CITY OF LOS ANGELES

CALIFORNIA

Palms Neighborhood Council
Outreach Committee

Danya White, Chair
Kristen Chiarello, Secretary

Email outreach@palmsnc.la

PALMS NEIGHBORHOOD COUNCIL

10008 National Blvd. #210
Los Angeles, CA 90034

www.palmsnc.la
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Joint Board & Outreach Committee Meeting Agenda
Tuesday, October 19, 2021 – 7:00 p.m.
https://us02web.zoom.us/j/85739934238
or by telephone,
Dial +16699006833
Then enter this Meeting ID: 857 3993 4238 and press #
Press *9 to raise hand for public comment

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

In conformity with the September 16, 2021 Enactment of the California Assembly Bill 361(Rivas) and due to concerns over COVID-19, the Palms Neighborhood Council Committee meetings will be conducted entirely with a call-in option or internet based service option.

I. CALL TO ORDER & COMMITTEE ROLL CALL

II. INTRODUCTIONS

III. ANNOUNCEMENTS

IV. GENERAL PUBLIC COMMENTS (10 Minutes)

These are for public comments for items not included on the agenda. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during General Public Comment period. However, the issue raised by a member of the public may become the subject of a future Board meeting.

V. COMMITTEE BUSINESS

A) Motion to spend up to $405 to reactivate the PalmsNC's Hootsuite account
B) Discussion of social media calendar posts for the coming month, gathering November post ideas (recurring monthly)
C) Discussion- Neighborhood Councils Digital Media Policy Updates
-latest policy included in the attachments

VI. Next Meeting November 16, 2021

VII. Adjournment

Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Committee chair. Public comment will be taken for each motion as well as for any item in the consent agenda prior to Board action. The public is requested to fill out a "Speaker Card" to address the Assembly on any item of the agenda prior to the Assembly taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Assembly's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 1 to 2 minutes per speaker, at the discretion or unless waived by the Assembly. In the interest of addressing all items on the agenda, time limits for individual comments and discussion may be set at the discretion of the President. All items on the consent agenda will be determined by a single Committee vote and without Committee discussion. Committee members may request that any item be removed from the consent agenda and considered individually at any time prior to that vote.

Per Board of Neighborhood Commissioners Policy #2014-01, agendas are posted for public review at: 1) Woodbine Park Kiosk, 3409 S. Vinton Ave.; 2) Palms Neighborhood Council website, www.palmsnc.la .

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 Woodbine Park Kiosk, 3409 S. Vinton Ave, at our website: www.palmsla.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Secretary at secretary@palmsnc.la

Palms NC Board and Committee members abide by a code of civility (http://empowerla.org/code-of-conduct/). Any person who interferes with the conduct of a Neighborhood Council meeting by willfully interrupting and/or disrupting the meeting is subject to removal. A peace officer may be requested to assist with the removal should any person fail to comply with an order of removal by the Neighborhood Council. Any person who resists removal by a peace officer is subject to arrest and prosecution pursuant to California Penal Code Section 403.

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, 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 you wish to attend by contacting the Secretary at secretary@palmsnc.la

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 DIAS DE TRABAJO (72 HORAS) ANTES DEL

EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL secretary@palmsnc.la

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[Proposed] Resolution by the Board of Neighborhood Commissioners approving the Digital Communications Policy for the Neighborhood Councils

(Draft Version as of 9/29/2020)

WHEREAS, the Board of Neighborhood Commissioners (Commission) is charged with policy setting and oversight regarding the Neighborhood Council system (Charter § 902);

WHEREAS, the Department of Neighborhood Empowerment (the Department), is charged with, among other things, arranging training and assisting Neighborhood Councils and implementing and overseeing the compliance with City ordinances and regulations relating to a system of neighborhood councils. (Admin. Code § 22.801; Charter § 901);

WHEREAS, pursuant to the City's Charter, neighborhood councils have an advisory role to the City on issues of concern to the neighborhood (Charter § 900);

WHEREAS, neighborhood councils increasingly utilize websites, social media, electronic and online newsletters, as well as other forms of digital media in accordance with their Chartered role;

WHEREAS, neighborhood councils have requested guidance on the use of their websites, social media, and newsletters to allow them to engage with their stakeholders without infringing on the rights of the public;

WHEREAS, neighborhood councils have requested guidance on the permissible discussion of neighborhood council matters by individual neighborhood council members on private social media and websites;

WHEREAS, the Department presented the Commission with a draft digital communications policy based upon the City's Information Technology Agency policies;

WHEREAS, the Commission discussed the digital communications policy at a public meeting held on _____ .

