

**WEST LOS ANGELESSAWTELLE
NEIGHBORHOOD COUNCIL
(WLASNC)**

BYLAWS

Approved November 25, 2020

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West Los Angeles Sawtelle Neighborhood Council Bylaws

Article I – Name

The name of this organization is the WEST LOS ANGELES SAWTELLE NEIGHBORHOOD COUNCIL, referred to herein as the WLASNC.

Article II – Purpose

The purpose of the WLASNC is to provide representation and advocacy for the diverse interests of all stakeholders in the WLASNC. Participation in the WLASNC is based on good faith efforts to identify such Stakeholders interested in participating.

The objectives of the WLASNC will be:

1. To offer a forum for the discussion and review of issues and projects of interest to the WLASNC neighborhood.
2. To offer a forum to engage all WLASNC Stakeholders to collaborate and deliberate on matters affecting this community.
3. To assist and serve as an advisory body to government agencies on issues relating to the WLASNC neighborhood.
4. To monitor the delivery of city services and to make recommendations to the Los Angeles City Council regarding budgetary issues and City services.
5. To engage in other activities unless prohibited by law.
6. To not interfere with the internal affairs of any individual, group or organization.
7. To remain non-partisan.

Article III – Boundaries

301. Boundary Description.

The WLASNC boundaries (the “WLASNC neighborhood”) are defined as being the area bounded by the San Diego (405) Freeway on the east, the south side of Wilshire Boulevard on the north, the Santa Monica (10) Freeway on the south and, to the west, the City of Santa Monica, excluding any and all federal Veterans’ Administration property. The boundaries of the WLASNC are set forth in Attachment A - Map of West Los Angeles Sawtelle Neighborhood Council.

302. Internal Boundaries.

The WLASNC internal boundaries are as follows:

- A.** North East District – Northeast of Nebraska Avenue and Barrington Avenue
- B.** North West District – Northwest of Nebraska Avenue and Barrington Avenue
- C.** South East District – Southeast of Nebraska Avenue and Barrington Avenue
- D.** South West District – Southwest of Nebraska Avenue and Barrington Avenue

Article IV – Stakeholder

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the Neighborhood Council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the Neighborhood Council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

All Board Members must provide proof of Stakeholder status each year to the Secretary of the Board, at least one month prior to the date in which officer elections will be held, with up-to-date documentation, and must immediately notify the Board of their Stakeholder status is invalidated, lapses, or changes. Failure to provide such information will result in censure of the Board Member, and if no documentation is produced within 30 calendar days of the censure, the Board Member will be removed from the Board. Such removed Board Member may reapply for the vacant seat at any time, provided that proof of Stakeholder status is available.

Article V – Governing Board

501. Composition.

The WLASNC Board of Directors (the “Board”) will consist of fifteen (15) voting Stakeholders, of at least eighteen (18) years of age, elected or appointed by the Board. All Board Members must be Stakeholders as defined In Article IV, and they must be qualified to run for a particular seat.

A. The composition of the Board will be as follows:

- Four (4) Residents: one (1) from each of the following sections of the WLASNC area:
 - Northeast of the intersection of Nebraska and Barrington,
 - Northwest of the intersection of Nebraska and Barrington,
 - Southeast of the intersection of Nebraska and Barrington,
 - Southwest of the intersection of Nebraska and Barrington;
- One (1) Large Business Representative – Owner or operator of a business with twenty (20) or more employees
- Two (2) Small Business Representatives – Owner or operator of a business with nineteen (19) or fewer employees
- Two (2) representatives from houses of worship, educational institutions, non-profit community services or civic organizations (each such representative must be designated by the entity to be represented and authorized to seek election and the entity must have a permanent office within the boundaries of the WLASNC);
- Six (6) At-Large Representatives.

502. Quorum.

A quorum will consist of nine (9) of the voting members of the Board. No votes may be taken and no decisions may be made in the absence of a quorum. If no quorum is present, the Board may still conduct a meeting to hear presentations and comments from Stakeholders and others.

