

AGENDAS ARE FOR THE PUBLIC

The public has the right to know what the Neighborhood Council is discussing and/or taking action on, and the right to participate in Neighborhood Council Meetings. It is important to understand that your agendas, and your meetings in general for both the board and committees, must respect the rights of the public.

Rights of the Public	
✓	To reasonably understand the content of the agenda items
✓	To attend meetings
✓	To record meetings
✓	To receive written materials shared with the board/committee
✓	To address the members of the decision-making body.
✓	To access meetings in spaces that are compliant with the Americans with Disabilities Act (The ADA) and to access any accommodations that are available.

AGENDA ITEMS MUST BE CLEAR AND REASONABLY UNDERSTOOD

It is important that your agenda items be written in such a way that an average person can reasonably understand what the board/committee will discuss and possibly act on. When writing an agenda item, always think of the 5 W's, and 1 H. What, Who, Why, When, Where, and How (much).

Here is an excerpt from the Ralph M. Brown Act :

*54954.2. (a) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post **an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting**, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words.*

Agenda Items—Best Practices	
✓	Include the name and title of any persons or agencies making a presentation to the board
✓	When funding items are being considered, include the approximate or maximum dollar amount to be considered, as well as the purpose for which the funding is being considered.
✓	Indicate whether an item is up for discussion or action (i.e. an approval or a vote) , or both.
Sample Wording that Indicates NOT Taking Action	
•	<i>Discussion</i> regarding...
•	<i>Report</i> regarding...
•	<i>Update</i> regarding...
Sample Wording that Indicates TAKING Action	
•	<i>Possible motion/Action...</i>
•	<i>Discussion and Possible Action...</i>
•	<i>Motion to...</i>

NOTIFYING YOUR STAKEHOLDERS OF YOUR NEXT BOARD OR COMMITTEE MEETING

Posting your regular or special agendas to inform your stakeholders of your next board or committee meeting:

- 1) Minimum of **1 physical location**, accessible 24-hours a day, where the agendas are regularly posted **if** the NC has a working website; **If not**, minimum of 5 physical locations;
- 2) If the NC has a working website, **upload agenda to the website**;
- 3) Submit agenda to NCsupport@lacity.org for distribution via the City's **Early Notification System (ENS)**;
- 4) If you maintain an email list of stakeholders you **may** email either a copy of the agenda and the agenda materials or an announcement of the meeting with a link to the agenda and agenda materials.

YOUR AGENDA CAN EMPOWER PEOPLE TO PARTICIPATE IN YOUR NEIGHBORHOOD COUNCIL

Neighborhood Council agendas should contain critical information for the public: how to find information, how to find the meeting, and how to access services and assistance that will help them participate. Some of the information, such as the Americans with Disability Act (ADA) language is required. Some of the information, such as your Neighborhood Council process for reconsidering board actions, is recommended. Here is a further breakdown of the information that should be on your agenda:

Information To Include On Your Agenda	Required or Recommended?	Sample Language
<p>Time, Location, & Type of Meeting. Regular or Special meeting? Board or Committee meeting? Joint meeting?</p>	Required	<p><i>VILLAGE NEIGHBORHOOD COUNCIL REGULAR MEETING AGENDA Tuesday April 13, 2014 – 6:30 PM Village Community Center 100 E. Elm Street, Los Angeles, CA 90012</i></p>
<p>Where your stakeholders can review your agenda in advance of your next meeting, either 72-hours in advance for regular meetings or 24-hours in advance for special meetings.</p>	Required	<p><i>The agendas for the Board and Committee meetings are posted for public review at the following community locations and NC website:</i></p> <ul style="list-style-type: none"> • LIST LOCATIONS & • WEBSITE <p><i>You may also subscribe to receive them via email distribution through the City's Early Notification System (ENS) at the following link:</i> http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm</p>
<p>The process by which members of the public can address the body.</p>	Required	<p><i>The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. Public comment is limited to 3 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker.</i></p>
<p>The Brown Act notification informing the public of their right to obtain written materials that are distributed to the board/committee.</p>	Required	<p>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 [insert address], [optional: at our website by clicking on the following link [insert web link]: or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the</p>

		agenda, please contact [insert name & contact information.]
The information required by the Americans with Disabilities Act (ADA) that informs all persons of their right to participate in meetings and how to obtain any accommodations they may need in order to participate.	Required	<i>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 3 business days prior to the meeting you wish to attend by contacting firstname_lastname, (XXX) XXX-XXXX or e-mail somebody@something.com</i>
How a member of the public can obtain language translation services	Recommended	Si requiere servicios de traducción, favor de notificar al Concejo Vecinal 3 días de trabajo (72 horas) antes de la reunión. Por favor llame a nuestra oficina al (XXX) XXX-XXXX.
How a member of the public can file a grievance	Recommended	Process for Filing a Grievance: <i>The grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which may be aired publicly at Council meetings. The Bylaws of the Village Neighborhood Council provide a process for grievances under Article XI. For your convenience, the Bylaws are available at scheduled Board meetings and our website www.VillageNC.org</i>
The Neighborhood Council's process for reconsidering motions previously taken by the board	Recommended	Process for Reconsideration: <i>Reconsideration of a Board action may be called as a motion by the Board members that voted on the prevailing side of the action. The Bylaws of the Village Neighborhood Council provide a process for reconsideration under Article VIII, Section 4. For your convenience, the Bylaws are available at scheduled Board meetings and our website www.VillageNC.org</i>