NOW, THEREFORE, BE IT RESOLVED that the Board of Neighborhood Commissioners hereby adopts the attached "Digital Communications Policy" for Neighborhood Councils.

Adopted this __ day of _____, 20___.

MOVED BY: _____
Member, Board of Neighborhood Commissioners

SECONDED BY: _____
Member, Board of Neighborhood Commissioners

WITNESSED BY: _____
Staff. Department of Neighborhood Empowerment

VOTES

Ayes: _____

Nays: _____

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[Proposed] **Board of Neighborhood Commissioners' Digital Communications Policy for the Neighborhood Councils**

Effective Date: _____

1. Overview: The Advisory Role of the Neighborhood Councils

Pursuant to the Charter of the City of Los Angeles (City), a citywide system of neighborhood councils and the Department of Neighborhood Empowerment (Department) were created "[t]o promote more citizen participation in government and make government more responsive to local needs." (Charter § 900). The Charter further provides that "neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood." (Charter § 900).

> Accordingly, in all respects, a neighborhood council's online and electronic communications practices shall promote civic engagement *by and for the diverse interests of its communities*, with the aim of fulfilling a neighborhood council's *advisory role to the City* on issues of neighborhood concern.

Proper use for a neighborhood council's website, social media, or newsletters/reports is the promotion of neighborhood council membership and attendance at meetings and promotion of approved and authorized neighborhood council events.

2. Purpose of this Policy

2.1. This policy was passed by the Board of Neighborhood Commissioners (Commission) in accordance with its Charter role of policy setting and oversight for the neighborhood council system.

2.2. This policy provides procedures and standards for neighborhood councils' Digital Communications, including the use, management, design, development, and maintenance of websites, social media accounts, newsletters and other platforms as defined and described herein.

2.3. This policy also contains information and an attachment (Attachment A) regarding the Neighborhood Council System Commenting Policy.

2.4. The Department and the City Clerk's Office are authorized to create rules, regulations, forms, or guidelines to administer, implement and enforce this policy, including but not limited to, enforcement that results in suspension of a neighborhood council's Digital Media Communications account, disqualification of an individual or neighborhood council from participating in a matter pending or that may come before the board, or remedies such as those listed at Section 22.818(e) of the Los Angeles Administrative Code.

3. Scope

3.1. This policy applies to all certified neighborhood councils and governs the use, management, design, development and maintenance of Digital Communications accounts, platforms, and tools utilized by neighborhood councils.

3.2. This policy applies to all individuals utilizing a neighborhood council's Digital Communications accounts, platform, and tools, including board members, committee members, interns, other volunteers, and paid vendors and service providers.

3.3. Because many neighborhood council board members use social media and have created websites or newsletters in their personal lives and individual capacities, this policy (at Section 8)

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also provides basic guidelines for neighborhood council board members who utilize websites, social media, newsletters, and the like as private individuals and in their individual capacities.

4. Terms and Definitions

4.1. Neighborhood Council Digital Communications: For purposes of this policy, Neighborhood Council (or Neighborhood Council's) Digital Communications means Neighborhood Council Website(s), Neighborhood Council Social Media, and Neighborhood Council Newsletter(s).

4.2. Neighborhood Council Website: A Website established or administered by a neighborhood council using neighborhood council resources of any kind, such as the labor of neighborhood council board members, neighborhood council funds, and neighborhood council resources, to communicate and engage with the public about neighborhood council business.