503. Official Actions.

A majority vote of a quorum of the Board present and voting, not including abstentions, is required to take action. As an example, if only nine (9) voting members of the Board are present, then five (5) affirmative votes are required to pass any motion.

1. No voting by proxy.
2. Ability of Presiding Officer to Vote. The presiding Officer may vote on all motions.

504. Terms and Term Limits.

Board seat term will be for a period of four (4) years.

505. Duties and Powers.

The WLASNC will be subject to any and all applicable sections of the City of Los Angeles Charter, the City of Los Angeles Governmental Ethics Ordinances as set forth in Los Angeles Municipal Code Section 49.5.1, seq. and all other applicable laws of the Local, State, and Federal Government. The primary duties of the Board will be to govern the WLASNC and to carry out its objectives.

506. Vacancies.

In the event of a resignation, removal, or other vacancy on the Board, any Board Member may nominate a qualified representative from the area or category represented for the vacant seat. Any qualified Stakeholder may also apply for the vacant seat by written application submitted to the Board. Filling a vacancy requires an affirmative vote of a majority of quorum. The replacement's term will be that of the representative he or she is replacing. Vacancies of the board shall be posted and announced within 30 days of the vacancy, and any nominations shall be accepted and considered at the first Board meeting after notice of the vacancy. The Board is not required to fill the vacant position to which a person is nominated, but a vote of acceptance or rejection of all pending nominations shall be had.

507. Absences.

If a Board Member fails to attend three (3) consecutive regular meetings, not including special meetings, of the Board, or fails to attend any 4 of 5 meetings, the Board Member will automatically be removed from the Board. Such removed Board Member may reapply for the vacant seat at any time, provided that proof of Stakeholder status is available. If such former member reapplies, all rules and requirements for any Stakeholder applying for a vacant seat shall apply. The WLASNC will consult with the Office of the City Attorney through any Board Member removal process.

508. Censure.

The purpose of the censure process is to place a Board Member on notice of misconduct and to

provide the Board Member with an opportunity to correct the misconduct. The Neighborhood Council (“Neighborhood Council”) may censure any Board Member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board Member:

1. A motion to censure a Board Member may be initiated by any three (3) Board Members. Those Board Members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the Board Member.
2. The Board Member, group of Board Members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board Member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board Member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board Member should be censured. The Board Member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

6. In no event shall a motion to censure a Board Member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

509. Removal.

Any Board Member may be removed by the Neighborhood Council (“Neighborhood Council”) for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board Member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners’ (“Commission”) Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board Member:

1. A motion to remove a Board Member may be initiated by any three (3) Board Members. Those Board Members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the Board Member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
2. The Board Member, group of Board Members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.
3. The Board Member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to censure will be considered.

4. The Board Member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board Member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board Members. The Board Member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board Member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board Member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the Board Member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.
8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
 - a. The request must be in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board Member.
 - b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
 - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.
 - d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
 - e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board Member or return the matter to the Neighborhood Council for further consideration.
 - f. If the Commission returns the matter for further consideration and the Neighborhood Council

does not act within sixty (60) days of the Commission's decision the Board Member will be considered reinstated.

- g. During the period of appeal the Board Member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.
 - h. If the matter is returned to the Neighborhood Council for further consideration the Board Member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.
9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board Members who fail to attend meetings, join committees, maintain their Stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

510. Resignation.

A Board Member may resign from the WLASNC, and the position will then be deemed vacant. No board vote is required to accept a resignation. All resignations shall be in writing directed to the chair of the board and the secretary.

511. Community Outreach.

See WLASNC Standing Rules.

Article VI – Officers

601. Officers of the Board.

The Officers of the Board consist of a Chair, Vice Chair, Treasurer, Outreach Director and Secretary.

602. Duties and Powers.

- 1. **Chair:** The Chair will, subject to the approval and direction of the Board, have general supervision, direction and control of all business and activities of the WLASNC. The Chair will preside over all meetings of the Board. The Chair will be an ex-officio member of all committees and may serve on a committee in the absence of a committee member.

