# WESTSIDE NEIGHBORHOOD COUNCIL

## BYLAWS

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Westside Neighborhood Council Bylaws Approved 2-2-2021
ARTICLE X  ELECTIONS

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ATTACHMENT A - Map of Westside Neighborhood Council

ATTACHMENT B – Governing Board Structure and Voting
ARTICLE I    NAME

The name of this organization shall be the WESTSIDE NEIGHBORHOOD COUNCIL (WNC).

ARTICLE II    PURPOSE

A. PURPOSES. The purpose of the WNC shall be:

1. To be a forum for the discussion and review of issues and projects of interest to the “Westside Neighborhood” as defined in Article III.

2. To be an advocate for the Westside Neighborhood to governmental and private agencies upon those issues that the WNC selects.

3. To assist other organizations in the Westside Neighborhood which want help in accomplishing their objectives or projects and which the WNC desires to support.

4. To assist and serve as an advisory body to the Los Angeles City Council, including its District office(s) serving the Westside Neighborhood, City Council Committees and City boards and commissions, by making investigations and recommendations on issues relating to the Westside Neighborhood.

5. To engage in such other activities as are allowed by law.

B. POLICY. The policy of the WNC shall be:

1. To inform Westside Neighborhood stakeholders of forthcoming projects and events. The WNC shall establish procedures for communicating with all stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner through a combination of one or more of the following: e-mail postings, posting notices on the web page of the Department of Neighborhood Empowerment (Department or DONE), public postings, written correspondence and regular meetings.

2. Not to interfere with the internal affairs of any individual, group or organization.

3. Not to restrict an individual or a group or other organization from pursuing whatever community project the individual or the members of the group or organization think desirable.

4. Not to restrict any individual or group or organization from speaking out on any side of any issue on which the individual or group or organization wants to be heard.

5. Not to represent any political parties nor endorse any candidates for political office.

6. To have fair, open, and transparent procedures for the conduct of our neighborhood council business.
ARTICLE III    BOUNDARIES

Section 1: Boundary Description
The “Westside Neighborhood” is hereby defined as the area bounded:

A. North
   by Santa Monica Boulevard;

B. East
   by a border including the properties fronting on the eastern side Century Park East
   from Santa Monica Boulevard to Pico Boulevard then westerly along Pico Boulevard
   then southerly along Motor Avenue then along Monte Mar Drive southeasterly then
   southerly along Anchor Avenue extending past Anchor Avenue’s cul-de-sac to
   connect with Club Drive until Club Drive connects with National Boulevard;

C. South
   by a border of National Boulevard extending from the San Diego Freeway (405) to
   Overland Boulevard, then southerly along Overland Boulevard to the Santa Monica
   Freeway (10), then easterly along the Santa Monica Freeway (10) to the National
   Boulevard exit; and

D. West
   by the San Diego Freeway (405).

Section 2: Internal Boundaries
The Westside Neighborhood Council (WNC) internal boundaries are shown in Attachment
A as a Map of the WNC and are described as follows:

Business Area Seats
For Seats One (1), Two (2), and Nineteen (19):
   North: by Santa Monica Boulevard;
   East: by Century Park West extending to Pico Boulevard, east of Fox Hills Drive;
   South: by businesses north of Pico Boulevard; and
   West: by the San Diego Freeway (405).

For Seats Three (3) and Four (4):
   North: by businesses south of Pico Boulevard;
   East: by Motor Avenue southerly then along Monte Mar Drive southeasterly to
   Monte Mar Terrace then easterly on Monte Mar Place then southerly along
   Anchor Avenue extending past Anchor Avenue’s cul-de-sac to connect with Club
   Drive to go southerly until it connects with National Boulevard, then southerly to
   the Santa Monica Freeway (10);
   South: by Santa Monica Freeway (10) westerly to Overland Boulevard and
   National Boulevard moving westerly to the San Diego Freeway (405); and
   West: by the San Diego Freeway (405).

For Seats Five (5) and Six (6)
   North: by Santa Monica Boulevard;
   East: by the properties fronting on the western side of Century Park East (by the
   Beverly Hills border) from Santa Monica Boulevard to Pico Boulevard;
South: by Pico Boulevard from Century Park East to the extended westerly portion of Century Park West; and
West: by Century West extending to Pico Boulevard.

Residential Area Seats

For Seats Seven (7) and Eighteen (18)
North: by Santa Monica Boulevard;
East: by the S. Beverly Glenn Boulevard (homes on the west side of the street);
South: by Pico Boulevard (homes on the north side of the street); and
West: by the San Diego Freeway (405).

