



## VOICES NEIGHBORHOOD COUNCIL Outreach Committee



MEMBERS:  
Jaime Rabb (Chair)  
Albert Farias  
Steven Nieto  
Laure Ferguson

### Outreach Committee Agenda Wednesday, March 13, 2019 at 6:00 pm Vermont Square Branch Library 1201 West 48th Street, Los Angeles, CA 90037

1. **Call to Order & Introductions**
2. **Public Comment** <sup>1</sup> (5 min)
3. **Voices NC/Vermont Square Library Spring Event (April 17) - Discussion / Report / possible action to bring to full board (20 min)**
  - Discuss performer, face painters, art instruction and candy for event. Board motioned to spend up to \$1,300 for event.
4. **Advertising for Voices NC - Discussion / Report / possible action to bring to full board (20 min)**
  - Discuss bus benches, banners and other forms of advertising
  - Discuss potential mottos or slogan for Voices NC
5. **Swag for Voices NC - Discussion / Report / possible action to bring to full board (20 min)**
  - Discuss possible swag for Voices NC (shirts, hats, pens, other giveaway items), cost, vendors, etc.
6. **Street Clean-up Day - Discussion / Report / possible action to bring to full board (15 min)**
  - Discuss putting together a Saturday clean-up day – 1 per area within our boundaries
7. **Adjourn**

#### Per the VOICES Neighborhood Council By-Laws:

##### Section 1: Standing Committees

The Outreach Committee shall consist of no more than three (3) board members and shall be charged with continuing to outreach to the VNC stakeholders by utilizing any acceptable and Board approved forms of media (e.g. flyers, newsletters, print, television/electronic media, signs, banners, website, etc.) to inform stakeholders regarding projects and events. The content and method of distribution must be pre-approved by the Board.

#### Per the VOICES Neighborhood Council Standing Rules:

##### Article 12: Committees

###### A. Committee Purpose

*The VNC Committees provide opportunity for Committee Chairpersons, Committee Members, and Stakeholders to make recommendations to the VNC General Board for consideration and vote, if applicable. The VNC believes that the true work of VNC is the debate and dialogue that occurs within the VNC Committees.*

## **B. Committee Mission Statement**

*All VNC Committee Mission Statements must be approved by the VNC General Board prior to using it in any format, be it hard copy or electronic form.*

## **C. Committee Chairperson Responsibility**

*The Committee Chairperson, or designee, is responsible for securing the meeting space as long as no cost is incurred for the space. The Corresponding Secretary must be notified with the agenda of each meeting as stated in these Standing Rules (Article 7)*

## **D. Committee Motions & Recommendations**

*All Committee motions must be forwarded to the Corresponding Secretary for placement on the agenda. The actions taken by Committees are only recommendations. The Board makes the final decisions.*

## **E. Committee Quorum**

*The VNC Committees require three (3) members to make quorum; one (1) member must be a Board Member to conduct meeting or take action on any motion and must be present at the VNC General Board Meeting for final approval.*

*In order to comply with the City Attorney's interpretation of the Brown Act, no more than three (3) members of the VNC Board may vote or participate in any committee, although more may observe. If more than three (3) Board Members attend a Committee Meeting, then each board Member in attendance at the meeting must declare themselves as participant(s) or observer(s), and the discussion shall be noted in the minutes. To be an observer means that one can only listen, and cannot be recognized by the Chairperson to speak, cannot participate in any discussion, and cannot vote. If the Committee Chairperson desires to have more than three (3) Board Members participate in discussions and vote, then the Committee Chairperson should contact the VNC Chairperson and work to set up a Joint Meeting of the Committee and VNC Governing Board.*

## **F. Committee Member Definition**

*The VNC Board Members and Stakeholders that have been voted by Board (or Committee Chairperson) will be referred to as Members. Stakeholders and Board Members may attend any Committee meetings. Stakeholders not recognized as Committee Members may participate in discussion but may not vote. If a meeting is a joint meeting of a Committee and the General Meeting (or Governing Board), all Board Meetings present are Committee Members. All Board Members present can vote and participate in discussion in a Joint Meeting. Joint Meetings must be posted as stated in these Standing Rules (Article 7)*

## **G. Committee Meeting Frequency**

*All Standing Committees are required to meet at least once per quarter in a calendar year. The Chairperson of a Committee not meeting this requirement will be asked to explain why the committee has not been convened. A Committee that does not meet in a quarter and does not have a meeting scheduled for a fourth consecutive month will be reviewed for Chairperson removal at the next General Board Meeting.*

<sup>1</sup> *Comments from the public on other matters, not appearing on the agenda but within the Board's subject matter jurisdiction, will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board or committee chair.*

THE AMERICANS 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, assistive listening devices and 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 you wish to attend by emailing [VoicesNCInfo@gmail.com](mailto:VoicesNCInfo@gmail.com).

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 the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please email [VoicesNCInfo@gmail.com](mailto:VoicesNCInfo@gmail.com).

CONSIDERATION AND GRIEVANCE PROCESS – For information on the Voices NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the Voices NC Bylaws. The bylaws are available at our Board meetings and at <https://empowerla.org/voicesof90037/>.

SERVICIOS DE TRADUCCION – Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Jaime Rabb, por correo electrónico a [vnccorrsec18@gmail.com](mailto:vnccorrsec18@gmail.com) para avisar al Concejo Vecinal.