

Neighborhood Council Speaker Request Form Instructions

City of Los Angeles Neighborhood Council Ordinance No. 184243 stipulates an opportunity for an approved Neighborhood Council representative to provide the Neighborhood Council's formal position on any matter listed on the agenda of any Los Angeles Board of Commissioner Agenda.

The Los Angeles Board of Harbor Department has developed a process for the Neighborhood Councils to expedite the presentation of a formal position at a Board of Harbor Commission Meeting prior to submitting the documents to the City Clerk for official processing.

In order to comply with Los Angeles Department of Neighborhood Empowerment procedure to file a Resolution, Motion or Community Impact Statement, please file with the City of Los Angeles City Clerk's Office. Please see link below.

<https://cityclerk.lacity.org/cis/>

Requirements:

- To speak under "Report from the Neighborhood Council Representatives", you must be the President of a Neighborhood Council or an approved Designee to file a Neighborhood Council Speaker Request Form. A Designee is an official Neighborhood Council member approved to file a Neighborhood Council Speaker Request Form by a quorum and vote of the Neighborhood Council.
- A Neighborhood Council's formal position must be submitted in the form of a Resolution or Motion. A submitted Resolution or Motion is voted on and approved by a quorum of the Neighborhood Council.
- A Neighborhood Council is required to submit a Neighborhood Council Speaker Request Form (and attach an approved Resolution or Motion) in order to speak. It is strongly recommended that a Speaker Request Form be submitted 24 hours in advance of a Harbor Commission meeting.

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How to Submit:

1. Download, complete, print and sign the [Neighborhood Council Speaker Request Form](#)
2. Attach the Neighborhood Council Speaker Request form with an approved Resolution or Motion on NC letterhead and email to commissioners@portla.org or hand deliver to:

Los Angeles Harbor Department
Commission Office
425 S. Palos Verdes Street
San Pedro, CA 90731
Phone (310) 732-3444

3. The Neighborhood Council Representative will receive an email confirming receipt, if submitted via email.
4. In order to comply with Los Angeles Department of Neighborhood Empowerment procedure to file a Resolution, Motion or Community Impact Statement, please file with the City of Los Angeles City Clerk's Office. Please see
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