be able to see/view the speaker. The public will only be able to listen in and speak when unmuted by the moderator. With the meeting telephone number provided on the agenda, the public will not need a Zoom account, a computer, or internet access to participate in a NC meeting.

OBSERVING THE MEETING

The public can join the NC meeting as an "attendee" by dialing the teleconference phone number provided on the agenda and entering the webinar ID number when prompted. Once the "attendees" enters the meeting, they will be automatically muted but will continue to hear the meeting. During a public comment period, an attendee may request to speak by dialing *9 over the telephone or by utilizing the "raising hand" function on the online Zoom platform. The moderator will then unmute and recognize each speaker one at a time to take public comment.

TWO TYPES OF PUBLIC COMMENT

As with all NC meetings, the public must be given an opportunity to comment on (1) matters listed on the agenda ("agenda item public comment") and (2) matters that are not listed on the agenda but are within the subject matter jurisdiction of the NC ("general public comment"). Reasonable time restrictions may be placed upon public comment, but any such regulations should be listed on the agenda, announced at the start of public comment, and equitably enforced without regard to the speaker's viewpoint.

Agenda Item Public Comment

For *agendized* matters, public comment must be taken before the NC considers and votes on the agenda item. Therefore, Agenda Item Public Comment is typically taken each time an agenda item is called. If an NC has a different method of taking public comment (e.g., multiple agenda item comment period), that NC should consult with the Department's NEA or City Attorney.

General Public Comment

For matters not listed on the agenda, the opportunity to provide general public comment can be offered at any time during the meeting.   Although the public is entitled to provide general public comment on any matter within the NC's jurisdiction, the NC cannot discuss or act on matters not listed on the agenda. The NC may, at most, "briefly respond" to general public comment, for example, by asking a clarifying question or directing that a matter be placed on an agenda for consideration at a future meeting.

A Board Member should not engage in a back-and-forth discussion with the public during public comment.

CONDUCTING PUBLIC COMMENT IN A VIRTUAL MEETING

At the start of the meeting and at each opportunity for public comment, the Chair and/or Moderator should provide verbal instructions to public attendees on how to indicate their desire to speak (dialing *9 or by "raising hand" on Zoom). That is because upon entering the meeting, "attendees" will be muted automatically and will be unmuted only by the moderator during the applicable public comment period.

 For Agenda Item Public Comment, the NC will typically take the following steps:

1) The Chair announces the agenda number/reads the item description and opens public comment.

2) The Chair instructs the public on how to signal an intent to provide public comment. (dialing *9 or by utilizing the "raising hand" function).

3) The Moderator recognizes each speaker (by name or last 4 digits of phone number or another identifier), unmutes that speaker, and asks the speaker to identify him/her/themself before speaking.

4) Once the speaker's time has elapsed, the Moderator makes an announcement. Upon completion of public comment, the Moderator re-mutes the speaker.

5) Once all public comment is taken, the NC deliberates and votes upon the agenda item. NC can deliberate before or after public comment, but public comment must be taken before the board votes.

For General Public Comment, the NC will typically take the following steps:

1) The Chair opens the General Public Comment period.

2) The Chair explains the purpose of the General Public Comment period (matters not listed on the agenda but within the subject matter jurisdiction of the NC) and the amount of time each person is allotted.

3) The Chair instructs the public on how to signal an intent to provide public comment (dialing ***9** or by utilizing the "raising hand" function).

4) The Moderator recognizes each speaker (by name or last 4 digits of phone number or another identifier), unmutes that speaker, and asks the speaker to identify him or herself before speaking.

(Back to Top)

Security Settings

The Department will provide one (1) Board Member with one (1) Zoom license via email. The assigned Personal Meeting ID (PMI) is the default meeting that launches when scheduling meetings and webinars. Do not share the NC's PMI.

In order to abide by the Brown Act, be sure to follow the Department's recommended settings in Zoom to disable the chat, video, and Q&A functions; and be familiar with how to set up a "webinar." A "webinar" is how NC meetings will be conducted. Zoom has the ability to set "meetings", however, this is not the appropriate forum for public meetings.

(Back to Top)

Department of Neighborhood Empowerment

EmpowerLA Neighborhood Council
Virtual Governance Protocols
(Revised 4/24/20)

NEIGHBORHOOD COUNCILS
EMPOWER LA™

200 North Spring Street, Suite 2005
Los Angeles, California 90012
Phone: (213) 978-1551

@EmpowerLA   /EmpowerLA   @EmpowerLA   /EmpowerLA

Recommended Zoom Settings for Brown Act NC Meetings	*Revised April 28, 2020*

General Capabilities of Zoom	Features
Supports web video capabilities	Yes
Has an internet browser only solution	Yes
Supports both phone dial-in audio and computer based audio	Yes
Allows for screen sharing of content (presentations, videos, etc)	Yes
Allows for host control to mute participants as needed	Yes
Ability to record meetings	Yes
Free access for users	Yes
Low bandwidth client option	Dynamically adjusts
Requires all users to specify their name on their connection	See specific recommendation
Online moderator to be able to queue up speakers and answers	Yes
Capability to designate someone as a speaker vs. non-speaker (non-speakers are automatically muted).	Yes