4.3. Neighborhood Council Social Media: Social media accounts, tools, applications, and/or websites established or administered by a neighborhood council using neighborhood council resources of any kind, such as the labor of neighborhood council board members, neighborhood council funds, and neighborhood council resources to communicate and engage with the public about neighborhood council business.

4.4. Social Media: Online communications channels dedicated to community-based input, interaction, content-sharing, content-creation, and collaboration. These channels include social networking sites, platforms, and applications, weblogs (blogs, vlogs, or microblogs), podcasts, online chat sites, forums, and video/photo posting sites or any other such similar output or format. Examples include, but are not limited to Facebook, Medium, Twitter, Tumblr, LinkedIn, Instagram, Snap, TikTok, and YouTube.

4.5. Neighborhood Council Newsletter: A newsletter, bulletin, periodic publication, or other report established or administered by a neighborhood council distributed via email, online, or by automated or prerecorded phone call, using neighborhood council resources of any kind, such as the labor of neighborhood council board members, neighborhood council funds, and neighborhood council resources, to communicate and engage with the public about neighborhood council subject matter.

4.6. Account Administrators: Individuals designated by a neighborhood council to administer Neighborhood Council Digital Communications.

4.7. Account Moderators: Individuals designated by a neighborhood council to moderate the content and comments posted on a Neighborhood Council Digital Communications platform, tool, or account.

5. Account Administrator and Account Moderator Responsibilities

5.1. Neighborhood councils are responsible for ensuring that the content is consistent with the neighborhood council system's mission pursuant to the Charter, professionally presented, accurate, and respectful to their diverse communities.

5.2. Each neighborhood council is responsible for designating an Account Administrator to implement and ensure compliance with this policy. Absent designation, the Account Administrator will be the president or chair of the neighborhood council.

5.3. An Account Administrator is responsible for managing and maintaining Neighborhood Council Digital Communications and must: (1) ensure that a Neighborhood Council's Digital Communications are regularly maintained; (2) ensure that the neighborhood council board is informed about Neighborhood Council Digital Communications activities; (3) review content

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posted to the Neighborhood Council's Digital Communications to ensure the content is timely, professional, and relevant to neighborhood council's activities and resources, and is consistent with the neighborhood council's bylaws and standing rules, City policies, including policies set forth by the Board of Neighborhood Commissioners, Department of Neighborhood Empowerment, and City Clerk's Office, and applicable law; and (4) ensure that the neighborhood council is in compliance with the rules, guidelines, and policies of the third-party websites, social media sites, newsletters, platforms, and accounts being used.

5.4. Each neighborhood council is responsible for designating an Account Moderator to implement and ensure compliance with this policy. Absent designation, the Account Moderator will be the president or chair of the neighborhood council.

5.5. An Account Moderator is responsible for ensuring that: (1) accounts are in active use; (2) content published by the neighborhood council is timely and accurate; (3) comments are checked and reviewed on a regular basis; and (4) comments are moderated according to this policy.

5.6. Although a neighborhood council may determine that only one person is needed to fulfill both the Account Administrator and Account Moderator roles, the neighborhood council shall always designate alternates to ensure access by more than one person. The neighborhood council shall also create distinct role-specific email accounts for shared use by its Account Administrator, Account Moderator, and their alternates.

6. Establishment of a Neighborhood Council Website, Social Media, or Newsletter

6.1. All Neighborhood Council Digital Communications must utilize official neighborhood council contact information (e.g., a specially established neighborhood council administrator email address) for account setup, monitoring, and access. The use of personal email accounts or personal phone numbers is not allowed for the purpose of setting up a Neighborhood Council Digital Communications account. When the social media platform requires an individual's name or other personal information associated with the account, the creator of the account must obtain approval from the Department.

6.2. Persons responsible for setting up or maintaining a Neighborhood Council Digital Communications account must securely provide each administrator's access, login, and password information to the Department and the president of the neighborhood council upon the effective date of this policy. Any changes in login, password, or administrator access information must be reported immediately to all aforementioned persons. The security of this login information is also paramount to ensure there is no unauthorized access to the account. The Department would retain this information primarily for security purposes and to assist the neighborhood council in regaining access to their accounts.

