



NORTH HILLS WEST NEIGHBORHOOD COUNCIL WEB SITE POLICIES

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NHWNC WEB POLICY

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Revision Log

Change	Date <i>YY/MM/DD</i>	Changes	Who	
INITIAL	05/03/02	This is the INITIAL release	D. Murphy	
A	05/02/02	<ul style="list-style-type: none"> • This revision incorporates the NHWNC Councils recommendations prior to voting this document in as an Official document of the NHWNC. • Added Change Letter to Header of document 	D. Murphy	
B	06/06/21	<p>ADDED: POLICY</p> <p>1.01 Press Release Policy-North Hills West Neighborhood Council – Adopted: June 21, 2006</p> <p>1.02 Neutrality in Article Development <i>Darren R. Martinez, Deputy City Attorney, Los Angeles City Attorney's Office Neighborhood Council Advice Division</i> Adopted: June 21, 2006</p>	D. Murphy	
C	08/02/20	<p>ADDED POLICY:</p> <p>1.03 Censorship on NWHNC Web</p> <hr/> <p>1.04 Removal of Items from the NWHNC Web Site –</p> <hr/> <p>1.05 EMAIL Accounts for NHWNC</p>	D. Murphy	
D	08/05/21	<p>CHANGED POLICY:</p> <p>1.05 EMAIL Accounts for NWHNC</p> <p>ADDED POLICY:</p> <p>1.06 Administration of NHWNC website Accounts and Domain Names</p>	D. Murphy	
E	01/16/09	<p>CHANGED:</p> <p>DEFINITIONS Web Site changed to NHWNC.org (PG 5) REQUIREMENTS (Number 11, PG 8) Reduced mandatory need to maintain Neighborhood Link FIG1 (PG 9) Changed Figure 1 from 3 column design to 2 column design</p>		

Changes shall be made by Council Majority as needed.

PURPOSE

The purpose of the North Hills West Neighborhood Council (NHWNC) Web Site is to provide a non-commercial (*i.e. NO business advertisements*) public medium for the dissemination of information about the North Hills Community and official information about the NHWNC.

DEFINITIONS

NHWNC	North Hills West Neighborhood Council
Board	North Hills West Neighborhood Council Board Member
Web Site	NHWNC Web Site (<i>NHWNC.org</i>)
Webmaster	NHWNC Webmaster
BA	Brown Act
President	President of North Hills West Neighborhood Council

GOVERNING DOCUMENTS

Brown Act

The brown act will be one of the governing documents used in the design philosophy of the web site. Although all of the Brown Act applies to the design philosophy, the highlighted line below in paragraph 54950 is the underlying goal of the NHWNC Web site.

54950. *In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. **It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.***

The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

54953.3. *A member of the public **shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.** If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.*

54954.2. (a) *At least **72 hours** before a regular meeting, the legislative body of the local agency, or its designee, shall post an CA Codes agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. **The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.** If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with*

Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

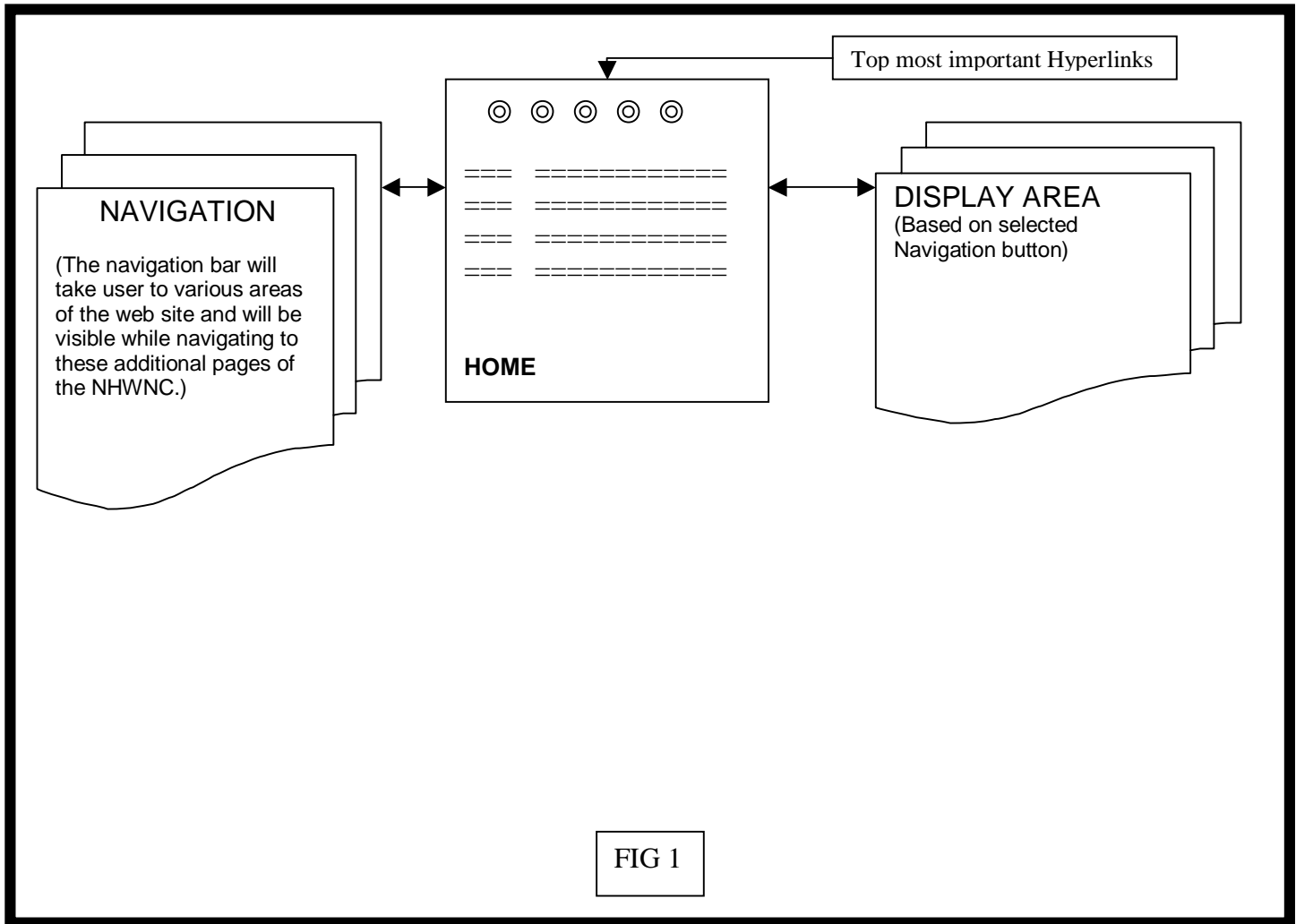
REQUIREMENTS

The NHWNC web site will include but not be limited to the following features. See [FIG 1](#) for web committees initial design criteria:

1. Home page which loads quickly
 - a. This is for stakeholders that are using dial-up modems
 - b. More advanced (Memory intensive) pages will be off of the Home page.
 - i. User will decide how deep into the site they will go based on their need and computer hardware restrictions.
2. Web site will be easy to use
 - a. Site will be well defined and easy to navigate
3. Calendar of events
 - a. Easy to maintain
 - b. Easy to use
 - c. Able to schedule repeating events easily
 - d. Provide extra information about event by clicking hyperlink
 - e. Supports graphics (jpg, pdf, bmp, etc...)
 - f. Users don't have to register with anyone to access information – BA
4. Pages to explain mission and purpose of NHWNC
 - a. Committee Members
 - i. Contact Info
 1. Name - *Same as in Neighborhood Link*
 2. Council Email - *Same as in Neighborhood Link*
 - ii. Picture (Optional) - *Same as in Neighborhood Link*
 - b. About Us
 - i. Explains what NHWNC is all about
 1. *Same as in Neighborhood Link*
 - c. Budget and Quarterly Report
 - d. Programs and Regular Events
5. Page of Useful Links
 - a. LAPD Online
 - b. LAFD
 - c. DWP
 - d. Southern California Gas
 - e. City of Los Angeles
 - f. Etc...
6. North Hills Links
 - a. Local residents (shareholders) web sites
 - b. Business Organization information
 - i. Chamber of Commerce type organizations