2. **Vice Chair:** The Vice Chair will perform the duties of the Chair at any time that the Chair is unwilling or unable to perform those duties, as well as such other duties as deemed necessary or appropriate by the WLASNC.
3. **Secretary:** The Secretary will prepare the agendas for all Council Meetings, keep minutes of all Council Meetings, conduct the Council general correspondence and preserve the Council records and documents.
4. **Outreach Director:** The Outreach Director will serve as Chair of any Outreach Committee, issue notices of WLASNC meetings, manage press relations, receive, and relay to the WLASNC Early Warning System Notices contemplated by Section 907 of the Los Angeles City Charter. In addition, the Outreach Director will administer a system, subject to Board approval, through which the Board will communicate with Stakeholders on a regular basis.
5. **Treasurer:** The Treasurer will be responsible for accounting for such funds as may become the responsibility of the WLASNC. The Treasurer will also have responsibility to be knowledgeable about City budgets and how City resources are allocated in order to assist the WLASNC in understanding how its recommendations relate to City programs and activities. The Treasurer will be knowledgeable about, and his or her procedures will conform to, generally accepted accounting procedures.

603. Selection of Officers.

The Board will elect its Officers annually by a majority vote. All Officers must be members of the Board.

604. Officer Terms.

The Officers will serve a term of one (1) year or until selection of a successor.

Article VII – Committees

701. Standing Committees.

See WLASNC Standing Rules. Each committee member's inclusion in a standing committee, whether a Board Member or Stakeholder, shall be approved by the Board per section 503 of these Bylaws. Committees shall elect their own chair, which must be a Board Member. The board may remove the chair of any committee from his or her duties.

702. Ad Hoc Committees.

See WLASNC Standing Rules.

703. Committee Creation and Authorization.

The Board may authorize the formation of a Standing or Ad Hoc committee by a majority vote of a quorum of the Board. The Board may eliminate any Standing or Ad Hoc committee by a majority vote of a quorum of the Board.

Article VIII – Meetings

801. Meeting Time and Place.

All WLASNC meetings will be open to the public and the press. The WLASNC will meet at least once per calendar quarter at a location in the WLASNC neighborhood. At any Board meeting at which the Chair is absent, the presiding officer for that meeting will be the Vice Chair. In the absence of both, the presiding officer will be the Secretary.

802. Agenda Setting.

The President sets the WLASNC general meeting agendas in compliance with the Brown Act, the Department of Neighborhood Empowerment's policies, and the policies of the Board of Neighborhood Commissioners.

803. Notification and Posting.

The WLASNC will adhere to all applicable Brown Act regulations. All meetings will be governed by the Brown Act. The board will also adhere to the Commission's Neighborhood Council Agenda Posting Policy. The agendas for Board meetings will be posted seventy-two (72) hours in advance of the meeting in the designated West Los Angeles locations, on the WLASNC website and emailed to stakeholders if WLASNC maintains such a database. Regular and special Board meeting agendas shall also be emailed to the Department. Copies of the agenda, minutes and other materials will be available at Board meetings and on the website. Each meeting of the Board will include public comment periods.

804. Reconsideration.

The Board may make a Motion to Reconsider and alter its action taken on any item listed on an agenda at any time during a meeting, or make a Motion for Reconsideration at its next regular meeting as indicated below:

1. If the Board moves and approves a Motion for Reconsideration at the initial meeting wherein an action was taken, then the underlying item may be reconsidered at that time.
2. If the Board moves and approves a Motion for Reconsideration at the next regular meeting then consideration of the item may only occur at the regularly scheduled meeting if the item for

consideration has been placed on that meeting's agenda. If the underlying item for reconsideration has not been placed on the agenda for that next regular meeting, then it will be considered at a subsequent meeting pursuant to the Ralph M. Brown Act.