6.3. The establishment of a Neighborhood Council Digital Communications account must be approved by official action of the neighborhood council. A neighborhood council shall not establish or authorize Digital Communications accounts for its committees or any other groups. All Digital Communications shall originate from the neighborhood council, acting through its board, and not any committee or any other group.

6.4. A neighborhood council shall have as few Neighborhood Council Digital Communications accounts as possible to ensure accuracy of content and regular moderation. A neighborhood council may have multiple accounts if it can be demonstrated that more than one account will effectively serve the neighborhood council's goals.

7. Design of a Neighborhood Council Website, Social Media, or Newsletter

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7.1. In a declared disaster or emergency situation, a neighborhood council's use of its Neighborhood Council Digital Communications must defer to the Mayor's Office, Emergency Management Department, Los Angeles Fire Department, Los Angeles Police Department, and/or other relevant public safety and emergency management departments to ensure that emergency communications are timely and accurate for the optimal safety of Los Angeles residents.

7.2. All Neighborhood Council Digital Communications must provide links to City websites whenever a City service, activity, or event is referenced to ensure accuracy of that information.

7.3. All Neighborhood Council Digital Communications must clearly indicate that they are administered by the neighborhood council and must prominently display neighborhood council contact information.

8. Content of a Neighborhood Council Website, Social Media, or Newsletter

8.1. Publication of Official Information. Neighborhood Council Digital Communications are for official use only. All information disseminated must be directly related to the official duties and responsibilities of a neighborhood council under the City Charter and Administrative Code. Proper use for a neighborhood council's website, social media, or newsletters/reports is the promotion of neighborhood council membership and attendance at meetings and promotion of approved and authorized neighborhood council events. The development and use of Neighborhood Council Digital Communications for personal gain and use is strictly prohibited.

8.2. Publication of Accurate Information. Neighborhood Council Digital Communications must contain content that is current and correct. To ensure this, a timely and effective content review process must be conducted by neighborhood councils.

8.3. Prohibition of Discussion, Deliberation, or Taking Action on Neighborhood Council Matters. Although Neighborhood Council Digital Communications may contain relevant information concerning the neighborhood council's meetings, events, and activities, neighborhood council board members may not discuss, deliberate, or take action on any neighborhood council matters via Neighborhood Council Digital Communications. Neighborhood Council Digital Communications must promote civic engagement and open and transparent discourse, by directing that the public attend neighborhood council meetings. Therefore, whenever possible, the Neighborhood Council Social Media and Newsletters must link back to the Neighborhood Council Website and its section relating to agendas to encourage the public to attend and provide comment at neighborhood council meetings.

8.4. Prohibition of Confidential Information. Private, confidential, or sensitive information may not be published on Neighborhood Council Digital Communications.

8.5. Prohibition of Campaign Information. Neighborhood Council Digital Communications may not be used for campaign-related purposes. Campaign-related purposes include but are not limited to, the following:

(1) Statements in support or opposition to any candidate or ballot measures;
(2) Requests for campaign funds or references to any solicitation of campaign funds.
(3) References to the campaign schedule or activities of any candidate:

8.6. Copyright-Protected and Trademark-Protected Material. Copyright-protected materials may not be reproduced, distributed, transmitted, displayed, or otherwise published without the prior written permission of the owners of these materials. This also applies to trademarks, which can be a word, phrase, symbol, or design, or a combination thereof, that identifies and distinguishes the source of the goods of one party from those of others. Those responsible for publishing

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content in Neighborhood Council Digital Communications must protect any City materials and comply with laws in the use of third-party materials.

8.7. General Content Prohibitions. A neighborhood council may not, on its Neighborhood Council Digital Communications, publish any content:

(1) regarding any political candidate or ballot measure, except to the very limited extent permitted by law;
(2) that contains obscene or sexual content or links to obscene or sexual content; (3) that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, national origin, physical or mental disability, or sexual orientation;
(4) that is primarily commercial in nature;
(5) that condones or encourages illegal activity; or
(6) that violates City (including City Charter or Administrative Code), state, or federal law including, but not limited to, trademark and copyright law.
(7) that violates City policies, regulations, rules, directives, or procedures applicable to neighborhood councils.

