



**Officers**

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**NOTICE AND AGENDA BY-LAWS COMMITTEE MEETING**  
**Friday, April 22, 2011**  
**2:00 PM**

**Meeting at 4933 Balboa Blvd., Encino CA 91316**  
**In the Chamber Conference Room**

All Encino Neighborhood Council Members and Community Stakeholders are invited to attend and participate (Only Authorized Committee Members can vote)

(MOTION, DISCUSSION AND POSSIBLE ACTION MAY BE TAKEN ON ANY ITEMS NOTED)

- 1. Call to Order**
- 2. Introduction and Roll Call of Committee Members**
- 3. Approval of Agenda**
- 4. Review / update of Standing Rules [copy as previously posted attached] – further comments/revisions**
- 5. Review / Update of Bylaws: Revise to format of Template from DONE. [copy provided upon request from ENC office] – further comments/revisions [copy as previously posted attached]**
- 6. New Business:**
- 7. Public Comment**
- 8. Board Comment**
- 9. Establish next meeting date**
- 10. Adjourn**

The Encino Neighborhood Council (ENC) is a certified Neighborhood Council of the City of Los Angeles which advises City and other Governmental Officials on issues or concerns that are affecting the community of Encino.

The ENC is made up of elected persons 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.

The ENC General Meetings are usually on the 4<sup>th</sup> Wednesday of each month at the:  
**Encino Community Center, 4935 Balboa Blvd at 7:00pm.**

For further information – Please go to: [www.encinocouncil.org](http://www.encinocouncil.org)

**PUBLIC INPUT AT ENC MEETINGS** - An opportunity for the public to address the Council or Speaker on agenda items will be provided before or during consideration of the item. Members of the public who wish to be recognized on any item are requested to complete a question card for each item they wish to address, and present the completed card(s) to the Sergeant-At-Arms. Speaker cards are available at the back of the meeting room.

The Council will also provide an opportunity for the public to speak on any **[Non-Agenda Items\*]** during **“Public Comment”**. **The Council may not take any action or discuss matters addressed in “Public Comments”**. However, the Council President may refer such matters to the appropriate Council Committees for further consideration.

**\* Public comments are limited to 3 minutes per speaker.**

**\* ENC COUNCIL DISCUSSION AND TIME LIMITS** – ENC Councilmember’s requesting to speak will be recognized by the President in the order requested. **For any item, the Chairperson of the Committee, or the maker of the original motion shall have up to five (3) minutes to discuss the item. Councilmember’s may speak up to TWO (2) minutes each on the matter unless extended by the President or Council.** After all members desiring to speak on a question have had an opportunity to be heard once, **the time for each Member desiring to speak again shall be limited to a maximum of ONE (1) minute unless extended by the President or Council.** A motion calling the **“Previous Question”** may be introduced by any member during a Council debate.

If adopted, this motion will terminate debate on a matter and the matter will then be submitted for a vote.

**VOTING AND DISPOSITION OF ITEMS** - Most motions require a majority vote of the Councilmember’s present and voting will be by hand vote unless otherwise decided by the Council.

Unless requested for further consideration by an ENC Councilmember, any item which has been forwarded to the Council by a unanimous committee vote shall be approved as a “Consent Item” without further discussion.

**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 Tom Soong, at (323) 359-2579, toll-free at (866) LA HELPS, or e-mail [thomas.soong@lacity.org](mailto:thomas.soong@lacity.org)**



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