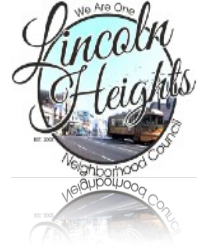


# Lincoln Heights Neighborhood Council

3516 NORTH BROADWAY, LOS ANGELES, CA 90031

LINCOLNHEIGHTSNC.ORG



COMMITTEES  
&  
LIAISONS

EX Com	RULES & BYLAWS	BUDGET & FINANCE	PROGRAMS & SERVICES	OUTREACH & EVENTS
CITY & GOV'T LIASON	ELECTIONS	PLANNING & LAND USE	Grievance	HOLIDAY PARADE

5 LOTS  
AD-HOC

# LHNC STANDING COMMITTEES

& AD-HOCS

&

## NC LIAISONS TO CITY DEPARTMENTS

Animal Services	Budget	DWP Rep	Emergency Preparedness
Film	Grievance	Homelessness	Legal
Public Works	Resilience	Purposeful Aging	DATA

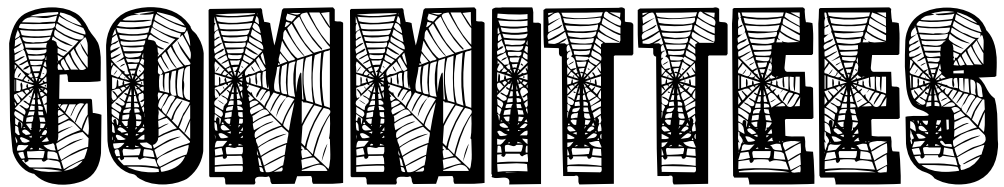
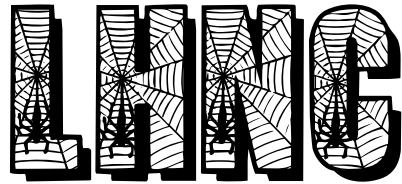
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# CHAPTER 1

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## **COMMITTEES AND THEIR DUTIES (LHNC BYLAWS)**

### **LHNC STANDING COMMITTEES**

Standing Committees are committees which have continuing subject matter jurisdiction. A standing committee shall be established by majority vote of the Board.

The Board has established the following committees with the continuing subject matter jurisdiction marked parenthetically.

The standing committee will make recommendations to the Board.

The following are current LHNC Standing Committees:

- \* **EXECUTIVE COMMITTEE**
- \* **RULES & BYLAWS COMMITTEE**
- \* **FINANCE & BUDGET COMMITTEE**
- \* **PROGRAMS & SERVICES COMMITTEE**
- \* **OUTREACH, COMMUNICATION & EVENTS**
- \* **CITY & GOVERNMENT LIAISON**
- \* **ELECTIONS COMMITTEE**
- \* **PLANNING & LAND USE COMMITTEE**
- \* **GRIEVANCE COMMITTEE**
- \* **HOLIDAY PARADE COMMITTEE**

### **LHNC AD-HOC COMMITTEES**

Ad Hoc Committees have a defined purpose and a time frame to accomplish that purpose.

An Ad Hoc committee may be established by the President or by a majority vote of the Board.

Ad Hoc committees cease to exist when their task is completed or at the discretion of the Board.

A specific term may be designated by the President or the Board.

The following are current LHNC Ad-Hoc committees:

- \* **5 LOTS AD-HOC COMMITTEE**

## **COMMITTEE CREATION AND AUTHORIZATION**

The President shall have the authority to assign the chairs of a committee from among Board members and Stakeholders and reserves the right to approve or disapprove membership in a committee with cause.

- A. Committees will select a vice chair by majority vote. The vice chair will convene the committee in the absence of the chair.
- B. The President shall have the authority to replace the chair of a committee for cause. A majority vote of the Board may remove a chair.
- C. Committee chairs and vice chairs shall attend all LHNC meetings.
- D. Chairs may make motions regarding their committee at Board meetings.
- E. The committee chair must submit to the Board a committee roster. Only committee members have right of vote in committee meetings. New committee members may not vote until their name has been submitted to the Board.
- F. Quorum for committees shall be a majority of rostered members.
- G. A majority of the members on the roster present shall be required to take Official Action.
- H. Committees are not required to have a regular meeting time and location, but meetings must be announced and posted seventy-two (72) hours in advance according to the Brown Act. When possible, meetings will also be announced at the immediately preceding Board meeting.
- I. Each committee is required to submit to the Board and maintain an archive of minutes.
- J. Prior to expenditure of funds, a plan of action and line-item budget shall be submitted to the Board.