Recommended Settings for Webinar Meetings Settings: Meeting	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
SCHEDULE MEETING				
Host Video	**On**	Yes	Host can still choose to join with camera off	
Participants Video	Off	Yes	Participants can still turn camera on during meeting. Host can Stop Camera after participants starts camera, after that they cannot turn camera back on (until host invites them to)	
Audio type	Telephone and Computer Audio	Yes	Choice of audio input device	
Join before host	Off	Yes	Participants who call in early will be put on hold	
Use Personal Meeting ID (PMI) when scheduling a meeting	Off	Yes	PMI is 10 digit permanent Zoom "phone number" for your Account	
Use Personal Meeting ID (PMI) when starting an instant meeting	Off	N/A		
Only authenticated users can join meetings	Off	Yes	Public won't have a Zoom Account	
Only authenticated users can join meetings from Web client	**Off**	Yes		
Require a password when scheduling new meetings	**Off**	Yes	Turned On 4/13/20	
Require a password for instant meetings	Off	N/A		
Require a password for Personal Meeting ID (PMI)	Off	N/A		
Embed password in meeting link for one-click join	Off	No	Turned Off 4/13/20	
Require a password for participants joining by phone	**See notes**	No	If meeting has a password, phone participants need to enter password as well. Use **On** for private meetings. Use **Off** for meetings where public joins by phone only and only share password with commissioners.	
Mute participants upon entry	**On**	Yes		This feature is only available with version 3.5.63382.0829 or later
Upcoming meeting reminder	Off	No		This feature is only available with version 4.1.24407.0507 (Windows) and 4.1.24423.0507 (macOS) or later

Recommended Settings for Webinar Meetings Settings: Meeting	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
IN MEETING (BASIC)				
Require Encryption for 3rd Party Endpoints (SIP/H.323)	Off	No		

Setting	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
Chat	Off	No		
Private chat	Off	No		
Auto saving chats	Off	No		
Play sound when participants join or leave	**See Notes**	No	This option plays sound when participants join or leave	
Heard by Host and all attendees	Checked	No		
Heard by Host only	Unchecked	No		
Record and play their own voice	Unchecked	No		
File transfer	Off	No		This feature is only available with version 4.6.10 (Windows) and 4.6.10 (macOS) or later
Feedback to Zoom	Off	No		
Display end-of-meeting experience feedback survey	Off	No		This feature is only available with version 4.0 or later
Co-host	**On**	No	Co-Hosts can un-mute themselves and present their screens. No Limit known at this time	
Polling	Off	No		This feature is only available with version 3.5.63382.0829 or later
~~Allow host to put attendee on hold~~	~~Off~~	~~No~~	4/14: This setting does not appear	
Always show meeting control toolbar	**On**	No		This feature is only available with version 4.0 or later
Show Zoom windows during screen share	Off	No		This feature is only available with version 3.6.10810.1031 or later
Screen sharing	**On**	No		
Who can share?	Host Only	No		
Who can start sharing when someone else is sharing?	Host Only	No		
Disable desktop screen share for users	**On**	No		This feature is only available with version 4.6.0 or later
Annotation	Off	No		The ability to disable Annotation only effect on Zoom client with version 3.5.63382.0829 or later
Whiteboard	Off	No		This feature is only available with version 4.0.4 or later
Remote control	Off	No		
Nonverbal feedback	**On**	No		This feature is only available with version 4.0.25513.0228 or later
Allow removed participants to rejoin	Off	No		This feature is only available with version 4.3.46185.0120 or later
Allow participants to rename themselves	Off		4/14/20 This setting should be **Off** as only Hosts should rename participants.	This feature is only available with version 4.6.10 or later
Hide participant profile pictures in a meeting	**On**	No	All participant profile pictures will be hidden and only the names of participants will be displayed on the video screen. Participants will not be able to update their profile pictures in the meeting.	This feature is only available with version 5.0.0 or later
Recommended Settings for Webinar Meetings Settings: Meeting	**Setting Option**	**Override in Scheduled Webinar?**	**Notes**	**Zoom Version**
IN MEETING (ADVANCED)				
Report participants to Zoom	**On**	No	Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting control toolbar.	This feature is only available with version 5.0.0 or later
Breakout room	Off	No		
Remote support	Off	No		
Closed captioning	**See Notes**	No	Turn **On**, if request for accomodation is made. Please ensure you have **72 hours** to make request.	
Save Captions	Off	No	**Cannot** turn **On** when Closed captioning is **Off** (Row/Line 62)	
Language Intepretation	**See Notes**		Turn **On**, if request for accomodation is made. Please ensure you have **72 hours** to make request.	
Far end camera control	Off	No		
Group HD video	Off	No		

	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
Virtual background	**Off**	No		
Identify guest participants in the meeting/webinar	Off	No	Adds (guest) note to participants without lacity.org zoom account	This feature is only available with version 4.0.5 or later
Auto-answer group in chat	Off	No		
Only show default email when sending email invites	Off	No		
Use HTML format email for Outlook plugin	Off	No		
Allow users to select stereo audio in their client settings	Off	No		
Allow users to select original sound in their client settings	Off	No	4/14/20 Added this setting based on zoom.scheduler@lacity.org	
~~Attention tracking~~	~~Off~~	~~No~~	Deprecated by Zoom on April 2, 2020, this setting does not appear.	
Waiting room	Off	Yes		This feature is only available with version 4.0 or later. The customized waiting room UI is only available with 4.1.20185.0205 or later
Show a "Join from your browser" link	Off	No		
Allow live streaming meetings	Off	No		

Recommended Settings for Webinar Meetings Settings: Meeting	**Setting Option**	**Override in Scheduled Webinar?**	**Notes**	**Zoom Version**
EMAIL NOTIFICATION				
When a cloud recording is available	**On**	No		
Send a copy to the person who scheduled the meeting/webinar for the host	Keep unchecked			
When attendees join meeting before host	**On**	No		
When a meeting is cancelled	**On**	No		
When an alternative host is set or removed from a meeting	**On**	No		
When someone scheduled a meeting for a host	**On**	No		
When the cloud recording is going to be permanently deleted from trash	**Off**	No		