8.8. No Neighborhood Council Digital Communications may include endorsement of private entities, including non-profit organizations, but may provide links as necessary to the operation of a neighborhood council-approved event, and in that circumstance, must also include the following disclaimer: “Acknowledgement of any entity or person(s) on this page does not constitute the neighborhood council’s support or endorsement of it or its products or services.”

9. Uses of a Private or Non-Neighborhood Council Website, Social Media, or Newsletter

9.1. No neighborhood council board or committee member is authorized to establish or administer a personal website, Social Media, or newsletter utilizing their title or position on a neighborhood council to publish information concerning the neighborhood council’s meetings, events, and activities. If individual board members wish to encourage civic engagement through the neighborhood council, they may post a link to the Neighborhood Council Website, and shall, to the greatest extent that a given platform allows, block the ability of any posts and/or comments to avoid any discussion regarding neighborhood council matters.

9.2. No neighborhood council board or committee member is permitted to display or permit display of any neighborhood council or City seal, logo, trademark, apparel, vehicle, badge, patch, or other official neighborhood council or City image on any private, non-Neighborhood Council Website, Social Media, or Newsletter, including but not limited to, any website, social media, or newsletter they personally establish or administer.

9.3. No neighborhood council board or committee member is authorized to utilize or publish confidential, personal, private, or sensitive information obtained in their capacity as a member of a neighborhood council board or committee on any private, non-Neighborhood Council Website, Social Media, or Newsletter, including but not limited to, any website, social media, or newsletter they personally establish or administer.

9.4. Some uses of websites, Social Media, and newsletters may reflect on a neighborhood council or the City or appear to reflect a position or policy on behalf of a neighborhood council or the City. Further, some uses may risk interference with the public’s rights under the Brown Act, risk converting a platform into a limited public forum protected by the First Amendment, or risk an appearance of a conflict of interest or bias. For those reasons, when using a private non-Neighborhood Council Website, Social Media, or Newsletter, including but not limited to, any websites, social media, and newsletters, administered by neighborhood council board members and committee members:

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9.4.1. Neighborhood council board members and committee members shall not list or utilize their official neighborhood council title or email address, or create any other impression that there is an official relationship between their neighborhood council role and the website, Social Media, or newsletter. Identification of their neighborhood council position as part of a resume or biography is permissible. A neighborhood council board or committee member shall not publish inaccurate information regarding his or her title, position, or role on a neighborhood council.

9.4.2. Neighborhood council board members or committee members are not authorized to attribute personal statements or opinions to the neighborhood council or the City. If a reasonable inference can be drawn that a personal statement or opinion is the neighborhood council's or the City's, the neighborhood council board member or committee member shall affirmatively use a disclaimer that establishes that the statement or opinion is personal and does not represent a statement of the opinion of the neighborhood council or the City.

9.4.3. Neighborhood council board members and committee members shall refrain from discussing or commenting upon any matter that is pending before or may come before the neighborhood council. Commenting may include "friending" or "liking."

9.4.4. Neighborhood council board members and committee members shall refrain from discussing or commenting upon the parties and their representatives involved in a matter that is pending before or may come before the neighborhood council. Commenting may include "friending" or "liking."

9.4.5. Neighborhood council board members and committee members shall refrain from discussing or commenting upon the opinions or positions of other neighborhood council board members and committee members upon a matter that is pending or may come before the neighborhood council. Commenting may include "friendling" or "liking."

9.5. Due to the risks that a neighborhood council board member or committee member's use of a private, non-neighborhood Council Website, Social Media, or Newsletter may appear to reflect on a position or policy on behalf of a neighborhood council or the City, interfere with the public's rights under the Brown Act, convert a platform into a limited public forum protected by the First Amendment, or create an appearance of a conflict of interest or bias, violations may result in disqualification of an individual or neighborhood council from participating in a matter pending or that may come before the board, or actions by the City under Section 22.818(e) of the Los Angeles Administrative Code or remedies such as those listed at Section 22.818(e) of the Los Angeles Administrative Code.

