

Tarzana Neighborhood Council  
Standing Rule

Agendas and Minutes

1. The Tarzana Neighborhood Council, its committees, sub-committees and ad hoc committees shall have written agendas for all meetings. The agendas will be available prior to the meetings. TNC, its committees and sub-committees shall post copies of their agendas in accordance with the TNC By-laws, Standing Rules and on any TNC website.

2. The Tarzana Neighborhood Council, its committees, sub-committees and ad hoc committees shall have written minutes of all of their meetings to allow TNC's stakeholders to be informed of their activities.

3. A copy of all minutes and agendas shall be maintained on the TNC web site or at the TNC office for a period of one year.

Adopted April 26, 2011