Recommended Settings for Webinar Meetings Settings: Meeting	**Setting Option**	**Override in Scheduled Webinar?**	**Notes**	**Zoom Version**
OTHER				
Blur snapshot on iOS task switcher	Off	No	Hide zoom info in iOS task switcher preview	
Invitation Email	English	No		
Schedule privilege		No	Proxy access to schedule meetings	
Assign Scheduling privilege to	No one			
I can schedule for	No one			

Recommended Settings for Webinar Meetings Settings: Recording	**Setting Option**	**Override in Scheduled Webinar?**	**Notes**	**Zoom Version**
RECORDING				
Local Recording	Off	No		
Cloud Recording	**See notes**	No	The Neighborhood Council has the option to record the zoom meetings, but will need to follow their record retention.	
Record active speaker with shared screen	Checked	No		
Record gallery view with shared screen	Unchecked	No	Gallery view is the default. When someone is sharing a screen, active speaker will show on the top right corner of the shared screen.	
Record active speaker, gallery view and shared screen separately	Unchecked	No		
Record an audio only file	Checked	No		
Save chat messages from the meeting/webinar	Unchecked	No		
ADVANCED CLOUD RECORDING SETTINGS				
Add a timestamp to the recordings	**Checked**	No	Enable this option to embed the date and time of the actual meeting into the video recording	

	Setting Option	Override in Scheduled Webinar?	Notes	Zoom Version
Display participants' names in the recording	Unchecked	No		
Record thumbnails when sharing	Unchecked	No	Include a thumbnail video of the presenter when the recording includes a shared screen	
Optimize the recording for 3rd party video editor	Unchecked	No	Enable this option to ensure compatibility of the recording file created by Zoom with video editing software you you can use to modify the recording file. This will increase both the file size and the time it will take to generate the recording file.	
Save panelist chat to the recording	Unchecked	No	The messages sent by panelists buring a webinar to either all participants or all panelists and attendees will be saved to the recording.	
Automatice recording	Off	No		
IP Address Access Control	Off	No		
Only authenticated users can view cloud recordings	Off	No		
Require password to access shared cloud recordings	Off	No		
Auto delete cloud recordings after days	**On**	No		
Specify a time range (days)	30	No	30 days is the minimum amount of days required to hold a recorded webinar. See EVG Protocols for guidance.	
The Host can delete cloud recordings	On	No	This option is set on default.	
Recording Disclaimer	**On**	No		This feature is only available on Zoom client with the following versions or later: 4.4.52532.0413 (Windows) 4.4.52551.0414 (MacOS) 4.4.52555.0414 (Andriod) 2.8.18.2821.0412 (Linux) 4.4.52549.0913 (iOS)
Ask participants for consent when recording starts	Checked	No		
Ask host to confirm before starting a recording	Checked	No		
Multiple audio notifications of recorded meeting	Off	No		
Recommended Settings for Webinar Meetings Settings: Telephone	**Setting Option**	**Override in Scheduled Webinar?**	**Notes**	**Zoom Version**
TELEPHONE				
Show international numbers link on the invitation email	Off	No		
Toll Call	Off	No		
3rd Party Audio	Off	No		
Mask phone number in the participant list	**On**	No		
Global Dial-in Countries/Regions	United States of America	No		
Recommended Settings for Webinar Meetings DURING MEETING	**Setting Option**	**Override in Scheduled Webinar?**	**Notes**	**Zoom Version**
SETTINGS TO SET DURING ZOOM WEBINAR (BY HOST)				
Chat: [...] menu at bottom right				
Allow Attendees to chat with: Host	Off	Yes	This option allows participants to do tech support discussion with hosts (i.e., mic doesn't work) Alternative: share tech support phone number with commissioners	
Participants: [More] menu at bottom right				
Allow Attendees to Unmute themselves	Off	Yes	Commissioners must raise hand to be unmuted or be promoted to Co-Host	
Allow Attendees to Rename themselves	Off	Yes	Hosts can rename as needed	

Welcome to the **[INSERT NEIGHBORHOOD COUNCIL BOARD NAME]** virtual meeting.

(OPTIONAL) This meeting will be recorded for record purposes only, please be mindful of this fact as we work through this meeting.

It is important to remember that we are all learning this new system and transitioning to this new reality during this COVID-19 pandemic. Please allow time for this Neighborhood Council to work through some technical matters as we move through this meeting. Take a moment and provide some grace to all who are attending this meeting and participating in this new virtual governance process.

Remember that the [Code of Conduct](#) applies to this meeting and all Board Members have read the Code of Conduct and understand the appropriate behavior expected of us as elected representatives of our community.

We should conduct ourselves in a civil, courteous, and respectful manner and discourteous or inappropriate behavior is discouraged.

(Consider sharing the following points at the beginning of the meeting:)

- Members of the public will be recognized by the president/chair and/or moderator.
- All remarks should be directed to the Neighborhood Council Board as a body rather than to any particular Board Member or any member of the staff or audience and should refer to staff by title and/or department.
- When speaking, please do so in a civil, non-argumentative and respectful manner. There will be differences in opinion. You might not agree with everything that is discussed, but please be open to hearing other people's perspectives.
- Other than asking a question to clarify a statement, Neighborhood Council Board Members should refrain from entering into a dialogue with the speaker during public comment.
  - Public comment is not intended for a discussion between the Neighborhood Council and the speaker and should not be used for that purpose.
  - Public comment is not be used as a time for problem-solving or reacting to comments made but, rather, for hearing the stakeholders for informational purposes only.