For Seat Eight (8)
North: by Pico Boulevard (homes on the south side of the street);
East: by Kelton Avenue, including homes on Ayres Avenue and Clarkson Road;
South: by National Boulevard; and
West: by the San Diego Freeway (405).

For Seat Nine (9)
North: by Pico Boulevard (homes on the south side of the street);
East: by the westside of Overland Avenue (excluding properties which are both on the east side of the street and northside of Northvale Road) going southwesterly along Northvale Road until Dunleer Drive (including homes residing on Dunleer Place and Coventry Place);
South: by National Boulevard extending from the Santa Monica Freeway (10) east of Overland Boulevard to Northvale Road and Dunleer Drive; and
West: by Midvale Avenue.

For Seat Ten (10)
North: by Santa Monica Boulevard;
East: by Fox Hills Drive extending to Pico Boulevard (to include homes on Missouri Avenue, La Grange Avenue, Dunkirk Avenue, Kenwood Avenue, Louisiana Avenue, and Orton Avenue);
South: by Pico Boulevard (homes on the north side of the street); and
West: by South Beverly Glenn Boulevard (homes on the east side of the street).

For Seat Eleven (11)
North: by Santa Monica Boulevard;
East: by the border of Beverly Hills and Los Angeles including the properties fronting on the eastern side Century Park East from Santa Monica Boulevard to Pico Boulevard;
South: by Pico Boulevard (homes on the north side of the street); and
West: by Century Park West.

For Seat Twelve (12)
North: by Pico Boulevard (homes on the south side of the street);
East: southerly on Motor Avenue (between Pico Boulevard and Monte Mar Drive) easterly on Monte Mar Drive towards Monte Mar Terrace moving southeasterly until Monte Mar Place going easterly, then southeasterly down Anchor Avenue until Beverlywood Street towards the east then southeast down
Beverwil Drive until Kincardine Avenue (homes on the north side of the street and including homes on Altman Avenue) then westerly to Club Drive northerly to Forrester Drive (excluding homes on the south side of the street between Queensbury Drive and Cavendish Drive) westerly to go southwesterly down Queensbury Drive (homes on the west side of the street) until Patricia Avenue (homes on the north side of the street) to go westerly until Motor Avenue (homes on the west side of the street) southerly to the Santa Monica Freeway (10);

**South:** by the Santa Monica Freeway (10) extending from National Boulevard and Overland Avenue to Motor Avenue; and

**West:** by Overland Avenue (homes on the east side of the street) (Exclude east of Overland Avenue and homes on the northeast side of Northvale Road, along the Santa Monica Freeway (10) to include homes north of the Santa Monica Freeway (10) to Motor Avenue) to Northvale Road southerly (homes on the east side of the street).

For Seat Thirteen (13)

**North:** by Forrester Drive (homes on the south side of the street) at the Queensbury Drive intersection moving easterly to Club Drive until Kincardine Avenue (homes on the south side of the street), the homes on Cavendish Drive, Bridlevale Drive, Earlmar Drive, and Danalda Drive are included in this area;

**East:** by National Boulevard near Manning Avenue and the Santa Monica Freeway (10) (homes north and west side of the street) going northerly until Club Drive (homes on the south and west side of the street) going north up to Kincardine Avenue;

**South:** by the Santa Monica Freeway (10); and

**West:** by Motor Avenue (homes on the west side of the street) northerly to Patricia Avenue (homes on the south side of the street), then going easterly to Queensbury Drive (homes on the east side of the street) to a northerly direction until Forrester Drive.

**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]

The only seat for which a Community Interest Stakeholder may vote is the At-Large seat (Seat 17).

ARTICLE V  GOVERNING BOARD

The WNC “Governing Board” means the Governing Body within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (Plan) and is intended to provide representation of the diverse interests of all Stakeholders. “Board Member” means a member of the Governing Board. References in these Bylaws to “Board” refer to the Governing Board. Only a Stakeholder who has attained the age of eighteen (18) years by the time of his or her selection may serve as a Board Member.