## **COMMITTEES (LHNC STANDING RULES)**

- \* The maximum number of board members that can be in attendance or participate in a committee meeting is 7.
- \* Each board member is expected to serve as a regular attending member of at least one NC standing committee.
- \* No board member may serve as a member of more than three standing committees.

## **LHNC COMMITTEE DESCRIPTIONS**

### **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the President, Vice-President, Treasurer, and Secretary and will meet on a regular basis (monthly) or more frequently as required in order to consider administrative and operational issues of significance to the Council, prepare a proposed agenda for Council meetings, and to call special meetings of the council when required.

### **RULES & BYLAWS COMMITTEE**

The bylaws and rules committee manages the bylaws and standing rules of LHNC. The bylaws are the legal structure of the organization and the standing rules are the "instructions and protocols" of the organization. This committee shall consider and make recommendations to the LHNC Board concerning amendments to the Bylaws and standing rules of the LHNC. The Mission of the Rules & Bylaws Committee is to review and identify Bylaws Updates.

### **BUDGET & FINANCE COMMITTEE**

The Budget and Finance Committee is concerned with the budgeting and spending of LHNC funds. Chaired by the Treasurer, the Budget and Finance committee oversees the allocation of the LHNC funds and develops and monitors the annual budget. This committee is responsible for making recommendations to the Board for all budgetary and financial matters of the LHNC. The mission of the Budget & Finance Committee is to plan and manage the budget.

### **PROGRAMS & SERVICES COMMITTEE**

Public services, resources, engagement, NC as conduit between stakeholders and resources, information, City related improvements. NC aided stakeholder navigation of city services and/ or events to promote health, safety and welfare of stakeholders.

### **OUTREACH, COMMUNICATION & EVENTS**

To actively encourage Stakeholder involvement with LHNC. Identify opportunities/events in the community in which we can engage stakeholders. Help educate stakeholders on the basics- from what a neighborhood council is to the current issues being addressed by our committees. Encourage stakeholders to attend board and committee meetings. Encourage stakeholders' participation by voting in the elections for board members. Produce, develop and present unique events which serve and engage the community of Lincoln Heights. Moreover, the Outreach, Communication & Events Committee, when consulted, will serve as an adjunct advisory committee for other events that might be produced and/or developed by other committees of LHNC. The Outreach Committee's mission is to inform and engage the stakeholders, as well as the community at large.

## **CITY & GOVERNMENT LIAISON**

To serve as a practical and direct resource for stakeholders needing the services of government agencies and city services to resolve quality of life issues. To identify issues of concern to the community, and then develop, in a timely manner, information and guidelines that will provide stakeholders with the resources that are needed to be proactive in resolving their concerns.

## **ELECTIONS COMMITTEE**

The elections committee is tasked with helping organize the city-run elections for new LHNC council members. The Elections Committee plans and conducts elections in conjunction with the City Clerk requirements.

## **PLANNING & LAND USE COMMITTEE (PLUC)**

The role of the Planning and Land Use Committee is to advise LHNC and stakeholders about relevant planning, infrastructure, land use and/or development projects within and immediately surrounding the LHNC district in order to analyze the impacts (if any) of these projects on the quality of life of residents, stakeholders and businesses in our community. PLUC holds public meetings to hear presentations from applicants and/or the public and after discussion and analysis, makes recommendations to the full board of LHNC.

## **GRIEVANCE COMMITTEE**

The Grievance Committee shall address Stakeholder grievances submitted in writing to the Board, pursuant to the process described in Article XI. Once the Board has referred the grievance to the Grievance Committee, the Committee shall then have ten (10) working days in which to meet with the person submitting the grievance and to discuss ways in which the issue may be resolved. Thereafter, the Committee shall forward to the Board a written report outlining the Committee's recommendations for resolving the grievance.

## **HOLIDAY PARADE COMMITTEE**

Lincoln Heights Holiday Parade organizing Committee. This parade occurs in December and this committee is focused on the planning and execution of said event while following DONE protocol with funding and logistics. A legendary community event! Much fun had by all.