- ii. Local business clubs or organizations
 - c. Community Clubs
 - d. Rummage Sales
 - e. Etc...
- 7. Headlines Area
 - a. This area will highlight current news of the Council
- 8. Local Representatives Links
 - a. Congressman
 - b. Senators
 - c. Councilman
- 9. North Hills Weather
 - a. This area will provide a hyperlink to local weather report information.
- 10. Web site with growth capability
 - a. Use of Dreamweaver (or other comparable) web design tool
- 11. Maintain Neighborhood Link Hyperlink as legacy link.
- 12. Must be usable by Microsoft Explorer and Netscape Navigator.
 - a. These are the two most used Internet browsers currently on the market and are available free of charge from the Internet.
 - b. Statements to this effect will be placed on the web page along with ideal settings for optimum use of the web site.
 - i. EXAMPLE: *“This site best seen by using Microsoft Internet Explorer or Netscape Navigator with a screen resolution of 1024 x 768.”*
- 13. If another piece of software (i.e. Adobe PDF) is required to view a document, the web site will provide the proper hyperlink to obtain the additional software at no cost to the user.

FIGURE 1



1.00 WEB SITE POLICY

1.01 Press Release Policy-North Hills West Neighborhood Council

Adopted June 21, 2006

Our policy shall be to prepare and release announcements to the press on topics that have approval by the Board, including events we sponsor or co-sponsor, and to prepare and release announcements about successes or accomplishments by the Board, by the Neighborhood Council or by Board designees.

1.02 Neutrality in Article Development

Adopted July 12, 2006

Neighborhood Councils, as City government agencies, must be concerned with both First Amendment issues and the use of public funds. While the Neighborhood Council itself may provide its recommendation to a *City government decision-maker*, the Neighborhood Council is prevented and prohibited from lobbying or *advocating to the public* that they adopt a specific point of view regarding a development project.

For example, in

1.02.01 – League of Woman Voters v. Countywide Criminal Justice Coordination Committee

(1988) 203 Cal. App. 3d 529, the court held that while the government has legitimate rights in informing and educating the public, it may not use its public funds as an advantage over the free speech rights of the public.

1.02.02 – Miller v. Miller

(1978) 87 Cal. App. 3d 762, the court disapproved of the grass roots efforts by the California Commission on the Status of Women in using public funds to promote the ratification of the Equal Rights Amendment.

Accordingly, while the board may provide general public information regarding public hearings, the board may not advocate to the public that they adopt a specific point of view. While the board may certainly provide a forum for discussing both sides of a particular topic, and urge members of the public to attend hearings to voice their views, the board must refrain in the future from advocating to the public that they adopt a certain position, including that taken by your neighborhood council, on particular matters.

1.03 Editing of articles on NWHNC Web Site

Our policy concerning editing of articles is that the NWHNC Web Site should be open to all opinions and sides of issues. We will only edit, but not change the meaning of, opinions that use the following

1. **Foul language:** Any language that is not proper for General audiences that might include children will not be permitted and will be censored.
2. **Defamation of Character:** Personal attacks on people by name will not be permitted and will be censored.
3. **LA City Attorney:** In instances where the LA City Attorney has issued a statement, the items noted by the Attorney will be sanitized of the offending material.

The President and the Web Master will have final say as to what gets published to the web.

1.04 Removal of Items from the NWHNC Web Site

The following people will have final say as to sensitive information or articles that may need to be removed from the web site due to complaints or impropriety.

1. President
2. Web Master
3. Three NWHNC Board Members
4. LA City Attorney: In instances where the LA City Attorney has issued a statement, the items noted by the Attorney will be sanitized of the offending material.

All attempts at solving the dispute at the lowest possible level will be attempted. All actions will be performed in accordance with this manual.

1.05 EMAIL Accounts for NWHNC

The NWHNC Webmaster and/or his designated representative will be responsible for issuing and maintaining the email addresses for the NWHNC through Register.com.

1.05.01 EMAIL Account Availability

Email accounts are available for the following individuals and/or situations.