Section 1: Composition
The Governing Board consists of nineteen (19) voting Board Members as follows:

A. Business:

1) Seats One (1), Two (2), and Nineteen (19): a Stakeholder who is an owner or an employee of a business located within the boundaries of San Diego Freeway (405), Century Park West, Santa Monica Boulevard, and Pico Boulevard;
2) Seats Three (3) and Four (4): a Stakeholder who is an owner or an employee of a business located south of Pico Boulevard in the Westside Neighborhood
3) Seats Five (5) and Six (6): a Stakeholder who is an owner or an employee of a business located within the boundaries of Century Park West, Santa Monica Boulevard, Pico Boulevard and the Beverly Hills border.

B. Residential:

1) Seats Seven (7) and Eighteen (18): a Stakeholder residing at a residential address located within the boundaries of San Diego Freeway (405), Beverly Glen Boulevard (homes on the west side of the street), Santa Monica Boulevard and Pico Boulevard (homes on the north side of the street).
2) Seat Eight (8): a Stakeholder residing at a residential address located within the boundaries of San Diego Freeway (405), Kelton Avenue, Pico Boulevard (home on the south side of the street) and National Boulevard.
3) Seat Nine (9): a Stakeholder residing at a residential address located within the boundaries of Midvale Avenue, Overland Avenue (excluding homes which are both on the east side of the street and north of Northvale Road), Pico Boulevard (homes on the south side of the street), and National Boulevard or residing on Dunleer Place or Coventry Place east of Overland Avenue.
4) Seat Ten (10): a Stakeholder residing at a residential address located within the boundaries of Beverly Glen Boulevard (homes on the east side of the street), Fox Hills Drive, Santa Monica Boulevard, and Pico Boulevard (homes on the north side of the street).
5) Seat Eleven (11): a Stakeholder residing at a residential address located within the boundaries of Century Park West, Century Park East, Santa Monica Boulevard, and Pico Boulevard (homes on the north side of the street).

6) Seat Twelve (12): a Stakeholder residing at a residential address located within the boundaries of Overland Avenue (homes on the east side of the street) (except homes on Dunleer Place and on Coventry Place between Overland Avenue and Dunleer Place), Pico Boulevard (homes on the south side of the street), Motor Avenue (between Pico Boulevard and Lorenzo Place), Monte Mar Drive, Anchor Avenue, Dannyhill Drive (excluding all homes on Dannyhill Drive), Club Drive, Forrester Drive (excluding homes on the south side of the street between Queensbury Drive and Cavendish Drive), Queensbury Drive (homes on the west side of the street), Patricia Avenue (homes on the north side of the street), Motor Avenue (between Patricia Avenue and National), and the Santa Monica (10) Freeway.

7) Seat Thirteen (13): a Stakeholder residing at a residential address located within the boundaries of Queensbury Drive (homes on the east side of the street), Forrester Drive (homes on the south side of the street), Cavendish Drive, Bridlevale Drive, Danalda Drive, Club Drive, Dannyhill Drive, Anchor Avenue, National Boulevard, Santa Monica (10) Freeway, Motor Avenue (homes on the west side of the street), and Patricia Avenue (homes on the south side of the street).

C. Other Stakeholders:


2) Seat Fifteen (15): an appointed representative of Schools in the Westside Neighborhood.

3) Seat Sixteen (16): an appointed representative of Non-Profit Organizations in the Westside Neighborhood.

4) Seat Seventeen (17): a selected representative of “At Large” Stakeholders.

D. Alternates

Each Board Member shall select an alternate to attend and vote at meetings when the Board Member cannot attend. Each alternate must be eligible to hold the Board seat for which that person is the alternate. Alternates serve at the pleasure of the Board Member who appointed that alternate and can be removed by that Board Member at any time without cause. When a Board seat becomes vacant for any reason, the alternate for that seat may sit at the Board table and vote at Board meetings for a maximum of two (2) Board meetings after the occurrence of the vacancy, or until the vacancy is filled, whichever occurs first. The alternate then ceases to be the alternate for that seat and may not sit in place of that Board Member. This provision does not prevent that person from becoming the Board Member for that seat.

Section 2: Quorum

No formal meeting shall be held or business conducted or votes taken in the absence of a quorum. A quorum shall consist of nine (9) of the voting Board Members.
Section 3: Official Actions
Except as otherwise specifically provided, an affirmative vote of a majority of those present and voting not including abstensions, shall be required to pass motions. The presiding officer may vote on all motions. Voting by proxy shall not be allowed. The alternate Board Member may vote only when the Board Member is absent.

Section 4: Terms
Each Board Member shall serve for a term of four (4) years and until his or her successor is selected and qualified as provided for in these Bylaws.