## **5 LOTS AD-HOC COMMITTEE**

Ad-Hoc Committee created to address 5 Lots housing development in Lincoln Heights on the 5 city owned parking lots off Broadway.

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# CHAPTER 2

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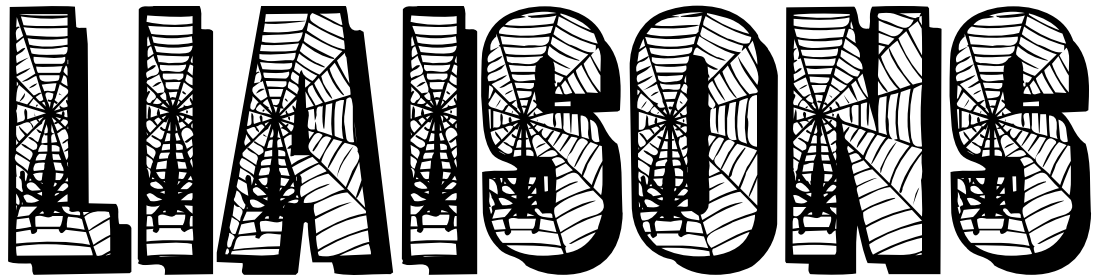
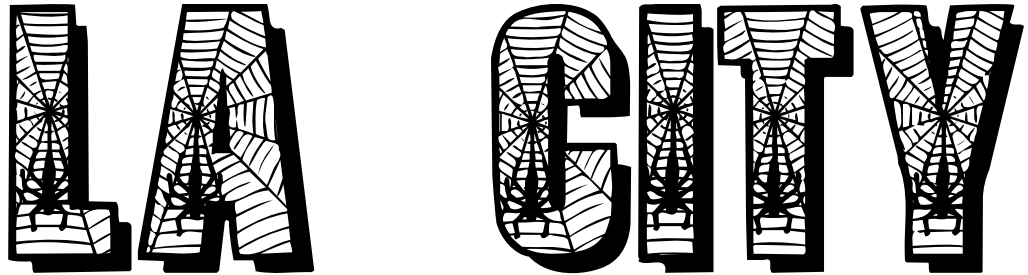
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# **LA CITY DEPARTMENT LIAISONS**

## ***AND THEIR DUTIES***

### **LA CITY DEPARTMENTAL LIAISONS**

Designated contact person to attend meetings & help share news from City agencies and programs. City of LA elected officials, departments, and even other NC's are frequently looking for an NC contact person to work with on a particular subject matter. Liaisons can be board members or stakeholders. The Liaisons work directly with LA City Hall departmental agencies.

LHNC Board designation of NC Liaisons to City Departments : July 1  
register: [www.empowerla.org/self-serve](http://www.empowerla.org/self-serve)

The following are current City of LA Liaison positions:

- \* **ANIMAL SERVICES LIAISON**
- \* **BUDGET LIAISON**
- \* **DWP LIAISON**
- \* **EMERGENCY PREPAREDNESS LIAISON**
- \* **FILM LIAISON**
- \* **GRIEVANCE PANEL LIAISON**
- \* **HOMELESSNESS LIAISON**
- \* **LEGAL LIAISON**
- \* **PUBLIC WORKS LIAISON**
- \* **PURPOSEFUL AGING LIAISON**
- \* **RESILIENCE LIAISON**
- \* **DATA LIAISON**

## **LIAISON DESCRIPTIONS**

### **ANIMAL SERVICES LIAISON**

The liaison will work with Animal Services on creating their new strategic plan and continue communications with Animal Services for their communities on how to help save the lives of more animals and better serve and protect our neighborhoods. By each Neighborhood Council appointing an Animal Services Liaison, the NC creates an opportunity to partner with the Department of Animal Services (DAS) to work on issues and services impacting Los Angeles neighborhoods. Liaisons are the eyes, ears, and voice for their respective communities; complement the outreach efforts of the DAS; and serve as the primary point of contact for the DAS. Liaisons receive direct communication from the department and get invited to meetings with department staff to discuss relevant issues. Animal Services Liaisons will help the Department of Animal Services and City Hall focus on getting “Back to Basics” and helping make the city safer, more prosperous and livable with a well-run government.

