

**Bylaws of Voices Neighborhood Council – Table of Contents**

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**ARTICLE I: NAME**

The name of this Neighborhood Council shall be the Voices Neighborhood Council (“Council”).

**Article II: PURPOSE**

- A The purpose of the Voices Neighborhood Council is to participate as an advisory body on issues of concern to the Voices Neighborhood Council and in the governance of the City of Los Angeles and to bring together and empower all Stakeholders within the community.
  
- B The mission of the Voices Neighborhood Council is:
  - 1. To encourage activities that result in an economically thriving, socially and physically healthy, beautiful community of individuals, families, businesses and service providers, other stakeholders who are dedicated to the wellbeing of each and all members.
  - 2. To serve all members as the coordinating and information clearinghouse on strategic community issues. The strategic issues to be addressed will be determined by the Voices Neighborhood Council board with encouraged input from the Stakeholders.
  - 3. To provide an inclusive open forum for public discussion of strategic issues and advise the City of Los Angeles concerning City governance, the needs of this community, the delivery of City services to the South Los Angeles area, and on matters of a Citywide nature., and
  - 4. Solicit opinions from Stakeholders regarding issues and events that will affect them.
  - 5. Inform and educate Stakeholders of forthcoming projects, events, and available City resources.
  - 6. Develop a sense of pride and responsibility for our neighborhood through community participation.
  
- C The policy of the Voices Neighborhood Council shall be:
  - 1. To manage and conduct the affairs of Voices Neighborhood Council with competence and integrity and to establish honor and value for each individual as our hallmark.
  - 2. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved within the Voices Neighborhood Council.
  - 3. To remain non-partisan with respect to political party affiliations. and inclusive in operations including, but not limited to, the election process for governing body and committee members.
    - a. To encourage all Stakeholders to participate in all activities of the Voices Neighborhood Council while striving for diversity when selecting our Board.
  - 4. To prohibit discrimination against any individual or group in operations of the Voices Neighborhood Council on the basis of race, color, ethnicity, creed, religion or belief, national origin, ancestry, sex, sexual orientation, age, disability, marital status, homeowner/renter status, gender identity, gender expression, income and/or economic status, or political affiliation or belief, or perception of any of the aforementioned.

5. To have fair, open, and transparent procedures for the conduct of Voices Neighborhood Council business.

### Article III: BOUNDARIES

#### Section 1: Boundary Description

The VNC includes a geographic area with boundaries as follow (described in a clockwise manner):

- A. **NORTH:** South side of Martin Luther King Jr. Boulevard, between Southbound 110 Freeway on the east, continuing west to the east side of Normandie Avenue.
- B. **EAST:** Southbound 110 Freeway from Martin Luther King Jr. Blvd. on the north and Gage Ave. on the south.
- C. **SOUTH:** West on the north side of Gage Avenue from Southbound 110 Freeway to Vermont Avenue, continuing north on Vermont Avenue to 62nd Street, then west on 62nd Street to the south side of Normandie Avenue.
- D. **WEST:** South on the east side of Normandie Avenue from Martin Luther King Jr. King Boulevard to the north side of 62nd Street.

Shared space boundaries: The Exposition Park Complex or Exposition Blvd. on the North; Figueroa Street on the East; Vermont Avenue on the West, and Martin Luther King, Jr. Blvd. on the South.

#### Section 2: Internal Boundaries

The VNC includes a geographic area with boundaries as follow (described in a clockwise manner):

##### A. Area 1

- 1. **North:** South side of Martin Luther King Jr. Blvd., between Southbound 110 Freeway on the east, continuing west to the east side of Normandie Ave.
- 2. **South:** Vernon Ave (north side of street), between Southbound 110 Freeway on the east, continuing west to the east side of Normandie Ave.
- 3. **East:** Southbound 110 Freeway, between Martin Luther King, Jr., Blvd on the North and Vernon Ave. on the South.
- 4. **West:** Normandie Ave (east side of street), between Martin Luther King, Jr., Blvd on the north and Vernon Ave. on the south.

##### B. Area 2

- 1. **North:** Vernon Ave. (south side of street), between Southbound 110 Freeway on the east, continuing west to the east side of Normandie Ave.
- 2. **South:** 52nd Street, between Southbound 110 Freeway on the east, continuing west to the east side of Normandie Ave.
- 3. **East:** Southbound 110 Freeway, between Vernon Ave. on the North and Gage Street on the South.

4. **West:** Normandie Ave (east side of street), between Vernon Ave. on the North and 52nd Street on the South.