- Please mute yourself after you have made your comment since background noise disrupts the meeting.
- The Moderator will be reviewing the "Participants" panel to see who raised their virtual hand and keep track of the order to call upon for comment. When you are called upon by the Moderator, you will be unmuted. If you wish to speak, please dial * 9 or press the "raise hand" option in Zoom.

THIS LANGUAGE IS REQUIRED ON ALL AGENDAS

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 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 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

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. For assistance, please contact the Ethics Commission at {213} 978-1960 or 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
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at https://www.lacity.org/subscriptions

NEIGHBORHOOD COUNCILS

Neighborhood Council

Governing Board

Name, President

Name, Vice-President

Namey, Secretary

Name, Treasurer

Name, Boardmember

Name, Boardmember

NEIGHBORHOOD
COUNCIL

200 N. Spring Street
Los Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

CANCELLED

Regular Board Meeting Agenda
Friday, May 1, 2020
7:00 pm
Zoom Meeting Online or By Telephone
Dial (XXX) XXX-XXXX to Join the Meeting
Then Enter This Webinar ID: XXX XXX XXX and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte XXXX, Secretaria, al (XXX) XXX-XXXX o por correo electrónico XXXX@NeighborhoodCouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF XXXX NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board must dial (XXX) XXX-XXXX, and enter XXX XXX XXX 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.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS The public is requested 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.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for

improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

I.   **CALL TO ORDER & ROLL CALL**
  a. Call to Order by Presiding Officer
  b. Roll Call

II.   **ADMINISTRATIVE MOTIONS**
  a. Approval of the Minutes of the Regular Meeting held on MEETING DATE
  b. Approval of MERs for March 2020

III. **PRESIDENT'S REPORT -** The President will provide a verbal report to the Board on COVID19 Emergency Funding expenditures.

IV.   **GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS**

V.   **FUNDING MOTIONS**
  a. Discussion and/or possible action to approve up to $250.00 for Neighborhood Council branded bobble-heads from Bobbles-For-All for community outreach.

VI.   **NEW BUSINESS**
  a. Discussion and/or possible action to support Council File # 19-0000 promoting the Neighborhood Council System as the largest civic engagement system in the world and empowering local communities to engage in meaningful ways with the City of Los Angeles.
  b. Discussion and/or possible action to develop outreach strategies to encourage stakeholders to participate in virtual meetings
  c. Discussion and/or possible action to approve recommendation of the temporary Bylaws Advisory Committee to amend Article V, Section 5 to read: "The Vice Chair will be responsible for…"

VII. **ADJOURNMENT** (End time is approximately 9:00 p.m. or shortly thereafter)

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, assisted listening devices, or 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 by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

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 Neighborhood Council Office Space Address (if applicable), at our website: www.NeighborhoodCouncilWebsite.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 XXXX, Secretary, at (XXX) XXX-XXXX or email at: XXXX@NeighborhoodCouncil.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
  ● You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at https://www.lacity.org/subscriptions

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 <mark>www.NeighborhoodCouncilWebsite.org</mark>

SAMPLE OPENING REMARKS BY CHAIR

Chair: Good afternoon/evening ladies and gentlemen. Welcome to the meeting of the _____ Neighborhood Council Board. Today is_____ 2020.

Introduction of Meeting Support Staff (Optional)

I would like to introduce the staff supporting this meeting and identify their roles. They will be heard speaking during the course of the meeting.

_____ will act as the meeting <u>moderator</u>. They will announce when it is time for public comment, unmute participants who wish to speak, and will conduct a Voice Vote by Roll Call of the Board.

_____will provide <u>technical support</u> and assist the moderator with public comment.

For everyone listening to our Neighborhood Council meeting, the meeting 'moderator' has muted all attendees and will unmute speakers when called upon to give public comment.

(**Chair makes opening statement or comments as they see fit**.)

Chair: During the meeting tonight/today, we will discuss the items listed on the meeting agenda in numerical order, unless I receive a request from a board member to take an item out of order.

If any board member has consulted with the City Attorney and it has received advice regarding a conflict of interest at the time an agenda item is announced for discussion, the board member should identify the general nature of the conflict, indicate that he or she is recusing him or herself from participating in the matter, and leave the meeting session during the duration of the discussion of the item. Before we make a decision on any item, members of the public will have an opportunity to provide comments on the item under consideration.

When the agenda item is open to public comment the following steps must be completed to be recognized by the moderator. For telephone attendees press star (*) 9 on your dial pad, and for computer users, in the Zoom window, click the "raise hand" option. The moderator will see all who indicated that they would like to comment and will allow comments on a first come first serve basis as time allows.

For Public Comment, when it is the member of the public' turn to speak the moderator will announce either the last 4 digits of the telephone number or state the person's name as indicated on the Zoom participant list. The moderator will unmute the speaker and ask that they state their name for the

record and proceed with their comment. When the time has expired the moderator will mute the speaker and advise their time for comment has concluded.

If you have a general comment on an item that is not listed on the agenda, you may provide your comment during the "General Public Comments" portion of the meeting. General Public Comment is limited to _____ minutes maximum. No individual speaker will be allowed more than _____ during General Public Comment, unless the presiding officer of the Board decides differently.

General public comment should be directed to the Board rather than to individuals. Please understand there are applicable laws that limit the actions we may take during tonight's/today's meeting, thus, we may be legally prohibited from acting on a concern that you have expressed. However, your concern may become the topic of discussion at a future board meeting after we have had the chance to list the item on the agenda.