### **BUDGET REP**

The Neighborhood Council Budget Advocates make budget recommendations to the Mayor and City Council benefitting the City of Los Angeles stakeholders. The city charter mandates that neighborhood councils advise the mayor and the elected officials on citywide budget matters, The NCBA's are 36 neighborhood council members who are elected by the 190 budget reps, who represent 2 members of each neighborhood and community council around the city. Their charge is to represent their respective councils in the citywide budget process.

<https://www.budgetadvocates.com>

### **DWP LIAISON**

NC political activities have taken the form of opposition to ballot measures such as the DWP initiative (Prop B) LADWP will designate a person(s) as the primary point of contact with each Neighborhood Council (“LADWP Liaison”). LADWP will assign a primary LADWP Liaison to each of the seven Los Angeles Planning Districts. LADWP Liaisons may be assigned to more than one Neighborhood Council and Planning District. The duties of an LADWP Liaison include (1) attending and participating in board and committee meetings of Neighborhood Councils in their assigned districts regarding matters involving LADWP, (2) receiving requests for information, assistance or service from Neighborhood Councils in their district, transmitting the requests to the appropriate person(s) within LADWP, attempting to provide responses to the Neighborhood Council in a timely manner; and (3) processing requests for speakers or educational materials

<https://empowerla.org/category/dwp-reform/>

## **EMERGENCY PREPAREDNESS LIAISON (EPL)**

On July 12th, Mayor Eric Garcetti launched a new campaign to strengthen citywide emergency readiness calling on Neighborhood Councils to appoint preparedness officers and bring resilience issue directly into their communities. The Mayor encouraged Neighborhood Councils to participate in the Ready Your L.A. Neighborhood (RYLAN). This builds upon the Mayor's initiative, Resilient Los Angeles. After each Neighborhood Council appoints its Resilient Liaisons, they would then appoint one to be the Preparedness Officer. The Preparedness Officer will serve as a liaison with the City's Emergency Management Department (EMD). After being trained by EMD, these Preparedness Officers will facilitate workshops in their area and develop RYLAN plans. The Emergency Preparedness Liaison will be helping the Emergency Management Department with outreach for their Ready Your LA Neighborhood (RYLAN) program. The Emergency Management Department (EMD) and Department of Neighborhood Empowerment will provide training for Neighborhood Councils on how to promote RYLAN (Ready Your L.A. Neighborhood) and explain the duties of the Emergency Preparedness Liaison. The mission of the Emergency Preparedness Department (EPD) is to provide Citywide emergency management program leadership, continuity, and direction to enable the City and its partners to respond to, recover from, and mitigate the impact of natural, manmade, or technological disasters upon its people and property. Although the Department was established in July 2000, its lineage and the City's commitment to disaster preparedness are decades old. The Department coordinates the interdepartmental preparedness, planning, training and recovery activities of the City's Emergency Operations Organization, its divisions and all City departments. Additionally, it serves as the City's emergency preparedness liaison with other municipalities, state and federal agencies, and the private sector; and performs related education and community preparedness activities.

## **FILM LIAISON**

Mayor Garcetti's executive directive "Greenlight Hollywood" requires all city departments to appoint a film liaison who will work with the industry to make departments more film friendly. These individuals must attend the quarterly Film Task Force meetings and help train staff to emphasize the importance of filming to our local economy. Each department is responsible for cooperating fully with FilmLA; ensuring that all city fees be simple to understand and administer; that billing is completed immediately; and that all city fees will be set at the lowest possible amount. In addition, the Economic and Workforce Development Department will ensure that the city has a comprehensive list of city-owned properties for the industry to use free of charge. The mayor ordered city agencies to designate a film liaison to cooperate with FilmL.A., the nonprofit group that handles film permits for the city. He also directed city departments to adopt "predictable and consistent" fees that "cover only incremental costs to the city." Mayor Garcetti also announced that Board of Public Works President Kevin James will become the new point person within city hall for the film and TV industry. How to make your neighborhood the next rising star! Best practices for filming in your neighborhood. Neighborhood Councils as conduits of information, resource referral. Resources referral for conflict resolution. How can you highlight the fascinating places, building, houses, cars in your NC. How and where to promote your neighborhood so that your local community benefits from filming. Its a win-win opportunity!