### C. Area 3

1. **North:** 53<sup>rd</sup> Street, between Southbound 110 Freeway on the east, continuing west to the east side of Normandie Ave.
2. **South:** Slauson Ave (north side of street), between Southbound 110 Freeway on the east, continuing west to the east side of Normandie Ave.
3. **East:** Southbound 110 Freeway, between Martin Luther King, Jr., Blvd on the North and Gage Street on the South.
4. **West:** Normandie Ave (east side of street), between Southbound 110 Freeway on the east, continuing west to the east side of Normandie Ave.

### D. Area 4

1. **North:** Slauson Ave (south side of street), between Southbound 110 Freeway on the east, continuing west to the east side of Normandie Ave.
2. **South:** West on the north side of Gage Street from Southbound 110 Freeway to Vermont Avenue, continuing north on Vermont Avenue to 62nd to Street, then west on 62nd Street to the South side of Normandie Avenue.
3. **East:** Southbound 110 Freeway between Martin Luther King, Jr., Blvd. on the North and Gage Street on the South.
4. **West:** Normandie Ave. (east side of street), between Martin Luther King, Jr., Blvd. on the north and Gage Street on the South.

The boundaries of the VNC are set forth in **Attachment A** - Map of Voices Neighborhood Council.

## 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]

## **Article V: GOVERNING BOARD**

The Board shall be the Governing Body of the Voices Neighborhood Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (Plan).

Section 1: Composition: There shall be fifteen (15) Stakeholders to serve on Voices Neighborhood Council Board. The composition and duties of the Board is as follows:

### **A. President**

The President shall:

1. Preside at all Board meetings
2. Request special meetings when urgent matters arise if the issue warrants critical and timely attention of the Council
3. Formalize monthly agendas and submit to the City and website according to Brown Act in coordination with Vice Chair
4. Maintain oversight of all committees in coordination with the Vice Chair to ensure they are functioning appropriately

### **B. Vice President**

The Vice President shall:

1. Perform the duties of the President in their absence
2. Secure monthly board meeting locations
3. Formalize monthly agendas and submit to city according to Brown Act in coordination with Chair
4. Maintain oversight of all committees in coordination with the President to ensure they are functioning appropriately
5. Shall perform duties of the Parliamentarian in their absence
6. Initiates annual budget planning in coordination with Treasurer or President

### **C. Treasurer**

The Treasurer shall:

1. Initiate annual budget planning in coordination with Vice President or Chair
2. Account for all funds belonging to the Voices Neighborhood Council
3. Disburse all Voices Neighborhood Council funds to assure total compliance with Los Angeles City requirements
4. Comply with the financial controls and reporting functions specified by the Standing Rules and regulations
5. Prescribe a method for keeping a book of accounts and comply with Generally Accepted Accounting Principles
6. Prepare the year-end financial report and present it to the board sixty (60) days prior to the close of the fiscal year

### **D. Corresponding Secretary**

The Corresponding Secretary shall:

1. Prepare and release formal board approved correspondence
2. Routinely inform the public of the Council's activities and inform the Board of City meetings and activities
3. Oversee the maintenance and updating of the website and other social media platforms
4. Maintain and update the stakeholder database

#### **E. Recording Secretary**

The Recording Secretary shall:

1. Record the minutes of each regular and special board meeting
2. Maintain and archive all regular and special board meeting records.
3. Make the record of each meeting available to the public and the Board by suitable means in a timely manner. The Recording Secretary may delegate a person to take minutes at a meeting in the event of an absence. (See Article VIII, Section 2: Agenda Setting, 1. Minutes for more information)

#### **F. Parliamentarian**

The Parliamentarian shall:

1. Ensure that all general Board meetings run in accordance with the Brown Act, Robert Rules of Order, and these By-Laws. After roll call, the parliamentarian shall announce board quorum and voting procedures for agenda items.
2. Provide an orientation to newly elected council members on how to participate in the discussions, make motions, and council responsibilities in coordination with the Chair and Vice Chair.
3. In the absence of the Parliamentarian, the Vice President will assume the duties of the Parliamentarian.

#### **G. At-Large Representative**

The At-Large Representative represents all interests within the boundaries of the Voices Neighborhood Council. This member is also responsible for ongoing outreach activities.

#### **H. Community Organizations Representative**

The Community Organizations Representative represents the interests of community organizations and/or nonprofit organizations (501(c) (3), and is a representative of a community/nonprofit organization that provides services or would like to provide services within the Voices Neighborhood Council boundaries.\* This member is also responsible for ongoing outreach activities to this sector of our community.

\*Please note: Community Interest Stakeholders who are 18 years or older and declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a

substantial and ongoing participation with a community organization that has continuously maintained a physical street address for not less than one year, and that performs ongoing and verifiable activities and operations that benefit the neighborhood, and is located within the NC's boundaries. A for-profit entity shall not qualify as a Community Organization.