Section 5: Duties and Powers
The primary duties of the Governing Board shall be to govern the WNC and to carry out its objectives. On request of the Chair or the WNC, a Board Member shall provide a written summary of the systems through which the Board Member shall communicate on a regular basis with the Stakeholders he or she represents. The Chair shall be authorized to represent the WNC for purposes of communicating with any governmental entity, the press and any other person. The Chair or the Governing Board may authorize any other person to represent the WNC on enumerated subject matter for purposes of communicating to enumerated groups or entities.

Section 6: Vacancies
If a seat on the Governing Board is vacant for any reason, the vacancy may be filled by the Governing Board in accordance with the following procedure:

A. For seats other than Seats Fourteen (14) through Sixteen (16): Notice of the vacancy, and of a proposed vote by the Governing Board to approve a candidate to fill the vacancy, shall be placed on the agenda of a Governing Board meeting and be posted for the public and distributed to the Governing Board in the same manner that all agenda items are set and posted. At that meeting, the Governing Board may fill the vacancy by majority vote of those voting. Any Stakeholder who is eligible for that seat may apply by notifying the Chair or the Secretary in writing. Nominations to fill the vacancy may be made by the candidates themselves, by Board Members, by Board alternates, or by any member of any constituency represented by the vacant seat. In electing the replacement Board Member, the Governing Board shall consider any expressions of support or opposition, whether written or oral, from members of the constituency represented by the seat.

B. For Seats Fourteen (14) through Sixteen (16): Vacancies shall be filled in accordance with the procedure set forth in Section 6 of Article X, except that, if there is more than one (1) candidate for any of these Board seats, those candidates must come to the next meeting of the Board (rather than to “the first Board meeting of the newly selected Board”) and notice of the proposed selection and of the proposed vote by the Governing Board to approve a candidate to fill the seat shall be placed on the agenda of that Board meeting and posted and as provided in Section 6 of Article X.

Each Board Member selected by the Board for Seats Fourteen (14) through Sixteen (16) shall contact the organization(s) in the category such Board Member represents no later
than one (1) month prior to the expiration of the Board Member’s term to arrange the selection of a Board Member for the next term.

**Section 7: Absences**

If a Board Member fails to attend two (2) consecutive regular meetings of the Governing Board, and the Board Member’s alternate fails to attend in place of the Board member, the Chair (or any Officer authorized by the Chair) shall reasonably notify the Board Member that the Board Member shall be subject to removal unless the Board Member or the alternate attends the next meeting of the Board. Any meeting of the WNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

**Section 8: 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.

Section 9: Removal of Governing Board Members

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 remove 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 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.

Section 10: Resignation
A Board Member may resign from the Governing Board, and the position shall then be deemed vacant. Any Board Member who ceases to meet the requirements for his or her seat no longer qualifies for that seat and, therefore, no longer holds that seat and shall notify the Chair of that change in the status.

Section 11: Community Outreach
The WNC is committed to developing a system whereby pertinent information transmitted through the City’s Early Notification System will be disseminated or timely made available to every Stakeholder. The Governing Board shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the WNC, including its Board selections, to find future leaders of the Governing Board, and to encourage all Stakeholders to seek leadership positions within the Governing Board.

A. The Governing Board shall have a standing Outreach Committee, which will report its activities and recommendations to the Governing Board monthly at the regular Governing Board meeting.

B. The Governing Board shall maintain a web site presence to disseminate information to WNC Stakeholders and others interested in the WNC.

C. In addition, the Governing Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners’ Association and other local organizations as determined by the Board.

D. Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

Westside Neighborhood Council Bylaws Approved 2-2-2021
ARTICLE VI  OFFICERS

Section 1: Officers of the Board
The “Officers” of the WNC shall consist of a Chair, a Vice-Chair, a Secretary, a Treasurer, and a Parliamentarian.

Section 2: Duties and Powers

A. Chair
The Chair shall, subject to the approval of the Governing Board, have general supervision, direction and control of all business and activities of the Governing Board. The Chair shall preside over all meetings of the Governing Board and shall be an ex-officio member of all committees.

B. Vice-Chair
The Vice-Chair shall perform the duties of the Chair at any time the Chair is unwilling or unable to perform those duties, as well as such other duties as deemed necessary or appropriate by the Chair.

