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4924 Paso Robles Avenue • Encino • CA • 91316 (747) 284-0450

## **NOTICE AND AGENDA ENCINO NEIGHBORHOOD COUNCIL Ad Hoc Election Committee Meeting**

**Friday March 28, 2025 @ 4:00 PM**

**CANCELLED**  
Location: Encino Women's Club  
4924 Paso Robles Avenue Encino 91316

**Voting Committee Members: \*Athena Novak (Chair), \*Lissa Morrow, \*Roy Nwaissier**

**Alternate Voting Committee Members: None**

**\*Indicates ENC Board Member or Alternate; no more than five (5) ENC Board Members and/or Alternates may be seated at one time during any ENC Committee Meeting.**

**1. Call to Order. Roll call. Determination of quorum. Comments from chair.**

**2. Public Comment on Non-Agenda Items:** Public comments on non-agenda items are limited to *TWO (2) MINUTES* per speaker. Time may be adjusted at the Chair's discretion.

**3. Reports from Public Officials/Departments/Community Agencies:**

**4. New Business – Motion, Discussion, and Possible Action Items:**

- 1) Discussion and possible vote for the outreach process and procedure via mail, postings, banners and fliers to community members with information on how to request a ballot by mail and to notify community members of the key dates they can vote.**
- 2) Discussion and possible vote to have a moderator host a candidate meet and greet and questions and answer public forum for the community members to meet the candidate.**

- 3) **Discussion and possible vote to select a date and time to have a date for candidates to set up a table and chairs for one on one in person meet and greet for community members to meet and talk to each candidate so they can ask questions and hear directly from the candidate.**
- 4) **Discussion and possible vote for a certified candidate question and answer form to be sent to each candidate asking why they are running and what issues will they address and how will they resolve the issue if elected. Completed forms may be sent via email via the ENC master email list.**

**5. Old Business: None**

**6. Committee Member Comment on Items not on this Agenda**

**7. Next Election Outreach Committee Meeting: TBD**

**Announcements: None**

The Encino Neighborhood Council (ENC), is a Certified Neighborhood Council of the City of Los Angeles which ADVISES City, other Governmental Officials' and the Community on issues or concerns that are affecting the community of ENCINO. The ENC is made up of volunteers who are ELECTED by the community who live, work or otherwise are involved in the community of ENCINO. The ENC also makes appropriations of City Funds for Community Projects and needs as requested and approved by various committees and the general board.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – 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 on agenda items is limited to 1 minute per speaker per item, unless adjusted by the presiding officer of the Board or Committee.

**PUBLIC POSTING OF AGENDAS** - ENC agendas are posted for public review as follows: Glass case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino, and digitally at You can  
also receive our agendas via email by subscribing to L.A. City's Early Notification System at

**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:

**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 our website: encinonc.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 Josh Sautter, Board President, at (747) 282-0450 or email via



## RECONSIDERATION AND GRIEVANCE PROCESS

For information on the ENC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the ENC Bylaws. The Bylaws are available at our Board meetings and our website

**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 Section 48.01 et seq. More information is available at . For assistance, please contact the Ethics Commission at (213) 978-1960 or

**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 Josh Sautter, Presidente de la Mesa Directiva, al (747) 282-0450 o por correo electrónico para avisar al Concejo Vecinal.

## SB 411 UPDATES:

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(C) The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time.

(D) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(E) (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (D), to provide public comment until that timed public comment period has elapsed.

(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.