10. Comments

10.1. Comments from the public may be disallowed or disabled on Neighborhood Council Digital Communications, provided they are blocked at all times. In the event that comments are allowed on Neighborhood Council Digital Communications, they must be monitored daily (see Attachment A - Neighborhood Council System Commenting Policy Notice)

10.2. The Neighborhood Council System Commenting Policy Notice must be made available online and in context with any Neighborhood Council Digital Communications that permits comments. (Attachment A - Neighborhood Council System Commenting Policy Notice.

10.3. The Account Moderator must monitor the comments posted by the public. With the approval of the Department, comments that are contrary to the rules identified herein may be removed or restricted. The general goal of comment moderation is to provide a forum where individuals can freely express their opinions without infringing on the ability of others to do so. The City Attorney's Office is available to provide legal advice on potential removal of content.

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10.4. If comments do not otherwise violate this policy, then the content must be allowed to remain, regardless of whether it is favorable or unfavorable to the neighborhood council or to any neighborhood council member.

10.5. Users who repeatedly violate comment guidelines may be blocked. An account may only be blocked after multiple violations of this policy have been recorded and submitted to the Department and the action of blocking an account has been agreed upon by the Department. If further guidance is needed, please consult the City Attorney's Office, Neighborhood Council Advice Division.

10.6. Illegal, or potentially illegal, activity should be reported to the Los Angeles Police Department promptly.

10.7. Account Administrators or Moderators should make a good faith effort to respond to public and private messages and comments where appropriate.

11. Security and Privacy

11.1. The Account Administrator is expected to protect confidential, personally identifiable information, or any other data that could potentially be used to identify or harm a particular person.

11.2. If a security breach is suspected to have taken place or is confirmed, the Account Administrator must notify the president or chair of the neighborhood council and the Department immediately, regardless of time of day or day of the week. If necessary, the Neighborhood Council Digital Communications account will be suspended or deactivated.

11.3. An Account Administrator is expected to be judicious in the third-party applications they use in the course of their duties and take regular inventory of the applications connected to official accounts and devices. This is critical for ensuring the security of accounts.

11.4. Passwords must be different for each account so as to minimize potential damage due to a security breach (i.e., unauthorized access to one account should not allow unauthorized access to other accounts).

11.5. Passwords to administer Neighborhood Council Digital Communications must be changed and recorded regularly to ensure proper security, including but not limited to, the following circumstances:

11.6. At the departure of an Account Administrator, passwords must be changed and reported to the Neighborhood Council president or chair and the Department.

11.7. Passwords and login information must be kept in carefully stored, secure places whether online, on hard disk, or in a physical space. It is recommended to store passwords and login credentials in separate files or locations to ensure security.

12. Records Retention and Public Information

12.1. Content on all Neighborhood Council Digital Communications may be subject to disclosure as required by the California Public Records Act (CPRA).

12.2. The public must be clearly informed that any information posted on Neighborhood Council Website or Social Media is subject to disclosure. The Neighborhood Council must advise

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the public against posting personal identifying information, including personal contact information such as residential addresses, telephone numbers, and email addresses.

13. Notice to Third-Parties

13.1. Linking to, following or "friending" persons or organizations on Neighborhood Digital Communications platforms is not an endorsement by the neighborhood council and is only intended as a means of communication.

13.2. Any references or links to a specific entity, product, service, or organization posted by individuals on the Neighborhood Council Digital Communications should not be considered an endorsement by the neighborhood Council.

13.3. The Neighborhood Council does not review, sponsor, or endorse any other website linked to its Neighborhood Council Digital Communications. The views and opinions of authors expressed on those websites do not necessarily state or reflect the opinion of the City and may not be quoted or reproduced for the purpose of stating or implying any endorsement or approval of any product, person, or service.