General public comment will occur during item number _____ of today's agenda.

The moderator will then proceed to the next public speaker in the same manner.

Agenda Item – Call to Order and roll call (Chair & Moderator)

Chair: This meeting called to order. The moderator will conduct a roll call of the Board Members. When your name is called, please respond and state your name for the record.

Moderator: Board Member [wait for response], Board Member [wait for response], etc. We have a quorum.

Agenda Item –

Chair: Item # ___ Approval of the Minutes of the Regular Meeting of _____. Are there any comments or changes? If you wish to speak, please dial * 9 or press the "raise hand" option on Zoom.

[Chair and/or Moderator will need to coordinate how the Chair will be notified of board members wishing to speak]

I see Board Member _____ wishes to speak? Board Member _____, you have the floor.

[Board member makes comment and/or motion. If a motion is made, seek a second from another board member]

It is moved and seconded that (Restate the motion). Is there any discussion?

[Allow for Board discussion]

Do we have public comment?

Moderator: Mister/Madame Chair, we have _____ speakers for public comment on this item.

First speaker is (name or last 4 digits of phone number). [unmutes speaker] Please identify yourself for the record and proceed with your comment.

Thank you. Your public comment time has elapsed.

Next speaker is (name or last 4 digits of phone number). [unmutes speaker] Please identify yourself for the record and proceed with your comment.

Etc.

Public comment has concluded for this item.

Chair: The question on the floor is (re-state motion). The moderator will conduct a Vote by Voice. All those in favor say "Aye." Those opposed say "No." Or say "Abstain." When the moderator calls your name, state your name for the record and cast your vote

Moderator: Board Member (name), Board Member (name), etc. The Ayes are (state the count), The Nos are (state the count) and there are (state the count) abstentions.

Chair: (restate vote results). Next item on the agenda is…

MODERATOR: GENERAL PUBLIC COMMENT

"Agenda Item number _ is open for public comment. If you would like to comment and are on the telephone press star (*) 9, if you are on a computer in the Zoom window press the raise hand button at this time. Each speaker will have ____minutes to speak on the item. When you are unmuted please clearly state your name for the record."

"Commenter with telephone number ending 1234 or Ms. Smith, please state your name for the record and begin." (Unmute participant.)

"Thank you, your time has expired."

MODERATOR: AGENDA ITEM PUBLIC COMMENT

"Agenda Item XX is open for public comment. If you would like to comment and are on the telephone press star (*) 9, if you are on a computer in the Zoom window press the raise hand button at this time. Each speaker will have ___minutes to speak on the item. When you are unmuted please clearly state your name for the record."

Example: "Commenter with telephone number ending 1234 or Ms. Smith, please state your name for the record and begin." (Unmute participant.)

"Thank you, your time has expired."

Neighborhood Council Voting Facts

With the various ways that Neighborhood Councils can take action, there is often confusion in cases where the count is close on whether an item has passed or not. To ensure consistency, the Department of Neighborhood Empowerment is providing information on how Neighborhood Council voting is interpreted by the Department and the Office of the City Attorney. Here is a breakdown of what to look for to make sure every vote is counted correctly. Most of the information below should be in a Neighborhood Council's bylaws or standing rules.

Know the Basic Numbers
You'll need to look at the bylaws to determine some basic information first:
1. Total number of board seats
2. Quorum to take action
3. Any board members or seats ineligible to vote on certain items because of training requirements, recusals or age. Board members who are ineligible to vote because of training requirements or recusals won't be listed in the bylaws, but typically are announced at the meeting.

Know How the Board Takes Action
Boards typically take action in the following ways, which will result in different outcomes:
1. Simple majority of board members present
2. Simple majority of board members present and voting
3. Simple majority of the total board

Instead of simple majority, the number can also be two-thirds. This higher number is typically for board member removal or changes to the bylaws.

Example
A Neighborhood Council has 15 board seats and has a quorum of 9 board members to take action. Eleven board members are present, but only 9 are qualified to vote for an item before them because of training requirements. Based on the 3 ways a board can take action, here are the important numbers for the scenario:

1. Simple majority of board members present – Requires 6 votes to pass
2. Simple majority of board members present and voting – Requires 5 votes to pass
3. Simple majority of the total board – Requires 8 votes to pass

If the final vote is 6 for, 3 against and 2 ineligible, then the motion only passes under the first 2 scenarios.

Remember, the required number of votes necessary can change between each agenda item. For instance, if in this scenario, the next item requires 2 board member recusals as well as the 2 ineligible board members, then some of the important numbers have shifted because only 9 board members are present now with 7 qualified to vote:

1. Simple majority of board members present – Requires 5 votes to pass
2. Simple majority of board members present and voting – Requires 4 votes to pass
3. Simple majority of the total board – Requires 8 votes to pass

If the final vote is 4 for, 3 against and 2 ineligible, then the motion still passes under the 2ⁿᵈ scenario, but not the 1ˢᵗ and 3ʳᵈ.

Even though a board member is ineligible to vote, s/he still counts towards quorum and the number of board members present. S/he does not, however, count towards the number of board members voting. A recused board member does not count towards quorum or the number of board members present or the number of board members voting.

To get the simple majority number, divide the number of board members necessary by 2 and round up if you get a half number, e.g. 6.5 = 7.