C. Secretary
The Secretary shall: (1) keep minutes of all WNC Meetings, including all meetings of the Governing Board and all meetings of the Officers, (2) conduct the WNC general correspondence and preserve the WNC records and documents, (3) issue notices of WNC meetings, (4) receive and relay to the WNC Early Warning System Notices contemplated by Section 907 of The Los Angeles City Charter, and (5) administer a system, subject to approval by the Governing Board, through which the WNC shall communicate with stakeholders on a regular basis, at least once per calendar quarter, through a combination of one or more of the following: e-mail postings, public postings, written correspondence and regular meetings.

D. Treasurer
The Treasurer shall be responsible for accounting for such funds as may become the responsibility of the WNC. The Treasurer shall also have responsibility to be knowledgeable about City budgets and how City resources are allocated in order to assist the WNC in understanding how its recommendations relate to City programs and activities.

E. Parliamentarian
The Parliamentarian shall be a consultant and advisor to the Chair on rules and procedure for all WNC proceedings and shall be the custodian of the Bylaws and Standing Rules of the WNC. The Parliamentarian shall call to the attention of the Chair in an unobtrusive way any error in proceedings.

Section 3: Selection of Officers
Immediately following conclusion of each selection process meeting for the selection of Governing Board Members as provided for Article X, the newly selected Governing Board shall meet for the purpose of electing these officers as provided below.
A. Nomination & Election of Officers
The Governing Board Members shall nominate candidates for each officer position. Only Governing Board Members shall be qualified to hold officer positions. The Governing Board shall vote to elect a Member to serve in each officer position. The voting shall be open and otherwise in compliance with the Ralph M. Brown Act. A majority vote of those present and voting not including abstentions shall be necessary for election of each such officer. If there are more than two (2) candidates for an office and none receives a majority vote on the first ballot, a run-off election shall be held immediately between the two (2) candidates having received the highest number of votes in the first ballot.

B. Officer Vacancy
In the event of a permanent vacancy in an office, the presiding officer shall nominate a replacement Officer to be seated after approval by the Governing Board. The replacement shall serve for the remainder of the term of the office being filled.

Section 4: Officer Terms
Each Officer shall serve a term of four (4) years and until his or her successor is elected and qualified. The Officers shall serve at the pleasure of the Governing Board.

ARTICLE VII COMMITTEES AND THEIR DUTIES

Section 1: Standing Committees
The Governing Board may establish or terminate any committee at any time. Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 2: Ad Hoc Committees
All Ad Hoc Committees shall be established by the Board. Ad Hoc Committees that include non-board member stakeholders shall be agendized, noticed, and conducted in keeping with the Brown Act.

Section 3: Committee Creation and Authorization

A. Committee Authority
Committees determine how they conduct their business. Each Committee must report on its activities at each regular meeting of the Governing Board or as requested by the Chair, subject to the approval of the officers. Committee meetings are open to all stakeholders. Committees may invite others to attend to assist in the work of the Committee.

B. Committee Structure
Committee members shall be appointed by the Chair and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board Members and may include any interested Stakeholders.
C. **Committee Appointment**
Each committee chair selects the members of that committee, taking into account the goals of promoting the efficient operation of the committee and of reflecting the diversity of stakeholders.

D. **Committee Meetings**
The Governing Board is authorized to supplement the provisions of Article VII by Standing Rules in any manner consistent with these Bylaws and applicable law. All committee meetings shall be governed by any written rules adopted by the WNC for conduct of meetings, or by Robert’s Rules of Order, where no WNC rule applies.

E. **Changes to Committees**
The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Board meeting minutes.

F. **Removal of Committee Members**
Committee members may be removed by the committee chair, according to the same criteria provided in these Bylaws for removing a member of the Governing Board. Any committee member removed by the committee chair may ask the Governing Board to reverse that removal. Any such removal may be reversed by the Governing Board.

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**ARTICLE VIII MEETINGS**

All meetings, as defined by the Ralph M. Brown Act, shall be open to the public and the press and shall be noticed and conducted in accordance with the Ralph M. Brown Act. At any meeting at which the Chair is absent, the presiding officer for that meeting shall be the Vice-Chair. In the absence of both, the presiding officer shall be the Secretary.

**Section 1: Meeting Time and Place**
The location of all WNC meetings shall be within the Westside Neighborhood.

A. **Regular Meetings**
The WNC shall meet monthly and set the dates, times and location of such regular meetings.

B. **Special Meetings**
In the event that any matter requires urgent action before the next regularly scheduled meeting, (a) the Chair, (b) any two (2) Officers or (c) a majority of Board Members may call a special meeting. Notice of the special meeting shall be given to each Board Member in writing by email (or other means of electronic communication reasonably likely to be received by the intended recipient) or by telephone and all notices (by whatever means given) shall be given at least twenty-four (24) hours in advance of the time set for the commencement of the special meeting. In the case of a special meeting called by Board Members, proof of delivery of the notice shall be obtained or the person giving the notice shall certify to
the Chair in writing that the required notice was given and such certification shall state the means used to give each such notice.