13.4. The Neighborhood Council is not responsible for content that appears on external links.

13.5. The Neighborhood Council is not responsible for and does not guarantee the authenticity, accuracy, appropriateness, or security of any link, external website, or its content.

14. Other Laws, Regulations and Policies

This policy is not intended to serve as the exclusive guidance for neighborhood councils in their use of Digital Communications. Other applicable laws, regulations, and policies include the following:

14.1. First Amendment: Websites and social media accounts that have been utilized for official government business have been considered to be public forums subject to the First Amendment. In addition, private or personal accounts containing discussion of neighborhood council business might be deemed public forums subject to the First Amendment.

14.2. Prohibitions against lobbying and political advocacy: Neighborhood Council Digital Communications are funded and/or developed with public funds and public resources and contain intellectual property owned by the City. Their use may not conflict with laws restricting the use of public funds for lobbying or advocacy.

14.3. Ralph M. Brown Act: The Brown Act requires that discussion, deliberation, or action by the neighborhood council occur at a public meeting. Neighborhood councils may not engage in "serial communications" in violation of the Brown Act.

14.4. California Public Records Act: The Public Records Act requires inspection or disclosure of public records to the public upon request. Websites, social media, or newsletters utilized to conduct neighborhood council business (whether on neighborhood or personal platforms), are subject to the California Public Records Act.

14.5. Conflicts of Interest laws: Certain provisions of the California Political Reform Act, Government Code § 1090, and common-law conflicts of interest rules, have been interpreted to apply to certain neighborhood council activities.

14.6. City Charter, laws, regulations, and policies: The City Charter, the Administrative Code, and City regulations promulgated by the City Clerk's Office and City Clerk's Office govern the role, authority, and conduct of neighborhood councils. Pertinent provisions of other City policies,

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including but not limited to, the City's Information Technology Agency policies and the City's policies relating to volunteers such as neighborhood council board and committee members may also apply.

14.7. Other Commission Policies: This Policy does not supersede and is to be read in coordination with other Commission policies, including the Commission's code of conduct, censure, and removal policies.

14.8. Neighborhood Council By-Laws*:* Neighborhood councils are also governed by their respective by-laws. Therefore, when a neighborhood council establishes a website or social media account, the content therein must accurately reflect activities and events that have been approved by the governing body of each neighborhood council in compliance with its by-laws.

15. Attachments

15.1. Attachment A - Neighborhood Council System Commenting Policy Notice

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ATTACHMENT A

Neighborhood Council System Commenting Policy Notice

The Neighborhood Council welcomes you and your comments

The purpose of the neighborhood council's website and social media is to present information from the neighborhood council to its stakeholders so as to encourage participation in the neighborhood council system's advisory role to the City.

Comments posted to the Neighborhood Council website or social media account are public. The Neighborhood Council therefore advises against posting sensitive personal identifying information, such as home addresses, phone numbers, and personal email addresses, on its website or social media account.

A comment or post by the public on any Neighborhood Council website or social media is the opinion of the commenter or poster only and does not imply endorsement of, or agreement by, the Neighborhood Council.

The overarching purpose of comment moderation is to create a place online where users can engage in a discussion of ideas, policies, and topics without significantly infringing on the ability of other users to do so. Comments or responsive content (like an image or video) that are in violation of the policies set forth by the platform they are posted on (e.g., a comment posted on Facebook that violates Facebook's code of conduct for users) should be reported to the platform for review.

If comments or responsive content from users do not violate the platform's policies for use they are potentially eligible for moderation by the Neighborhood Council website or social media administrator.

Comments containing any of the following are subject to potential removal and/or restriction by the Neighborhood Council:

- Off topic comments, including comments outside the jurisdiction of the neighborhood council system or unrelated to the original post
- Obscene content
- Threats to any person or organization
- Solicitation of commerce, including but not limited to advertising of any business
- or product for sale
- Conduct in violation of any federal, state, or local law
- Encouragement of illegal activity
- Information that may tend to compromise the safety or security of the public or public systems, or
- Content that violates the privacy or security of an individual or a legal ownership interest, such as a copyright, of any party.