Know How Abstentions Are Treated

Instead of voting for or against an item, a Neighborhood Council board member may abstain instead.   In the Neighborhood Council bylaws, abstentions may still count in the total vote, but the voting outcome will be different based on how the Neighborhood Council treats abstentions. The Neighborhood Council bylaws template sets out how the Department of Neighborhood Empowerment and the Office of the City Attorney interprets abstentions. If the Neighborhood Council bylaws state that they "include abstentions" in the total vote, the abstentions will act as a yes vote in essence similar to the City Council. If the Neighborhood Council bylaws states that they "do not include abstentions" in the total vote, the abstentions could be removed entirely from the vote tally depending on the situation, changing the number of votes necessary to pass a motion.

Example

A Neighborhood Council has 15 board seats and has a quorum of 9 board members to take action. Eleven board members are present, but only 9 are qualified to vote for an item because of training requirements. Based on the 3 ways a board can take action, including how they treat abstentions, here are the important numbers for the scenario:

Final Vote: 3 for, 3 against, 3 abstentions and 2 ineligible.

1. Simple majority of board members present, including abstentions – 11 board members present so simple majority of 6 votes is required to pass
-Vote passes because the abstentions are included and considered a yes vote so there are 6 votes for the motion (3 for and 3 abstentions).

2. Simple majority of board members present, not including abstentions – 11 board members present so simple majority of 6 votes is required to pass
-Abstentions are not removed from the final tally here so 6 votes are needed to pass. Here, abstentions in essence act as a no vote. So there are only 3 for votes, which is not enough for the majority of 6 needed. Vote does not pass.

3. Simple majority of board members present and voting, including abstentions – 9 board members present and voting so simple majority of 5 votes to pass
-Vote passes because the abstentions are included and considered a yes vote so there are 6 votes for the motion (3 for and 3 abstentions), which goes beyond the 5 needed to pass.

4. Simple majority of board members present and voting, not including abstentions – 3 abstentions removed from the 9 board members present and voting leaving a simple majority of 4 to pass of the remaining 6 votes
-In this scenario, abstentions are removed from the final vote tally completely in order to determine the simple majority number of the remaining votes because an abstention is considered "not voting." The 3 abstentions are removed from the 9 board members voting, resulting in only 6 board members now present and voting. The simple majority of 6 is 4. There are only 3 for votes, which is not enough for the new majority of 4 needed. Vote does not pass.

5. Simple majority of the total board, including abstentions – Requires 8 votes to pass, abstentions do not matter
-Vote does not pass because there are not 8 votes even with abstentions (3 for, 3 abstentions = 6).

6. Simple majority of the total board, not including abstentions – Requires 8 votes to pass, abstentions do not matter
-Abstentions are not removed from the final tally here so 8 votes are needed to pass. The abstentions in essence act as a no vote so there are only 3 for. Vote does not pass because there are not 8 votes.

Filing a Community Impact Statement (CIS)

Should a committee(s) pass a motion to forward to the Board for vote, and the Board passes the motion, the committee chair is responsible for drafting a letter – one page if possible – for the President to sign and submit. The following format should be used when drafting the CIS post Board meeting. Please see the sample following for further detail.

1. Date
2. City Council (or other recipient or Government Body
3. Address
4. Re: Name of ordinance, state bill or other issue
5. Case #, State Bill # or other reference code
6. Greeting
7. Date of Board meeting,
8. Confirmation the meeting was held in accordance with the Brown Act and HHWNC bylaws
9. The motion vote
10. The motion in its entirety
11. A request that the motion should be submitted as a CIS to the appropriate Council file (or other file if not Council.)
12. Names of all persons to be copied. (Please see referenced local, county and state government officials in contact section of reference book).

Once submitted, please submit the body, via email to the President, who will either approve or offer suggestions before submitting. Please do as soon as possible after the meeting as some motions are time sensitive.

[Date]

[City Recipient]
[Department]
[Sub department]
[Organization
[Address]
[City], [State] [Zip]

Re: [Subject, including any file numbers or identifiers necessary]

The Hollywood Hills West Neighborhood Council (HHWNC) is one of the certified neighborhood councils in the City of Los Angeles.

At a meeting of HHWNC's Board on [Date of meeting], [include if representatives participated: "as well as the representatives", include if participated: many stakeholders came to specifically discuss the agenda item for [insert file number or agenda item subject]. [After both the presentation from [support and opposition] representatives and stakeholders' comments were considered, HHWNC's Board discussed and voted on the following motion:

> Motion:.

> The motion passed unanimously, []yes to []no.

On behalf of HHWNC, the above information is respectfully submitted.

Very truly yours,

Anastasia Mann
President
Hollywood Hills West Neighborhood Council

cc: [insert recipients]

Full Name	First	Mid	Last	Suffix	Branch	Title	District
Gilbert Cedillo	Gilbert		Cedillo		City of LA	Councilmember	Council Dictrict 1
Gerald Gubatan	Gerald		Gubatan		City of LA	Senior Planning Director	Council District 1
Mark Ridley-Thomas	Mark		Ridley-Thomas		City of LA	Councilmember	Council Dictrict 10
TBA					City of LA		
Mike Bonin	Mike		Bonin		City of LA	Councilmember	Council Dictrict 11
Len Nguyen	Len		Nguyen		City of LA	Senior Planning Director	Council Dictrict 11
Greig Smith	Greig		Smith		City of LA	Councilmember	Council Dictrict 12
Mitch O'Farrell	Mitch		O'Farrell		City of LA	Councilmember	Council Dictrict 13
Craig Bullock	Craig		Bullock		City of LA	Planning Director	Council District 13
Kevin de León	Kevin		de Leon		City of LA	Councilmember	Council Dictrict 14
Placeholder					City of LA		Council Dictrict 14
Joe Buscaino	Joe		Buscaino		City of LA	Councilmember	Council Dictrict 15
Aksel Palacio	Aksel		Palacio		City of LA	Planning Deputy	Council Dictrict 15
Paul Krekorian	Paul		Krekorian		City of LA	Councilmember	Council Dictrict 2
Adrian Asadoorian	Adrian		Asadoorian		City of LA	Planing Deputy	Council District 2
Bob Blumenfield	Bob		Blumenfield		City of LA	Councilmember	Council Dictrict 3
Elizabeth Ene	Elizabeth		Ene		City of LA	Senior Planning Deputy	Council Dictrict 3
Nithya Raman	Nithay		Raman		City of LA	Councilmember	Council District 4
Salans/Choi					City of LA	Councilmember staff	Council District 4
Paul Koretz	Paul		Koretz		City of LA	Councilmember	Council Dictrict 5
Daniel Skolnick	Daniel		Skolnick		City of LA	Planning Director	Council Dictrict 5