1. Sitting NWHNC Board members
2. Support functions of the NWHNC (i.e. Secretary, Webmaster, Chairs/Co-Chairs of sitting committees, etc...)
3. NWHNC Committees (i.e. Land Use, Rules & Elections, Crime & Safety, Emergency Preparedness, Outreach, etc...)

4. Functions – to be used in flyers and publications for information request to stakeholders (Art Fair, Clean-up Day, Elections, etc...)
5. As directed by the NHWNC President and/or Vice President

1.05.02 EMAIL Account Naming Conventions

NHWNC Email accounts will be issued with the following naming conventions. If your name is John Doe your email will be issued as **jd@nhwnc.org**, using the first initial of your first name and your full last name. If two or more members have the same initials, say Janet Doe the middle initial will be used between the first initial and the last name (i.e. Janet's middle name is Susan, so her email address would be **jsd@nhwnc.org**).

1.05.03 Types of Email Address Accounts

There are two types of NHWNC Email accounts available for use; a Forwarding Account and a NHWNC Email Account. This section will outline the pro and cons of each type of account.

1. Forwarding Account

- a. **PRO** – This type of email account will forward an email sent to your NHWNC email address to your personal email address automatically. You do not need to login to any other email server except your own personal email account.
- b. **CON** – On replies that you send to someone who has written to your Forwarding NHWNC email address your personal email address will show up in the reply.

2. NHWNC Email Account

- a. **PRO** – This type account is an actual hard email account and will require you to login to the NHWNC email server portal to get your NHWNC email. This type of account will also display your NHWNC email address when you reply to email sent to you at this address because it is a real email address (see *CON on 1.05.03, 1b*).
- b. **CON** – This type of account does require you to logon to the NHWNC Email Portal using your username and password, that is assigned by the NHWNC Webmaster, and does not automatically forward to your personal email at home.

Either type of account is available to a person who has satisfied their NHWNC Email account availability status (*as outlined in section 1.05.01 EMAIL Account Availability*) by informing the Webmaster in writing of your choice of email account.

1.06 Administration of NHWNC website Accounts and Domain Names

It will be the policy of the NHWNC to provide multiple (*Minimum of 3, 1 primary and 2 alternates*) website account administrators in order to:

- provide a continuity of coverage on all web accounts

- keep website accounts from falling into disrepair as departing board members are retired and new board members are elected in the future
- prevent highjacking of web domain names by disgruntled members of the NHWNC who leave the NHWNC under less than desirable circumstances

1.06.01 Web Account administrators

The following personnel will constitute the minimum Web Account Administrators..

- a. NHWNC Webmaster ← Primary Account Administrator
- b. NHWNC Secretary
- c. NHWNC President

1.06.02 NHWNC Web Domains

Web Account Administrators (Identified in section 1.06.01 above) will be provided with usernames and passwords for all NHWNC accounts and will be notified when the passwords are changed.

- a. Register.com ← Domain name registrar
- b. Email Server (Register.com) ← Email account provider
- c. IBX Web Hosting ← Server (Host)

1.06.03 Password Change

1. Web account passwords will be changed, by the Primary Account Administrator and/or his designated representative, as required for security.
2. The passwords for all web accounts will be changed, by the Primary Account Administrator, when one of the other Web Account Administrators (see 1.06.01) has left office or is no longer contracted/employed (i.e. Webmaster, Secretary, etc...) by the NHWNC.

When web account passwords are changed, all Web Account Administrators identified in Section 1.06.01 will be notified of the change and provided with the new/updated passwords. This will be done in order to secure the system.

1.06.04 NHWNC Domains

The following web domains were registered for use by the North Hills West Neighborhood Council (NHWNC) in May of 2008 and are registered for 10 years (*due 2018*) with **Register.com**.

All domain names are preceded by **http://www.**

- **nhwnc.org** ← NHWNC Emails attached to this domain
- northhillswestnc.com
- northhillswestnc.biz
- northhillswestnc.info
- northhillswestnc.net
- northhillswestnc.us

- northhillswestnc.org ← Currently in dispute – will consider acquiring when available
- 66.116.223.79 ← SERVER - This is the URL where our site content resides