Article IX – Finances

The WLASNC agrees to comply with all financial accountability requirements as specified by City Ordinance and in the Plan for a Citywide System of Neighborhood Councils (Plan), and as stated in the City's Certification Application. The WLASNC further agrees to comply with all financial reporting requirements as prescribed by the City of Los Angeles and/or the Department of Neighborhood Empowerment (Department) and the Office of the City Clerk.

Article X – Elections

1001. Administration of Election.

The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

1002. Governing Board Structure and Voting.

The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

1003. Minimum Voting Age.

Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

1004. Method of Verifying Stakeholder Status.

Voters will verify their Stakeholder status by providing acceptable documentation.

1005. Restrictions on Candidates Running for Multiple Seats.

A candidate shall declare their candidacy for no more than one (1) position on the WLASNC Board during a single election cycle.

1006.Other Election-related Language.

Intentionally Left Blank.

Article XI – Grievance Process

The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Any Stakeholder may express concerns about the actions or decisions of the Board of Directors, or any WLASNC committee by filing a written grievance with the Board.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board or a committee at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with these Bylaws or the WLASNC Policies and Procedures, or any failure of the Board or any committee to comply with the City's Charter, the Plan, local ordinances, and/or State and Federal law.

The Board will follow the Grievance Procedures as specified in the WLASNC Policies and Procedures. The Board will, pursuant to a majority vote, rule on any unresolved grievance in writing, within ninety (90) days of the filing of the grievance or at the next regularly scheduled board meeting after the ninety (90) days has passed. This time may be reasonably extended pursuant to a majority vote by the Board. In the event that a grievance cannot be resolved through this process to the satisfaction of the Stakeholder filing the grievance, the stakeholder may refer the matter to the Department of Neighborhood Empowerment (Department) for consideration and processing through the Department's complaint system.

Article XII – Parliamentary Authority

The WLASNC shall use Robert's Rules of Order when conducting its meetings. Additional rules and/or policies and procedures regarding the conduct of the Board and/or WLASNC meetings may be developed and adopted by the Board.

Article XIII – Amendments

Bylaws may be amended by placing the item on two consecutive board agendas with an affirmative vote of 2/3 of the Board. Upon approval of such amendment, the board shall submit an amendment application to the Department of Neighborhood Empowerment and follow any and all other rules mandated by the City of Los Angeles.

Article XIV – Compliance

1401. Code of Civility.

The WLASNC will follow the Code of Civility in its Standing Rules. Board Members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy. All Board Members shall also conduct themselves in accordance with the code of conduct outlined in the WLASNC standing rules. Failure to comply with either code of conduct may result in censure and/or removal from the board.