Full Name	Email	Phone	Website	Room	Address 1
Gilbert Cedillo	councilmember.cedillo@lacity.org	213 473-7001	http://cd1.lacity.org/	460	200 N. Spring Street
Gerald Gubatan	Gerald.Gubatan@lacity.org	213 473-7001	http://cd1.lacity.org/	460	200 N. Spring Street
Mark Ridley-Thomas	councilmember.ridley-thomas@lacity.org	213 473-7010	http://cd10.lacity.org/	430	200 N. Spring Street
TBA					
Mike Bonin	councilmember.bonin@lacity.org	213 473-7011	http://cd11.lacity.org/	475	200 N. Spring Street
Len Nguyen	len.nguyen@lacity.org	213 473-7011	http://www.11thdistrict.com/	475	200 N. Spring Street
Greig Smith	councilmember.Smith@lacity.org	213 473-7012	http://cd12.lacity.org/	405	200 N. Spring Street
Mitch O'Farrell	councilmember.ofarrell@lacity.org	213 473-7013	http://cd13.lacity.org/	480	200 N. Spring Street
Craig Bullock	craig.bullock@lacity.org	213-473-7569	http://cd13.lacity.org/	480	200 N. Spring Street
Kevin de León	councilmember.huizar@lacity.org	213-473-7014	http://cd14.lacity.org/	465	200 N. Spring Street
Placeholder	Shawn.Kuk@lacity.org	213 473-7014	http://cd14.lacity.org/	465	200 N. Spring Street
Joe Buscaino	councilmember.buscaino@lacity.org	213 473-7015	http://cd15.lacity.org/	410	200 N. Spring Street
Aksel Palacio	aksel.palacios@lacity.org	213 473-7015	councilmember.buscaino@lacity.org	410	200 N. Spring Street
Paul Krekorian	councilmember.Krekorian@lacity.org	213 473-7002	http://cd2.lacity.org/	435	200 N. Spring Street
Adrian Asadoorian	adrienne.asadoorian@lacity.org	213 473-7002	http://cd2.lacity.org/	435	200 N. Spring Street
Bob Blumenfield	Councilmember.Blumenfield@lacity.org	213 473-7003	http://cd3.lacity.org/	415	200 N. Spring Street
Elizabeth Ene	elizabeth.ene@lacity.org	818 774-4330	http://cd3.lacity.org/	415	200 N. Spring Street
Nithya Raman	contactCD4@lacity.org	213-473-7004	https://councildistrict4.lacity.org/	415	200 N. Spring Street
Salans/Choi	contactCD4@lacity.org	213-473-7004	https://councildistrict4.lacity.org/	415	200 N. Spring Street
Paul Koretz	Paul.Koretz@lacity.org	213 473-7005	http://cd5.lacity.org/	440	200 N. Spring Street
Daniel Skolnick	daniel.skolnick@lacity.org	323 866-1828	http://cd5.lacity.org/	440	200 N. Spring Street

Full Name	Address 2	City	State	Zip
Gilbert Cedillo		Los Angeles	CA	90012
Gerald Gubatan		Los Angeles	CA	90012
Mark Ridley-Thomas		Los Angeles	CA	90012
TBA				
Mike Bonin		Los Angeles	CA	90012
Len Nguyen		Los Angeles	CA	90012
Greig Smith		Los Angeles	CA	90012
Mitch O'Farrell		Los Angeles	CA	90012
Craig Bullock		Los Angeles	CA	90012
Kevin de León		Los Angeles	CA	90012
Placeholder		Los Angeles	CA	90012
Joe Buscaino		Los Angeles	CA	90012
Aksel Palacio		Los Angeles	CA	90012
Paul Krekorian		Los Angeles	CA	90012
Adrian Asadoorian		Los Angeles	CA	90012
Bob Blumenfield		Los Angeles	CA	90012
Elizabeth Ene		Los Angeles	CA	90012
Nithya Raman		Los Angeles	CA	90013
Salans/Choi		Los Angeles	CA	90013
Paul Koretz		Los Angeles	CA	90012
Daniel Skolnick		Los Angeles	CA	90012