#### **I. Housing Advocate Representative**

The Housing Advocate Representative represents the interests of homeowners and renters in our community. This representative should be informed on the issues and concerns related to quality of life and property issues of those who live within Voices Neighborhood Council boundaries. The representative is also responsible for ongoing outreach activities for homeless issues within VNC boundaries.

#### **J. Education Representative**

The Education Representative represents the interest of students and educators within our community. This representative should be informed on the issues and concerns related to educational organizations and institutions within Voices Neighborhood Council boundaries.

#### **K. Area 1 Representative**

The Area 1 Representative represents all interests within Area 1 of the Voices Neighborhood Council. The Area 1 Representative will serve as a point of contact for voicing the Area's community concerns. This representative should serve as a point of contact between their Senior Lead Officers and the Los Angeles Council members assigned to Area 1. This representative should be knowledgeable of city services that can be utilized and benefit Area 1 boundaries. This member is also responsible for ongoing outreach activities to this sector of our community.

#### **L. Area 2 Representative**

The Area 2 Representative represents all interests within Area 2 of the Voices Neighborhood Council. The Area 2 Representative will serve as a point of contact for voicing the Area's community concerns. This representative should serve as a point of contact between their Senior Lead Officers and the Los Angeles Council members assigned to Area 2. This representative should be knowledgeable of city services that can be utilized and benefit Area 2 boundaries. This member is also responsible for ongoing outreach activities to this sector of our community.

#### **M. Area 3 Representative**

The Area 3 Representative represents all interests within Area 3 of the Voices Neighborhood Council. The Area 3 Representative will serve as a point of contact for voicing the Area's community concerns. This representative should serve as a point of contact between their Senior Lead Officers and the Los Angeles Council members assigned to Area 3. This representative should be knowledgeable of city services that can be utilized and benefit Area 3 boundaries. This member is also responsible for ongoing outreach activities to this sector of our community.

#### **N. Area 4 Representative**

The Area 4 Representative represents all interests within Area 4 of the Voices Neighborhood



Council. The Area 4 Representative will serve as a point of contact for voicing the Area's community concerns. This representative should serve as a point of contact between their Senior Lead Officers and the Los Angeles Council members assigned to Area 4. This representative should be knowledgeable of city services that can be utilized and benefit Area 4 boundaries. This member is also responsible for ongoing outreach activities to this sector of our community.

## **O. Youth Representative**

**Youth Representative (1)** – Open to Stakeholders between the ages of fourteen (14) and seventeen (17) on the day of the election or selection. See Admin. Code § 22.814(c). If less than eighteen (18) years of age, the Youth Board Seat member shall be precluded from voting on financial matters, such as neighborhood council expenditures, financial reports, annual budgets, contracts, and recommendations to enter into contracts.

### **Section 2: Quorum**

No official action of the Voices Neighborhood Council shall be conducted in the absence of a quorum. The quorum shall be eight (8) members of the Board. No floating quorums are allowed.

### **Section 3: Official Actions**

A simple majority vote by the Board members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

### **Section 4: Terms and Term Limits**

Board members shall serve a two (2) year term unless the individual is filling a vacancy as outlined in Section 6. There are no term limits.

### **Section 5: Duties and Powers**

The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by a majority vote of the Board.

### **Section 6: Vacancies**

A vacancy on the Board shall be filled by the following procedure:

1. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board at a regular or special board meeting.
2. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
3. The Board shall vote on the application via signed ballot at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins. Candidate can call for a rollcall vote.
4. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.
5. In no event shall a vacant seat be filled where a general election is scheduled to occur within

sixty (60) days of the date that a written application is presented to the Board.

### **Section 7: Absences**

Board members shall notify the Recording Secretary at least forty-eight (48) hours in advance of their anticipated absence at a scheduled meeting. Such notice shall be made by telephone, e-mail or other methods. If good and sufficient reason is given as to why such notice cannot be given, then notice may be waived at the reasonable discretion of the President.

A board member may not be absent for four (4) meetings within a twelve-month period or absent for three (3) consecutive meetings. A board member who is absent for four (4) or more regular meetings in a twelve (12) month period shall be subject to removal from the board, as shall any board member absent for three (3) consecutive meetings be subject to removal from the board. Any regularly scheduled meeting of the Board noticed as per the Brown Act shall constitute a meeting for the purpose of determining Board member attendance.