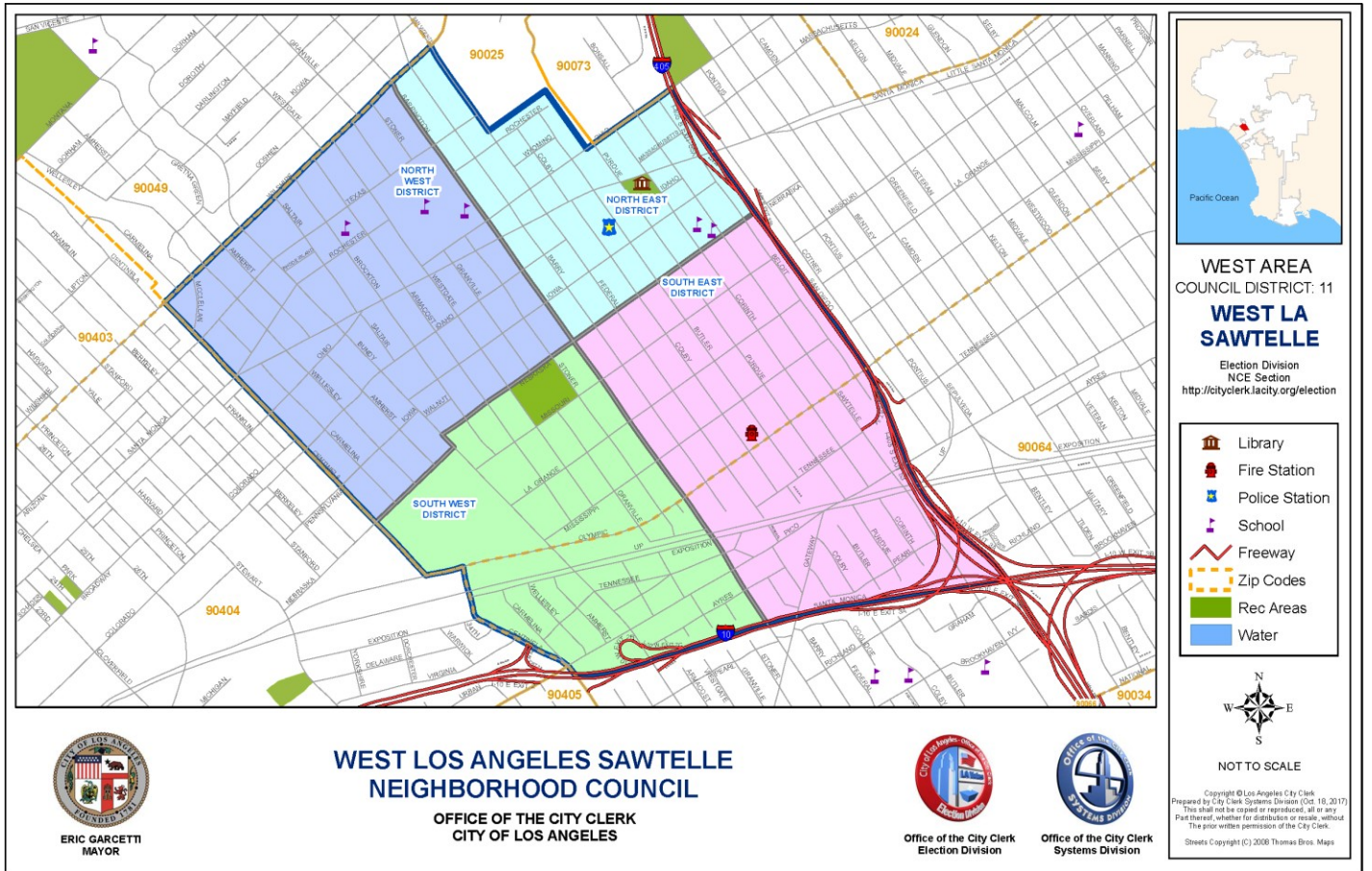
1402. Training.

The WLASNC will abide by any City mandated training policy and procedures. All Board Members must take ethics and funding training prior to making motions and voting on funding related matters.

1403. Self-Assessment.

Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A – Map of West Los Angeles Sawtelle Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting
West Los Angeles Sawtelle Neighborhood Council – 15 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
North East District Representative Term: 4 Years	1	Elected	Stakeholder in the North East District who is 18 years or older.	Stakeholder who is 16 years or older.
South West District Representative Term: 4 Years	1	Elected	Stakeholder in the South West District who is 18 years or older.	Stakeholder who is 16 years or older.
North West District Representative Term: 4 Years	1	Elected	Stakeholder in the North West District who is 18 years or older.	Stakeholder who is 16 years or older.
South East District Representatives Term: 4 Years	1	Elected	Stakeholder in the South East District who is 18 years or older.	Stakeholder who is 16 years or older.
Large Business Representative Term: 4 Years	1	Elected	Stakeholder who owns or operates a business with 20 or more employees and is 18 years or older.	Stakeholder who is 16 years or older.
Small Business Representatives Term: 4 Years	2	Elected	Stakeholders who own or operate a business with 19 or fewer employees and are 18 years or older.	Stakeholder who is 16 years or older.
Organizational Representatives Term: 4 Years	2	Elected	Stakeholders who belong to an organization and are 18 years old or older.	Stakeholder who is 16 years or older.
At-Large Representatives Term: 4 Years	6	Elected	Stakeholders who are 18 years or older.	Stakeholder who is 16 years or older.