Section 2: Agenda Setting
The Chair, subject to approval of a majority of the Officers, shall set the agenda for each Board meeting. Minutes of each meeting shall be sent by e-mail (or other means of electronic communication reasonably likely to be received by the intended recipient) to all Board Members and such others in the community as the Board directs.

Section 3: Notifications/Postings
The WNC shall obey any or all sections of the State of California’s open meeting procedures that apply to Neighborhood Councils (including the Ralph M. Brown Act) as well as the Board of Neighborhood Commissioner’s posting policy which includes posting meeting notices in generally accepted public places or through electronic media, such as e-mail or posting notice on the Department’s website.

Section 4: Reconsideration
The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two (2) days, shall: (1) make a motion for reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) a motion for reconsideration on the described matter and (2) a proposed action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board Member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board Member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting.

ARTICLE IX   FINANCES

A. The Treasurer of the WNC shall serve in place of the Chair if the Chair and Vice-Chair are unable to serve.

B. The Treasurer shall perform all duties of a treasurer as, from time to time, prescribed by the Los Angeles Office of the City Clerk, the Neighborhood Council’s Funding Program and the policies and procedures of DONE, including, but not limited to, presenting the monthly expenditure report of the WNC to the Board for its review and approval.

ARTICLE X   ELECTIONS

Section 1: Administration of Election
The WNC shall hold a selection process instead of an election to fill the Governing Board. The Governing Board will be chosen at a meeting which will be held no later than the second Thursday in March 2022 and on the second Thursday in March every four (4)
years thereafter. A selection committee consisting of stakeholders, who cannot be
candidates, shall be appointed by the Governing Board no later than ninety (90) days prior
to the date of the meeting. The selection committee shall promulgate procedures for the
conduct of the selection process meeting and selection of Governing Board members.
The selection committee shall also choose an independent and neutral third party to
monitor the selection process and certify the result. All selection procedures shall be in
conformity with the selection rules established by the City of Los Angeles and shall be
approved by the Department.

Section 2: Governing Board Structure and Voting
All candidates for the Governing Board membership must be qualified Stakeholders at the
time of selection, as defined by Attachment B to these Bylaws. All qualified WNC
stakeholders are entitled to vote for one of Seats 1-13 and 18-19 to the extent qualified
and are also entitled to a second vote for Seat 17 to the extent qualified in all selections for
WNC Board seats, as defined by Attachment B to these Bylaws. No Stakeholder may vote
by proxy. 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.

Section 3: 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)]

Section 4: Method of Verifying Stakeholder Status
Voters will verify their Stakeholder status by providing acceptable documentation.
Stakeholder status may also be established by means of declaring a stake (or interest) in
the neighborhood and providing documentation supporting that declaration.

Section 5: Restrictions on Candidates Running for Multiple Seats
A candidate shall declare their candidacy for no more than one (1) position on the
Governing Board during a single selection cycle.

Section 6: Other Election Related Language

Selection Process for Board Seats Fourteen (14) to Sixteen (16)
The candidate(s) for Board Seats Fourteen (14) through Sixteen (16) shall be selected by
the organizations comprising each constituency corresponding to each such Board Seat.
If there is only one candidate for any of these Board seats, the Board shall appoint that
candidate to that seat. If there is more than one (1) candidate for any of these Board seats,
those candidates must come to the first Board meeting of the newly selected Board. To be
a candidate for a selected seat, a person must obtain a nominating letter from a
constituent organization of the seat. Each candidate may bring additional letters of support
and may make a presentation to the Board about their qualifications. The Board will then
appoint by majority vote the Board Member for each of these contested seats. In deciding
which applicant to appoint, the Board shall take into account the WNC’s goal of
representing the diverse interests of all Stakeholders. Notice of the proposed selection,
and of the proposed vote by the Governing Board to approve a candidate to fill the seat,
shall be placed on the agenda of a Board meeting and be posted for the public and
distributed to the Board in the same manner that all agenda items are set and posted.
ARTICLE XI  GRIEVANCE PROCESS

Any grievance by a Stakeholder must be submitted in writing to the Board. The Board shall then refer the matter to an ad hoc grievance panel comprised of at least three (3) Stakeholders who are randomly selected by the WNC Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance panel. The WNC Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board outlining the panel’s collective recommendations for resolving the grievance. The WNC may receive a copy of the panel’s report and recommendations prior to any meeting by the Governing Board, but the matter shall not be discussed among the Board Members until the matter is heard at the next regular meeting of the Board.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the WNC at one of its meetings. Those grievances can be aired at WNC meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the WNC’s failure to comply with WNC Rules or these Bylaws.