If a board member is absent for four or more meetings then the Board shall send a Notification of Intent to Vacate Seat via United States Postal Service mail (certified, return receipt) to the member's last known street address or via email. The notice shall include the pertinent information so as to allow the board member up for removal the opportunity to address the board and explain the reason for their absence. The Board member shall be given an opportunity to be heard, either orally or in writing as to why their membership should not be vacated. Declaring a seat vacant must pass by a simple majority vote of the Board members present. The Council shall consult with the Office of the City Attorney throughout any Board Member removal process.

#### **A. Tardiness**

A Board Member who is twenty (20) minutes or later to the scheduled start time of the meeting shall be marked as tardy; A Board Member that has two (2) consecutive unexcused instances of being tardy will count as an absence.

### **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.

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.

3. 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.

4. 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.

5. 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**

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 vacancy may occur if a member can no longer serve in their position. In the event of resignation, a written notice must be submitted to the governing board describing the reason(s) for resigning. At the next regular meeting of the Board, the President shall declare a vacancy, which shall be advertised as directed by the outreach process.

### **Section 11: Community Outreach**

The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

## **Article VI: OFFICERS**

### **Section 1: Officers of the Board**

The officers of the Board ("Officers") shall include the following positions: President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary and Parliamentarian. Each officer shall serve at the will of the Board and may be subject to removal for failure to perform prescribed duties herein.

### **Section 2: Duties and Powers**

Please refer to Article V, Section 1 ("Composition") for a list of duties.

### **Section 3: Selection of Officers**

Officer positions are elected during the elections of the VNC.

### **Section 4: Officers Terms**

The Officers shall serve two (2) year terms at the pleasure of the Board. They may stand for reelection.

## **Article VII: COMMITTEES AND THEIR DUTIES**

The Board will establish Standing and Ad Hoc committees as deemed necessary for the accomplishment of the Voices Neighborhood Council's mission and purpose, as stated in Article II. All committee's quorum requires three members, see standing rules for more details. Suggestions for committees may come from stakeholders or from board members and all such suggestions shall be voted on by the board. A stakeholder or Board member may chair any committee. A committee chair must be approved by majority vote by the Voices Neighborhood Council governing board.

### **Section 1: Standing Committees:**

The Standing Committees of the board are the following:

#### **1. Arts, Parks and Recreation**

The mission of the Arts, Parks and Recreation Committee is to enrich the quality of life of residents and strengthen the bond of community by providing arts and cultural experiences for people of all ages and to raise awareness of programs that serve our community.

The Arts, Parks and Recreation Committee will promote and advocate for safe and well-maintained parks and public spaces along with coordinating recreational services and events with community partners.

The committee submits reports of meetings in written form and makes recommendations to the Board for action. The Chair selects meeting site, date and time and meets as directed in these Bylaws.

#### **2. Budget and Finance**

The Budget and Finance Committee consist of the Treasurer and four (4) stakeholders for five (5) members who may or may not be board members and shall be appointed by the Board. The quorum for the committee consists of three (3) members, including at least one board member. The committee takes direction from the Board and presents recommendations to the Board but makes no decisions for the Board. It is the responsibility of the President of the committee to set the meeting times and agendas and to assign duties to the committee members in order to implement the policies and directives. The Budget and Finance Committee shall:

- i. Meet at least once every quarter
- ii. Be Chaired by the VNC Treasurer
- iii. Contain no more than three board members
- iv. Investigate and pursue sources of income and funding for the VNC

- v. Make an initial review of project proposals and provide a report to the VNC board with recommendations
- vi. Generate a budget for each fiscal year, showing planned income and expenditures

### **3. Health and Safety**

This committee is committed to being a resource for sustainable, healthy living within the communities and will monitor and report on the activities of the Dept. of Water and Power (DWP) and other City agencies in regards to energy, water, pollution, waste, and other public utility services for the Voices Neighborhood Council Community. This committee shall seek opportunities to organize community projects such as educational presentations, forums and symposiums that enable and recognize green living practices that benefit the local ecosystem. The committee welcomes stakeholders who are interested in pursuing special areas, such as horticulture or retrofit projects that demonstrate sustainable practice. This committee will meet bi-monthly or as needed based on community needs and desires. Additionally, this committee provides a voice to the community regarding healthcare reform and other key initiatives. The chair submits reports and recommendations to the Board in written form for Board action. This committee shall also seek opportunities to organize and forums to mobilize the community in seeking safety practices. This includes partnering with Neighborhood Watch, Volunteer Safety Task Force (to enhance the Services provided by the School Crossing Guards), School Crossing Guards, Los Angeles Police Department Senior Lead Officers and Traffic Division and the Los Angeles Fire Department. Representatives of Voices Neighborhood Council will work to formalize a relationship with these City agencies and other entities responsible for “safety issues” in our community.