<https://www.latimes.com/entertainment/envelope/cotown/la-et-ct-mayor-film-20150304-story.html>

## **GRIEVANCE PANEL LIAISON**

Each Neighborhood Council may appoint one board member or stakeholder to serve as a panelist, eligible to sit on a Regional Grievance Panel. The term of each panelist will commence once the Neighborhood Council notifies the Department of the appointment and will remain valid until the Neighborhood Council names a replacement. The Department, in its sole discretion, may reject or remove any panelist appointed by the Neighborhood Council and request the Neighborhood Council to appoint a replacement panelist. The Department may also develop mandatory training required before a panelist serves on the Regional Grievance Panel.

## **HOMELESSNESS LIAISON**

Work with the Homelessness Liaisons to integrate into the citywide Homelessness plan per Mayor's Executive Directive and City Council action Comprehensive Homeless Strategy - The Mayor outlined the need to address the homelessness crisis in the City. The Homelessness Liaison will participate and collaborate with the Mayor's Office and CD 8 on bi-monthly Homelessness Advocate meetings integrating Neighborhood Council board members and advocates into conversations addressing the City's homelessness crisis that will help provide additional services and opportunities to end homelessness one person at a time. Homelessness liaisons would also be encouraged to provide opportunities and forums on how to address the homelessness crisis and also provide information on the upcoming ballot measure to combat homelessness. Neighborhood Councils also participate in the Annual Homeless Count.

[https://www.lacity.org/sites/g/files/wph1706/files/2021-04/garcetti\\_ed16.pdf](https://www.lacity.org/sites/g/files/wph1706/files/2021-04/garcetti_ed16.pdf)

<https://lacontroller.org/audits-and-reports/high-cost-of-homeless-housing-hhh/>

## **CITY ATTORNEY LEGAL LIAISON**

A legal representative to hold address conflict-of-interest concerns with the City Attorney's NC Advise Division (CA NCAD). NC's should designate a legal liaison if the President cannot be present when needed. (in addition to the President). Legal Liaisons communicate with the City Attorney to resolve issues. Please remind board members that the board president is the assigned legal liaison who works with the City Attorney's Office on legal issues impacting the board; but it may designate an additional person to be a legal liaison. The Neighborhood Council has a preferred protocol for handling legal questions from neighborhood council boards. With resources scare, we ask that every neighborhood council appoint a Legal Liaison (and perhaps an alternate) to seek legal advice from the Neighborhood Council Advice Division of the City Attorney's Office. We avoid receiving redundant questions from numerous members of the same neighborhood council. The board appointed Legal Liaison, of course, has the additional responsibility of sending us the legal questions that the NC board may have and then responding to the NC board with our response. Legal Liaison shall make a report at all regular board meetings concerning the status of any legal advice provided by the City Attorney's Office.

<https://empowerla.org/wp-content/uploads/2019/11/Procedure-for-Requesting-Legal-Advice-10.01.19.pdf>

## **PUBLIC WORKS LIAISON**

Public Works Liaisons serve as the primary point of contact for their Neighborhood Councils on the Clean Streets Initiative, which was announced by Mayor Garcetti in 2015. Focused on creating a cleaner and more livable city, the Clean Streets Initiative provides funding for additional trash bins, a third Clean Streets Strike Team, the development of a cleanliness assessment system, and increased enforcement of illegal dumping. A key component to the success of the Clean Streets Initiative is a coordinated and robust public engagement campaign, which includes Liaisons working in partnership with the Mayor's Office, Council Offices, and the Department of Public Works, and stakeholders to organize clean ups, increase 311 reporting in their area, and engage local stakeholders on how to maintain street cleanliness. Liaisons receive communication from the Department of Public Works regarding legislation, programs, and meetings with staff.