In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan. Board Members are not permitted to file a grievance against another Board Member or against the WNC.

ARTICLE XII  PARLIAMENTARY AUTHORITY

To the extent the WNC has not adopted its own rules for conducting its meetings, the WNC shall follow Robert’s Rules of Order. The Rules of the WNC that have been formally adopted and set forth in writing shall, unless contrary to State or federal law, take precedence where there is a conflict with Robert’s Rules of Order.

Standing Rules may be approved by the Board to supplement the administration of these Bylaws. Such rules shall be in addition to the Bylaws and shall not be construed to change or replace any Bylaw. If there is any conflict between a provision of the Bylaws and a Standing Rule, the Bylaw shall govern. Standing Rules may be adopted, amended, or repealed by a majority vote of those voting.

ARTICLE XIII  AMENDMENTS

Any Board Member or any Stakeholder may propose amendments, changes, additions or deletions to these Bylaws during the public forum period of a regular meeting of the Board. A proposal to amend these bylaws, however, must then be formalized in writing and then lodged with the Secretary or person responsible for preparing the agenda for the next
A recommendation for amendment or adjustment of these Bylaws must be made by a two-thirds (2/3) vote of the entire number of the Board Members. Thereafter, and within fourteen (14) days after a vote recommending adjustment or amendment to the Bylaws, Bylaws Amendment Application shall be submitted to the Department along with a copy of the existing Bylaws for review and approval by the Department all in accordance with the Plan.

ARTICLE XIV  COMPLIANCE

The WNC, its Board Members, and all Stakeholders shall obey WNC Rules and shall abide by the Plan and all City, County, State, and federal laws that apply.

Section 1:  Code of Conduct
The WNC, its Board Members and all Stakeholders shall endeavor to conduct WNC business in a professional and respectful manner. Board Members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

Section 2:  Training
All Board Members shall take training as required by DONE.

Section 3: Self Assessment
Westside Neighborhood Council Bylaws Approved 2-2-2021
### Attachment B – Governing Board Structure and Voting
Westside Neighborhood Council – 19 Board Seats