Nury Martinez	Nury		Martinez		City of LA	Councilmember	Council Dictrict 6
Max Podemski	Max		Podemski		City of LA	Planning Director	Council Dictrict 6
Monica Rodriguez	Monica		Rodriguez		City of LA	Councilmember	Council Dictrict 7
Paola Bassignana	Paola		Bassignana		City of LA	Planning Deputy	Council Dictrict 7
Marqueece Harris-Dawson	Marqueece		Harris-Dawson		City of LA	Councilmember	Council Dictrict 8
Kristen Gordon	Kristin		Gordon		City of LA	Planning and Economic Development Deputy	Council Dictrict 8
Curren D. Price, Jr.	Curren	D.	Price	Jr.	City of LA	Councilmember	Council Dictrict 9
Sherilyn Correa	Sherilyn		Correa		City of LA	Director of Planning and Economic Development	Council Dictrict 9
Vince Bertoni	Vince		Bertoni		City of LA	Planning Director	City of Los Angeles
Laura Freidman	Laura		Freidman		CA Assembly	Assemblymember	43rd Assembly District
Seamus Garrity	Seamus		Garrity		CA Assembly	Field Representative	43rd Assembly District
Adrin Nazarian	Adrin		Nazarian		CA Assembly	Assemblymember	46th Assembly District
Stephanie Mikhlian	Stephanie		Mikhlian		CA Assembly	Field Representative	46th Assembly District
Richard Bloom	Richard		Bloom		CA Assembly	Assemblymember	50th Assembly District
Josh Kurpies	Josh		Kurpies		CA Assembly	District Director	50th Assembly District
Sheila Kuehl	Sheila		Kuehl		LA County	Supervisor	3rd District
Erin Seinfeld	Erin		Seinfeld		LA County	West/Metro LA Senior Field Deputy	3rd District
Ben Allen	Ben		Allen		CA Senate	Senator	Senate District 26
Allison Towle	Allison		Towle		CA Senate	District Director	Senate District 26
Osama K. Younan	Osama	K	Youman		LADBS	General Manager	

Nury Martinez	councilmember.martinez@lacity.org	213 473-7006	http://cd6.lacity.org/	470	200 N. Spring Street
Max Podemski	max.podemski@lacity.org	213 473-7006	http://cd6.lacity.org/	470	200 N. Spring Street
Monica Rodriguez	Councilmember.Rodriguez@lacity.org	213 473-7007	http://cd7.lacity.org/	455	200 N. Spring Street
Paola Bassignana	paola.bassignana@lacity.org	(213) 473-7007			
Marqueece Harris-Dawson	Councilmember.Harris-Dawson@lacity.org	213 473-7008	http://cd8.lacity.org/	450	200 N. Spring Street
Kristen Gordon	kristen.Gordon@lacity.org	213 473-7008	http://cd8.lacity.org/	450	200 N. Spring Street
Curren D. Price, Jr.	Councilmember.Price@lacity.org	213 473-7009	http://cd9.lacity.org/	420	200 N. Spring Street
Sherilyn Correa	Sherilyn.correa@lacity.org	213 473-7009	http://cd9.lacity.org/	420	200 N. Spring Street
Vince Bertoni	vince.bertoni@lacity.org	213-978-1271	https://planning.lacity.org/contact/staff-directory#collapse6		200 N. Spring Street
Laura Freidman	assemblymember.friedman@assembly.ca.gov	818 558-3043	https://a43.asmdc.org		300 East Magnolia Blvd, Suite 504,
Seamus Garrity	Seamus.Garrity@asm.ca.gov	818 558-3043	https://a43.asmdc.org		300 East Magnolia Blvd, Suite 504,
Adrin Nazarian	assemblymember.nazarian@assembly.ca.gov	818 376-4246	https://a46.asmdc.org/		6150 Van Nuys Blvd, Suite 300
Stephanie Mikhlian	Stephanie.Mkhlian@asm.ca.gov	(818) 376-4246	https://a46.asmdc.org/		6150 Van Nuys Blvd, Suite 300
Richard Bloom	assemblymember.bloom@assembly.ca.gov	310-450-0041	https://a50.asmdc.org/		2800 28th Street, Suite 105
Josh Kurpies	josh.kurpies@asm.ca.gov	310-450-0041	https://a50.asmdc.org/		2800 28th Street, Suite 105
Sheila Kuehl	sheila@bos.lacounty.gov	213 974-3333	https://supervisorkuehl.com		821 Kenneth Hahn Hall of Administration
Erin Seinfeld	eseinfeld@bos.lacounty.gov	310 231-1170	https://supervisorkuehl.com		821 Kenneth Hahn Hall of Administration
Ben Allen	ben.allen@sen.ca.gov	310-318-6994	https://sd26.senate.ca.gov/		2512 Artesia Blvd., Suite 320
Allison Towle	Allison.Towle@sen.ca.gov	310 318-6994	https://sd26.senate.ca.gov/		2512 Artesia Blvd., Suite 320
Osama K. Younan					

Name		City	State		ZIP
Nury Martinez		Los Angeles	CA		90012
Max Podemski		Los Angeles	CA		90012
Monica Rodriguez		Los Angeles	CA		90012
Paola Bassignana					
Marqueece Harris-Dawson		Los Angeles	CA		90012
Kristen Gordon		Los Angeles	CA		90012
Curren D. Price, Jr.		Los Angeles	CA		90012
Sherilyn Correa		Los Angeles	CA		90012
Vince Bertoni		Los Angeles	CA		90012
Laura Freidman		Burbank	CA		91502
Seamus Garrity		Burbank	CA		91502
Adrin Nazarian		Van Nuys	CA		91401
Stephanie Mikhlian		Van Nuys	CA		91401
Richard Bloom		Santa Monica	CA		90405
Josh Kurpies		Santa Monica	CA		90405
Sheila Kuehl		Los Angeles	CA		90012
Erin Seinfeld			CA		90012
Ben Allen		Redondo Beach	CA		90278
Allison Towle		Redondo Beach	CA		90278
Osama K. Younan					