### **4. Outreach**

The Outreach Committee shall consist of no more than four (4) board members and shall be charged with continuing to outreach to the Voices Neighborhood Council stakeholders by utilizing any acceptable and Board approved forms of media (e.g. flyers, newsletters, print, television/electronic media, signs, banners, website, etc.) to inform stakeholders regarding projects and events. The content and method of distribution must be pre-approved by the Board.

### **5. Planning and Land Use**

This committee shall review, take public input, report on and make recommendations of actions to the Board on any land use, beautification, and planning issues affecting the community in order to improve the health and quality of life of our stakeholders. The committee also reviews and recommends action regarding building development projects; advocates positions on land use and building design for the betterment of the community; and considers and provides recommendations to Council on other topics, such as rezoning, applications, development permits, and any subdivision that require council approval. Recommendations to the Board shall be in the form of a written report, which shall include a project description, pros and cons, a summary of community input, and any committee findings. This committee should make efforts to include stakeholders from each area including the elected Chair, and shall meet at various locations throughout Voices Neighborhood Council as directed by these Bylaws.

## **6. Youth and Education**

This committee has the responsibility for addressing the issues, concerns, programs and services related to the education of children, youth and adults and developing specific strategies and policies for influencing and achieving constructive outcomes within schools, classrooms, and other education/learning centers that serve the Voices community. Additionally, this committee has the general responsibility to discuss issues, foster collaboration on projects, and brainstorm ideas to encourage greater community involvement/support and participation.

### **Section 2: Ad Hoc Committees**

The Board may establish ad hoc committees as deemed necessary. An ad hoc committee dissolves as the purpose for which it was created has been accomplished, unless with the approval of the majority of the Board, the committee shall receive Standing Committee status or is authorized to pursue further relevant activities for which it was formed. Ad hoc committees are not subject to the Brown Act if they are comprised of only board members and contain no more than a majority of a quorum of the board.

### **Section 3: Committee Creation and Authorization**

The Board shall have the authority to appoint all committee members as may be deemed necessary for the proper conduct of business. The board may establish ad hoc and standing committees with the Chairs being selected by the Board. All committee meetings shall be governed by the by-laws. Voices Neighborhood Council stakeholders are encouraged to participate on committees in which they are interested by contacting the committee President or any member of the Board.

- a. Committee Authority - All committee recommendations shall be brought back to the full Board for discussion and action.
- b. Committee Meetings – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting. Ad Hoc committees may be exempt from the Brown Act if they are comprised of only board members and contain no more than a majority of a quorum of the board.
- c. 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 Council meeting minutes.
- d. Removal of Committee Members – Committee members may be removed in the same manner in which they were appointed.

## **Article VIII: MEETINGS**

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy. Minutes shall be taken at every meeting.

### **Section 1: Meeting Time and Place**

The Board shall hold a regular meeting monthly and/or more frequently as determined by the board



but at a minimum of one (1) time per calendar quarter. Meetings of the Board shall be held within the physical boundaries of the Voices Neighborhood Council. The meeting locations, dates, and times will be noticed on agendas pursuant to the Brown Act. The Chair or a majority of the Board shall be allowed to call a Special Meeting of the Council as needed.

## **Section 2: Agenda Setting**

It is the responsibility of the Board to consider and approve the agenda for all meetings of the Voices Neighborhood Council, according to Board established rules and/or procedures.

Stakeholders may request the inclusion of an item to the agenda at any regularly scheduled Board or community meeting, according to Board established rules and/or procedures. At a minimum, the Board shall:

- A. Set the agenda for all Voices Neighborhood Council meetings
- B. Review the minutes of previous meetings to insure that all action items have been acted upon as is appropriate.

### **1. Minutes:**

- A. The minutes shall be taken at all meetings of the Board. The Board may, by motion, make corrections to conform to fact.
- B. The minutes shall be a clear and concise statement of the action(s) of the Board, including the motions made and the vote thereon. The reasons for making a motion, the Board debate, and the audience reaction are usually irrelevant and may be included or omitted as the Board may choose.
- C. The minutes shall reflect a "no objection" vote as "unanimously carried" and will reflect the count of "yeas," "nays" and "abstentions" when the voting is non-unanimous. The recording of all Board votes will reflect the voting preference of individual Board members.
- D. Approval of the minutes shall be effected only by a voice vote or a roll call vote.
- E. Within fourteen (14) days following each regular Voices Neighborhood Council meeting or as the Board otherwise directs, minutes of the previous meeting shall be sent by electronic mail to all members of the Board and others in the community as the Board directs.