<table>
<thead>
<tr>
<th>BOARD POSITION</th>
<th>SELECTED OR APPOINTED?</th>
<th>ELIGIBILITY TO RUN FOR THE SEAT</th>
<th>ELIGIBILITY TO VOTE FOR THE SEAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Seats 1, 2 and 19</td>
<td>Selected</td>
<td>Stakeholder who is at least 18 years of age at the time of the selection and is an owner or an employee of a business located within the boundaries of San Diego Freeway (405), Century Park West, Santa Monica Boulevard, and Pico Boulevard</td>
<td>Any Stakeholder who is at least 16 years of age at the time of the selection and who is an owner or an employee of a business located within the Business Seats 1, 2, and 19 geographic area.</td>
</tr>
<tr>
<td>Business Seats 3 and 4</td>
<td>Selected</td>
<td>Stakeholder who is at least 18 years of age at the time of the selection and is an owner or an employee of a business located south of Pico Boulevard in the Westside Neighborhood.</td>
<td>Any Stakeholder who is at least 16 years of age at the time of the selection and who is an owner or an employee of a business located within the Business Seats 3 and 4 geographic area.</td>
</tr>
<tr>
<td>Business Seats 5 and 6</td>
<td>Selected</td>
<td>Stakeholder who is at least 18 years of age at the time of the selection and is an owner or an employee of a business located within the boundaries of Century Park West, Santa Monica Boulevard, Pico Boulevard and the Beverly Hills border.</td>
<td>Any Stakeholder who is at least 16 years of age at the time of the selection and who is an owner or an employee of a business located within the Business Seats 5 and 6 geographic area.</td>
</tr>
<tr>
<td>Residential Seats 7 and 18</td>
<td>Selected</td>
<td>Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the boundaries of San Diego Freeway (405), Beverly Glen Boulevard (homes on the west side of the street), Santa Monica Boulevard and Pico Boulevard (homes on the north side of the street).</td>
<td>Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seats 7 and 18 geographic area.</td>
</tr>
<tr>
<td>Residential Seat 8</td>
<td>Selected</td>
<td>Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the boundaries of San Diego Freeway (405), Kelton Avenue, Pico Boulevard (homes on the south side of the street), and National Boulevard.</td>
<td>Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seat 8 geographic area.</td>
</tr>
<tr>
<td>Residential Seat 9</td>
<td>Selected</td>
<td>Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the boundaries of Midvale Avenue, Overland Avenue (excluding homes which are both on the east side of the street and north of Northvale Road), Pico Boulevard (homes on the south side of the street) and National Boulevard or residing on Dunlee Place or Coventry Place east of Overland Avenue.</td>
<td>Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seat 9 geographic area.</td>
</tr>
<tr>
<td>BOARD POSITION</td>
<td>ELECTED OR APPOINTED?</td>
<td>ELIGIBILITY TO RUN FOR THE SEAT</td>
<td>ELIGIBILITY TO VOTE FOR THE SEAT</td>
</tr>
<tr>
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</tr>
<tr>
<td>Residential Seat 10</td>
<td>Selected</td>
<td>Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the boundaries of Beverly Glen Boulevard (homes on the east side of the street), Fox Hills Drive, Santa Monica Boulevard and Pico Boulevard (homes on the north side of the street).</td>
<td>Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seat 10 geographic area.</td>
</tr>
<tr>
<td>Residential Seat 11</td>
<td>Selected</td>
<td>Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the boundaries of Century Park West, Century Park East, Santa Monica Boulevard and Pico Boulevard (homes on the north side of the street).</td>
<td>Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seat 11 geographic area.</td>
</tr>
<tr>
<td>Residential Seat 12</td>
<td>Selected</td>
<td>Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the boundaries of Overland Avenue (homes on the east side of the street) (except homes on Dunleer Place and on Coventry Place between Overland Avenue and Dunleer Place), Pico Boulevard (homes on the south side of the street), Motor Avenue (between Pico Boulevard and Lorenzo Place), Monte Mar Drive, Anchor Avenue, Dannyhill Drive (excluding all homes on Dannyhill Drive), Club Drive, Forrester Drive (excluding homes on the south side of the street between Queensbury Drive and Cavendish Drive), Queensbury Drive (homes on the west side of the street), Patricia Avenue (homes on the north side of the street), Motor Avenue (between Patricia Avenue and National) and the Santa Monica Freeway (10).</td>
<td>Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seat 12 geographic area.</td>
</tr>
<tr>
<td>Residential Seat 13</td>
<td>Selected</td>
<td>Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the boundaries of Queensbury Drive (homes on the east side of the street), Forrester Drive (homes on the south side of the street), Cavendish Drive, Bridlevale Drive, Danalda Drive, Club Drive, Dannyhill Drive, Anchor Avenue, National Boulevard, Santa Monica Freeway (10), Motor Avenue (homes on the west side of the street) and Patricia Avenue (homes on the south side of the street).</td>
<td>Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seat 13 geographic area.</td>
</tr>
<tr>
<td>Faith-Based Representative Seat 14</td>
<td>Appointed</td>
<td>Stakeholder who is at least 18 years of age at the time of the appointment and is a representative of Synagogues, Churches and other Religious Institutions in the Westside Neighborhood.</td>
<td>See appointment process.</td>
</tr>
<tr>
<td>Schools Representative Seat 15</td>
<td>Appointed</td>
<td>Stakeholder who is at least 18 years of age at the time of the appointment and a representative of Schools in the Westside Neighborhood</td>
<td>See appointment process.</td>
</tr>
<tr>
<td>BOARD POSITION</td>
<td>ELECTED OR APPOINTED?</td>
<td>ELIGIBILITY TO RUN FOR THE SEAT</td>
<td>ELIGIBILITY TO VOTE FOR THE SEAT</td>
</tr>
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<td>-------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Non-Profit Organizations Representative Seat 16</td>
<td>Appointed</td>
<td>Stakeholder who is at least 18 years of age at the time of the appointment and a representative of Non-Profit Organizations in the Westside Neighborhood.</td>
<td>See appointment process.</td>
</tr>
<tr>
<td>At-Large Seat 17</td>
<td>Selected</td>
<td>Stakeholder who is at least 18 years of age at the time of the selection.</td>
<td>Stakeholder who is at least 16 years of age at the time of the selection.</td>
</tr>
</tbody>
</table>