



**Loyola Marymount University (LMU)  
Neighborhood Advisory Committee (NAC) Guidelines**

**ARTICLE I. Name and Members**

This organization shall be known as the LMU Neighborhood Advisory Committee, referred to as NAC.

1. Committee Members. The Committee shall be comprised of:
  - a. Representative from Community Relations.
  - b. Representative from Department of Public Safety.
  - c. Representative from the LMU Student Affairs division.
  - d. Master Plan compliance officer.
  - e. Two LMU students.
  - f. Four community representatives appointed by the applicable Council Office (which shall take into consideration the community members' proximity to LMU).
  - g. Two representatives appointed by the Neighborhood Council of Westchester-Playa del Rey (NCWPDR).
  - h. One representative of the applicable Council Office.
  - i. One representative of the Los Angeles Police Department (LAPD).

**ARTICLE II. Purpose**

1. The committee shall meet at least four times per year in regard to matters of public safety and student behavior in the community, and other community concerns.
2. The committee and LMU shall work together in good faith to reach a reasonable, practical resolution of matters, which addresses community concerns and legal requirements and operating and programmatic requirements of the university.

**ARTICLE III: Notification of Meetings**

Meetings shall be scheduled in advance and open to the public.

1. Notice for each meeting shall be:
  - a. Advertised in advance in a local newspaper.
  - b. Posted on the LMU Community Relations website.
  - c. Distributed by email to people who have requested such distribution as well as all committee members and recent meeting attendees.
  - d. The Council District Office that represents LMU and the immediately surrounding neighborhood shall also be notified in advance of all meetings.
2. The LMU Community Relations representative shall set the agenda for all such meetings. Any committee member may request an item be placed on the agenda by written notice to the Community Relations representative no less than one (1) week before the scheduled meeting date.

- a. Agenda for the meetings shall be posted on the LMU Community Relations website at least 48 hours before the meeting.

#### ARTICLE IV. Meetings

Committee meetings must be held at least four per year.

1. Reports - Committee members to report out on any news, updates, on-going and upcoming projects, and any other relevant information.
  - a. Master Plan Compliance Officer
    - i. Master Plan Compliance Officer to update committee on the university's compliance with the Specific Plan and Development Agreements.
    - ii. Review the annual reports on an annual basis that are submitted to the L.A. City Planning department: Development Agreement Annual Report and the LMU Report to Planning Full Time Equivalent (FTE) Parking.
  - b. LMU Committee Members
    - i. LMU Committee Members to report out and take questions on all past, present and future activities within the purview of their office or position.
      1. Representatives from LMU Department of Public Safety and Student Affairs shall report on neighborhood disturbances and any student conduct issues.
  - c. Community Members
    - i. Community Members to share information and upcoming events in the neighborhood relevant to LMU and the community.
  - d. NCWPDR Reps
    - i. NCWPDR Reps to share information and upcoming events regarding the council's work in the community.
  - e. Councilmember Rep
    - i. Councilmember Rep to share all relevant information from the Councilmember's office.
  - f. LAPD Reps
    - i. Senior Lead Officer, or appropriate representative from the LAPD, to share crime data and statistics in the Westchester area and any other relevant information.
  - g. Members of the public will get up to one minute to respond to an agenda item.
2. Minutes shall be taken of the meeting and posted on the LMU Community Relations website typically within 15 business days from the meeting date unless otherwise communicated to NAC members by the Community Relations representative.
3. Public comment

- a. Any person may bring matters to the committee's attention and may address any such meeting, subject to reasonable rules of order.
  - b. Each member of the public will get up to 2.5 minutes to speak. A representative from LMU may answer the question during the meeting or request that it be agendaized for an upcoming meeting.
4. Special meetings
    - a. Additional meetings can be called if the committee deems it necessary.
    - b. The representative from Community Relations shall also attend special meetings on reasonable notice called by a majority of the committee

#### ARTICLE V: Community Incidents and Requests

Community Relations Representative shall share a list of community incidents since the previous meeting. The representative shall report on any updates, relevant information, and any resolutions, if appropriate, regarding said comments and requests.

1. Annual Report
  - a. Community Relations Representative shall conduct an annual review and report key findings to the committee.

#### ARTICLE VI: Parliamentary Procedures

Robert's Rules of Order shall be utilized in order to resolve procedural questions and conflicts.