Cypress Park's Guide to Neighborhood Council Meetings
(updated Nov 10, 2026)

Neighborhood Councils are made up of **VOLUNTEERS**. Though there is an election every two years, we are not paid employees of the city. Even if you're not on the board, you can get involved in our decision making and event planning!

Neighborhood Councils are bound by the Brown Act, which basically means that decisions are made publicly with public input. Cypress Park's board consists of 9 people; in order for us to be able to act on anything, we must have quorum, which is 5 people present.

**Board Meeting**
The full board meets once a month: 2nd Tuesday, 7:00PM, Cypress Park Rec Center.

Generally, at each meeting, we do the following:

- **Listen to public comment on non-agendized items.** If your issue or event didn't make it into our agenda, but you'd like to make a public comment, all you have to do is fill out a speaker card at the beginning of the meeting and hand it to the Chair. *If you've come to talk about an item on the agenda, please note that item on the agenda and we will make sure you get a chance to speak when the item is up for discussion.*
- **Listen to government officials.** Police or fire officials, representatives of elected officials, and other department staff will present updates and announcements relevant to the community.
- **Take care of meeting administration paperwork.** We approve minutes, monthly expenditure reports, and hear committee reports.
- **Discuss and Take Action on Agenda Items.** In order us to vote on an issue or funding request, it must be on our agenda. Some of the main things we take action on are:
    - **Letters of support for community issues.** Do you need some support with your communication with a city department like transportation or the city council?Let us know how we can help!
    - **Community Impact Statements.** These are generally in support or opposition to development projects and city council agenda items.
    - **Neighborhood Council organized events** (movie nights, music festivals, street clean-ups: these are generally planned by the Outreach Committee)
    - **Funding Requests** (see below for more information)
    - **Outreach efforts.** The mission of the neighborhood council system is to engage community stakeholders and communicate between stakeholders and city government.

  Each item includes time for the board members and the public to make comments and ask questions before the board votes on an action.
- **Eat.** Seriously, we provide dinner to the public at these meetings. Come for the food, stay for the discussion :)

**Committee Meetings**
The same rules apply to our committee meetings as our board meeting. All meetings are public and we encourage community members to attend and work with us to improve the community.

These meetings are more focused on specific issues—outreach, planning & land use, homelessness—than the general board meeting. They also tend to be smaller. You do not have to be a board member to serve on a committee. Please contact the chair or attend a meeting if you'd like to volunteer!

**FAQ**

**How do I get my issues/concern/funding request/event on the monthly agenda so that you can discuss and vote to take action?**
Please email the Board's Chair 1 week before the meeting. The Chair has the final say of what does or does not get placed on the agenda, and sometimes not everything can make it onto the agenda. In those cases, you are welcome to use the public comment period.

**I am part of a non-profit organization that would like to request funding. What do I do?**
First, please email the Chair 1 week before the meeting to request to be added to the agenda. A 20 or so word description of the request is greatly appreciated.
There are then two items you need to obtain and fill out:

(1) NPG Application signed by the Executive Director and Secretary. This must include an explanation of how the funding will benefit the public and a detailed budget.
(2) IRS Determination Letter.

Please submit both items to the Treasurer at least two days before the meeting.

**I'd like for my LAUSD school to get a grant to [paint a mural, buy some supplies, host an event...] What do you need?**
Same as the non-profit: make sure you contact the chair to get on an agenda. You'll need to submit two items to the Treasurer at least two days before the meeting:

(1) NPG Application signed by the LAUSD school Principal and Vice Principal. This must include an explanation of how the funding will benefit the public and a detailed budget.
(2) Letter requesting the grant with amount and purpose on Official School Letterhead.

**I have an idea for an event / my organization would love the neighborhood council to co-sponsor an event. How can we work together?**
Most events start at or are referred to the Outreach Committee. Your best bet is to contact the Chair of the Outreach Committee, ask to be added to the Outreach agenda, and attend the monthly Outreach meeting.