## **Section 3: Notifications/Postings**

Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. The board will abide by the Commission's Neighborhood Council Agenda Posting Policy. At a minimum, notice shall be posted at the Voices Neighborhood Council's one (1) physical public notice location filed with the Department, on its website and emailed out to Stakeholders. Regular and special meeting agendas shall also be emailed to the Department to be posted through the Early Notification System (ENS).

## **Section 4: Reconsideration**

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.

- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a member of the Board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

#### **Article IX: FINANCES**

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding Voices Neighborhood Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Voices Neighborhood Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Voices Neighborhood Council's accounts. The Treasurer may request authorization from the other members of the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the Department when implementing the same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Voices Neighborhood Council assets.
- E. The Treasurer shall maintain a process that will allow Stakeholders to access to financial records.
- F. The Voices Neighborhood Council will comply with the Public Records Act with respect to requests from the public to inspect and review Voices Neighborhood Council financial records. Compliance with this article will be with the assistance of the Department and/or under the guidance of the Office of the City Attorney.
- G. Checks will require two (2) signatures, including the Treasurer and the Second Signatory.

- H. At least once each quarter, the Chair and at least two (2) other individual other than the Treasurer, who is designated by the Board, shall examine the Voices Neighborhood Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.
- I. The Voices Neighborhood Council will not enter into any contracts or agreements except through the Department.
- J. All expenditures by the Voices Neighborhood Council must be previously approved by a majority of the Board.
- K. In the event that the Voices Neighborhood Council becomes inactive or dissolves, all funds, equipment and inventory shall be returned to the City.

## **Article X: ELECTION**

### **Section 1: Administration of Election**

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

### **Section 2: 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.

### **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 through written self-affirmation.

### **Section 5: Restrictions on Candidates Running for Multiple Seats**

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

### **Section 6: Other Election Related Language**

- A. No write-in candidates shall be allowed at any election.
- B. If, at any election, where a "vote-by-mail" system is used, all persons who desire to vote-by-mail must pre-register and present proof of stakeholder status prior to participating in such election.

## Article XI: GRIEVANCE PROCESS

The VNC will develop consistent rules for resolving grievances and said rules will be made available prior to any grievance resolution 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.

- A. **Submission of Grievances.** Any grievance by a Stakeholder must be submitted in writing to the Board within thirty (30) days of the disputed action. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board 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 Board Rules of Conduct or these Bylaws.
- B. **Grievance Panel.** Within three (3) days of receipt, the Board shall then refer the matter to an ad hoc grievance panel comprised of five (5) Stakeholders who are randomly selected by the VNC Recording Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance panel. Random selection will be accomplished by placing all the names of interested Stakeholder in a container and drawing names until the panel is filled.
- C. **Grievance Panel Meetings.** Within ten (10) days of referral by the Board, the Recording Secretary or Board designee 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 with the selected panel.
- D. **Grievance Panel Reports.** Within ten (10) days of the panel meeting with the person(s) submitting the grievance the panel shall prepare a written report to be submitted to the Recording Secretary or Board designee who will then forward the report to the Board.
- E. The report outlining the panel's collective recommendations for resolving the grievance will be heard at the next regular meeting of the Board. The Board shall receive a copy of the panel's report and recommendations prior to the meeting by the Board, but the matter will not be discussed among the Board members until the matter is heard at a meeting of the Board pursuant to the Brown Act.
- F. **Mediation/Resolution and Appeals.** In the event that a grievance cannot be resolved through this grievance process or through mediation (conflict resolution), then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan for a Citywide System of Neighborhood Councils.

## Article XII: PARLIAMENTARY AUTHORITY

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

Rules of Conduct of the VNC Meetings shall be developed and adopted by a majority of the Board and may be changed or modified by the Board per said rules.

## Article XIII: AMENDMENTS

- A **Written Proposal.** Amendments, changes, additions or deletions to these Bylaws may be proposed by the Board or any Stakeholder(s) during the public comment period of a regular meeting of the Board. A proposal to amend these bylaws, however, must then be finalized in writing by the proposer and then logged with the Recording Secretary or Board designee with a copy forwarded to the Corresponding Secretary. The proposed amendment will be placed on the agenda of the next regular or special meeting for discussion, consideration and/or vote.
- B **Board Approval Procedures.** An amendment to these Bylaws requires a 2/3 majority vote of the board members (fractions rounded up to the nearest whole number) present at the second meeting of a duly noticed regular or special meeting of the Board. All amendments shall then be forwarded to the Department for review and approval.
- C **Department Approval.** Thereafter, and within fourteen (14) days after a vote recommending adjustment or amendment to the Bylaws, a Bylaw Amendment Application shall be submitted to the Department for approval. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

## Article XIV: COMPLIANCE

The Council, its representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board as well as all local, county, state and federal laws, including, without limitation, the City Master Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

### Section 1: Code of Civility

The Council, its representatives, and all Stakeholders and any persons attending Board or committee meetings shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

The Code of Civility for reference purposes is stated below:

1. I will treat each member of the VNC and members of the public with respect at all times, regardless of the individual's opinion, ethnicity, race, sex, religion or creed, sexual orientation, gender identity, gender expression, nationality, disability or age.
2. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for the Board and the public.
3. Under no circumstances during VNC meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.
4. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption.