<https://empowerla.org/mayor-garcetti-asks-public-works-liaisons-for-help/>  
[https://clkrep.lacity.org/onlinedocs/2020/20-0004\\_reso\\_12-08-20.pdf](https://clkrep.lacity.org/onlinedocs/2020/20-0004_reso_12-08-20.pdf)  
[www.empowerla.org/publicworksliaisons/](http://www.empowerla.org/publicworksliaisons/)

## **PURPOSEFUL AGING LIAISON**

Seniors are the largest growing demographic group in LA. Our city is evaluating its age-friendliness & is implementing changes to address our aging population's needs. The Purposeful Aging Liaison will engage the community in Town Halls that give stakeholders an opportunity to speak up on local issues and solutions and connect with the City Departments that are a part of the City's strategy for addressing the needs of our aging population. Senior challenges may include areas such as transportation, social engagement, employment, safety, meaningful avocations, and connecting seniors to the services they need in an urban environment not necessarily designed for aging in place. Purposeful Aging Liaison helps ensure that our senior stakeholders get the support that they deserve and that they need. Each of LA's 96 Neighborhood Councils can designate a Purposeful Aging Liaison (and an Alternate) who can be a Board Member or a stakeholder. The President can appoint the Liaison(s) or the Board can select the Liaison(s). Some councils have more than one liaison but there must be a lead who is the single point of contact for the council. The [Mayor's Executive Directive #17](#) calls on the City of LA to "develop a NC outreach plan for convening the public meetings required of members of the AARP Network of Age-Friendly Communities and the WHO Global Network of Age-Friendly Cities and Communities" and it is in that spirit that the Department of Neighborhood Empowerment is identifying and activating Neighborhood Council Purposeful Aging Liaisons, to connect the City Departments that deliver city services to seniors with the Liaisons, and to support the Liaisons as they activate their respective councils and organize regionally and citywide.

<https://empowerla.org/purposeful-aging-good-for-seniors-good-for-la/>

## RESILIENT LIAISON

Mayor Garcetti released his Resilient Los Angeles Strategy. DONE will work with the Emergency Management Department and the Mayor's Office of Resilience to support NC's and community organizations in identifying locations to create Neighborhood Resilience Hubs. These hubs are physical spaces designed to facilitate social and climate resilience and disaster preparedness and recovery. They'll be fortified with the most up-to-date electricity, water, communications and seismic technologies to ensure that critical services are maintained during and after a disaster. In addition to creating Neighborhood Resilience Hubs, NC's were also asked to identify Resilience Liaisons as soon as possible and to create a Neighborhood Preparedness Plan by 2019. Mayor Garcetti launched a new campaign to strengthen citywide emergency readiness calling on NC's to appoint preparedness officers and bring resilience issue directly into their communities. The Mayor encouraged NC's to participate in Ready Your L.A. Neighborhood (RYLAN). This builds upon the Mayor's initiative, Resilient Los Angeles. After each Neighborhood Council appoints its Resilient Liaisons, they would then appoint one to be the Preparedness Officer. The Preparedness Officer will serve as a liaison with the City's Emergency Management Department (EMD). After being trained by EMD, these Preparedness Officers will facilitate workshops in their area and develop RYLAN plans. Neighborhood Emergency Preparedness and Resilience - Natural and man made disasters can affect your neighborhood at any time. The City of LA is releasing its first Resilient LA Strategy, and NC's will be playing a big part in their communities by preparing emergency plans and participating in neighborhood resiliency hubs. NC's will be asked to appoint a Resilience Liaison as well to focus on these important efforts to help our communities bounce back after a disaster. When disaster strikes, we know that recovery starts in our local communities and networks- and we need to further empower and engage our neighborhood organizations to foster local resilience and social cohesion. These local networks also play a critical role in climate adaptation for our most vulnerable communities. We're also taking action to reduce local health and wellness disparities while increasing economic security for all Angelenos.

<http://empowerla.org/neighborhood-councils-key-part-in-las-resilient-los-angeles-strategy/>

## DATA LIAISON

Data Liaisons are appointed by their Neighborhood Council and will be trained by the Department and the Office of the Mayor Eric Garcetti. Equipped with their new skills, Data Liaisons will be able to design maps, create data visualizations for digital outreach, highlight community issues, create surveys and map the data to build innovative, informative, and strategic resources to advocate for their community. Each Neighborhood Council can appoint one to three Data Liaisons. This learning path requires a higher level of computer skills and having a laptop or desktop computer is highly recommended. Additionally, some of the ArcGIS resources shared may only be available in English. Each Neighborhood Council will select/appoint 2-3 Data liaisons. These liaisons will learn Data fundamentals, how to make their own map, adding, joining and filtering layers, Living Atlas, Community Survey123 and creating web apps.

<https://data-liaison-neighborhood-councils-lahub.hub.arcgis.com>