

Executive Committee Supporting Document – ATTACHMENT B

Encino NC Tracking System of Actions (if needed for Standing Rules 1.D.1)

A need has arisen for tracking and referral to current, future, and past motions to ease in the identification and proper conduct of business of the ENC. The Following Tracking System is proposed:

Actions taken and approved by the ENC will be assigned a label code of ENC-XXX-YR-MO-####.

Where ENC = Encino Neighborhood Council Board

Where XXX = to the committee that generated the action.

Where YR = to the last two digits of the year of its creation as it first appears on an agenda.

Where MO = the month the motion appeared on the agenda

Where #### = to the sequential action taken by a committee

Example:

EXE-18-07-0001 : "EXE" indicated the Action was created in the Executive Committee; "18" indicates the year (2018), "07" indicates the month (July), "0001" indicates the first action of the year for the committee

ENC-EXE-18-07-0001: "ENC" indicated the board has approved the action generated by the executive committee in July 2018 at their first action request.

Notes:

1. Committee Chairs are responsible for creating and tracking their individual counter of actions. These actions shall be stored in a continuity book kept by the presiding chair and handed off to the succeeding chair if there is a change in seats.

2. Current Committee Prefixes are:

EXE = Executive Committee,

GOV = Governmental Affairs,

BYL = Bylaws Committee,

EDU = Education Committee

FIN = Finance Committee,

OUT = Outreach Committee

PAR = Parks Committee,

PLU = Planning and Land Use Committee

PSA = Public Safety Committee,

TRA = Traffic/Transportation Committee

New Committees will be assigned a prefix upon creation by the Secretary, or if not present, the sequential order of presiding executive committee members. Ad Hoc Committees will be given the Prefix "AXX" A = Ad Hoc, "XX" assigned as mentioned above.

3. Qualified initiatives will be assigned a YR-MO-#### by the same procedure as above with the prefix of "INI". Example: INI-18-07-0001

4. Once an action is passed by a committee or qualified under an initiative, and then passed by a legal vote of the board, the letters "ENC" is added to the front of the tag without any change to the remainder of the tag. Example: Board votes and passes action on item EXE-18-07-0001. Item is now ENC-EXE-18-07-0001.