5. I will not use language that is abusive, threatening, obscene or slanderous, including using profanities, insults or other disparaging remarks or gestures.
6. Derogatory language about an individual's opinion, ethnicity, race, sex, religion or creed, sexual orientation, gender identity, gender expression, nationality, disability or age is not acceptable.
7. I will take responsibility for my own actions and will work to fulfill my role and responsibilities as specified in these bylaws.
8. I will commit to learn the applicable laws that will govern the VNC, including Robert's Rules of Order, VNC Standing Rules, the Brown Act, Ethics rules, city ordinances, the Plan for a Citywide System of Neighborhood Councils, City Charter and Administrative Code and will not willingly violate any of the above.
9. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility, I will join with my fellow board members in demanding that the people conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.
10. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
11. I pledge to truly listen to and hear other points of view.
12. I will practice the art of being able to disagree without being disagreeable.
13. If I cannot represent the community's interest before my own on any item before the board, I will recuse myself from discussing and voting on the matter.

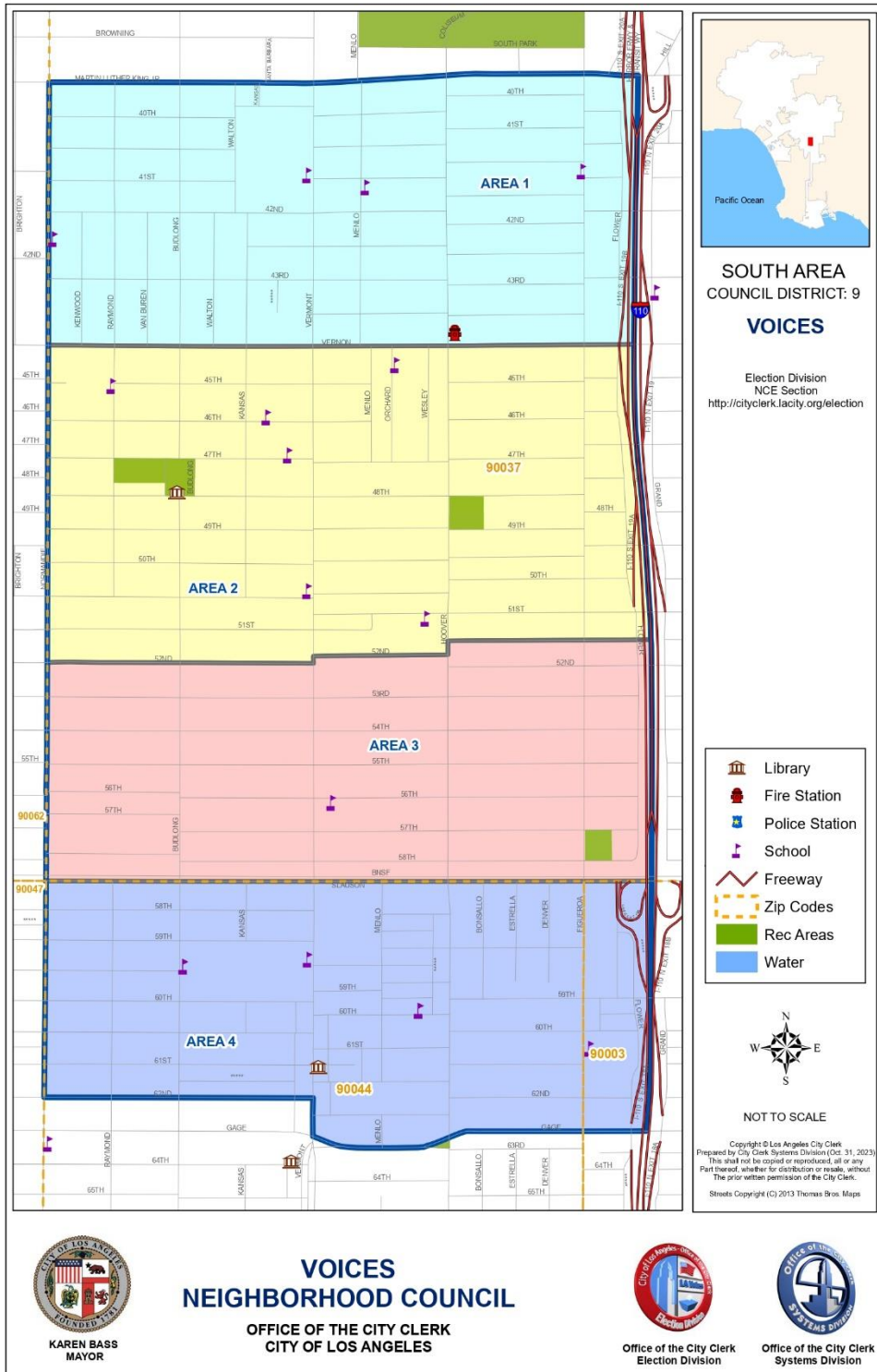
## **Section 2: Training**

Neighborhood Council Board Members, whether elected, selected, or appointed, are required to complete all mandatory trainings in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service. All Board Members shall complete mandatory trainings as prescribed by the City Council, the Commission, the Office of the City Clerk, Funding Division, and the Department within (45) days of being seated, or they will lose their Council voting rights.

## **Section 3: Self-Assessment**

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

# ATTACHMENT A: Map of Voices Neighborhood Council Boundaries



ATTACHMENT B: Governing Board Structure and Voting

**Voices Neighborhood Council – 15 Board Seats**

<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR</b>	<b>ELIGIBILITY TO RUN FOR</b>	<b>ELIGIBILITY TO VOTE</b>
President Term: 2 Years	1	Elected	Must be a Voices NC stakeholder at the time of application for candidacy for election to the board and who is 18 years or older.	Must be Voices NC stakeholders and who are 16 years or older.
Vice-President Term: 2 Years	1	Elected	Must be a Voices Neighborhood Council stakeholder at the time of application for candidacy for election to the board and who is 18 years or older.	Must be Voices Neighborhood Council stakeholders and who are 16 years or older.
Treasurer Term: 2 Years	1	Elected	Must be a Voices Neighborhood Council stakeholder at the time of application for candidacy for election to the board and who is 18 years or older.	Must be Voices Neighborhood Council stakeholders and who are 16 years or older.
Recording Secretary Term: 2 Years	1	Elected	Must be a Voices Neighborhood Council stakeholder at the time of application for candidacy for election to the board and who is 18 years or older.	Must be Voices Neighborhood Council stakeholders and who are 16 years or older.
Corresponding Secretary Term: 2 Years	1	Elected	Must be a Voices Neighborhood Council stakeholder at the time of application for candidacy for election to the board and who is 18 years or older.	Must be Voices Neighborhood Council stakeholders and who are 16 years or older.
Youth Representative Term: 2 Years	1	Elected	Must be a Voices Neighborhood Council stakeholder between the ages of fourteen (14) and seventeen (17) on the day of the election.	Must be Voices Neighborhood Council stakeholders and who are 16 years or older.



<b>BOARD POSITION</b>	<b># OF SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
Parliamentarian Term: 2 Years	1	Elected	Must be a Voices Neighborhood Council stakeholder at the time of application for candidacy for election to the board and who is 18 years or older.	Must be Voices Neighborhood Council stakeholders and who are 16 years or older.
At-Large Representative Term: 2 Years	1	Elected	Must be a Voices Neighborhood Council stakeholder at the time of application for candidacy for election to the board and who is 18 years or older.	Must be Voices Neighborhood Council stakeholders and who are 16 years or older.
Community Organizations Representative Term: 2 Years	1	Elected	Must be a Voices Neighborhood Council stakeholder at the time of application for candidacy for election to the board and who is 18 years or older.	Must be Voices Neighborhood Council stakeholders and who are 16 years or older.
Housing Advocate Representative Term: 2 Years	1	Elected	Must be a Voices Neighborhood Council stakeholder at the time of application for candidacy for election to the board and who is 18 years or older.	Must be Voices Neighborhood Council stakeholders and who are 16 years or older.
Education Representative Term: 2 Years	1	Elected	Must be a Voices Neighborhood Council stakeholder at the time of application for candidacy for election to the board and who is 18 years or older.	Must be Voices Neighborhood Council stakeholders and who are 16 years or older.

<p style="text-align: center;">Area 1 - 4 Representatives Term: 2 Years</p>	<p style="text-align: center;">4</p>	<p style="text-align: center;">Elected</p>	<p style="text-align: center;">Must be stakeholders who live, work, or own property within the respective area boundaries (Areas 1-4) and who are 18 years or older.</p>	<p style="text-align: center;">Must be stakeholders who live, work, or own property within the respective area boundaries (Areas 1-4) and who are 16 years or older.</p>
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