

## **HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL BYLAWS**

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Created from original source documents of "Franklin / Hollywood Hills Community Council Bylaws," "Hollywood Alliance Community Council Bylaws," "DONE template," and various City Attorney recommendations.

Approved by Bylaws committee June 2002

Merger, Name and Bylaws Approved at Community Meeting July 18, 2002

Certified by Parliamentarian James H. Stewart, PRP, with amendments as voted by stakeholders, with necessary punctuation and organizational corrections.

Approved By Interim Board, Unanimously, Aug. 3, 2002

Numerous Amendments submitted to DONE and BONC Oct. 2002

Bylaws with amendments approved by DONE, BONC and City Attorney Oct. 15, 2002

HUNC certified as Neighborhood Council #52 on Oct. 15, 2002

District Boundaries adjusted-Dec 30, 2002; March 2009;

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## **ARTICLE I: NAME**

The name of this organization shall be the Hollywood United Neighborhood Council ("HUNC") or ("Council").

## **ARTICLE II: PURPOSE**

The purpose is defined in the Charter section 900. The purpose of the Council is to promote more citizen participation in government and make government more responsive to local needs. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood. The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles ("City") in a transparent, inclusive, collaborative, accountable and viable manner.

### **A. The MISSION of the Neighborhood Council is:**

1. To provide an inclusive and open forum for public discussion of issues of interest to the Neighborhood Council, including City governance, the needs of the Neighborhood Council, the delivery of City services to the Council area, and other matters of a City wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Neighborhood Council area, and other matters of a Citywide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Neighborhood Council area;
4. To facilitate communication between the City and Stakeholders on issues of concern to the community and/or the Stakeholders.

### **B. The POLICY of the Neighborhood Council is:**

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Neighborhood Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Governing Board of Directors ("Board"), Officers, and committee members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Neighborhood Council and Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;
4. To encourage all Stakeholders to participate in activities of the Neighborhood Council;
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender identity, age, disability, marital status, income, homeowner/renter status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council Business.

### **ARTICLE III: BOUNDARIES**

HUNC covers a geographic area described below.

#### **Section 1: Boundary Description**

HUNC represents Stakeholders within the following geographic boundaries (see Attachment A):

- A. North: Hollywood Sign and adjacent area
- B. East: Western side to the center of Western Avenue to Fern Dell Place north along Western Canyon to the northern boundary. Includes Griffith Park.
- C. South: Northern side to the center of Hollywood Blvd.
- D. West: Eastern side to the center of Cahuenga Ave. at Hollywood Blvd. to the 101 Freeway north along the eastern side of the John Anson Ford Amphitheatre property line, through Lake Hollywood to include the Lake Hollywood Estates neighborhood and north to the Hollywood sign.

Shared Assets:

- Griffith Park is shared with Los Feliz Neighborhood Council and Atwater Village Neighborhood Council.

#### **Section 2: Internal Boundaries**

There are four (4) geographical areas. These Areas are based on common interests, traffic patterns, natural boundaries and public input. The Areas recognize distinct neighborhood boundaries. All small streets with a single entrance are attached to the primary exit street.

1. Area #1 - Western-most hillside area, including the Hollywood Reservoir. Starting at the intersection of Franklin Ave. and Cahuenga Blvd.; north on the middle of Cahuenga Boulevard to the John Anson Ford Theatre. Excluding the John Anson Ford Theatre, then continue to Lake Hollywood Reservoir. Through the center of Lake Hollywood Reservoir, including the neighborhood of Lake Hollywood Estates, to the top NW corner of Griffith Park. Continue south along the Griffith Park Boundary to its south-west corner; thence jump to the north end of Creston Drive; east and then south on Creston Drive to Vasanta Way; south on Vasanta Way to Dearborn Drive north on Dearborn Drive to Winans Avenue; east on Winans Avenue to Gower Street; south on Gower Street to Franklin Avenue; thence west on the middle of Franklin Avenue to Cahuenga Boulevard. and point of beginning.
2. Area #2 - Central Hillside Area, including Cheremoya Elementary School. Beginning at Franklin Avenue and Gower Street, north on Gower Street to Winans Avenue; west on Winans Avenue to Dearborn Drive; south on Dearborn Drive to Vasanta Way; Vasanta Way north to Creston Drive; north and then west on Creston Drive to its north end; jump to south-west corner of Griffith Park Boundary; thence north on Park Boundary and then east, including "Hollywood"

sign and Mount Lee Park; east and then south on Mount Lee Dr to Mulholland Hwy.; East on Mulholland Highway to Hollyridge Drive; south on Hollyridge Drive to its point closest to north end of Cheremoya Avenue; thence jump to the northern extremity of Cheremoya Avenue; thence south on Cheremoya Avenue to Franklin Avenue; west on the middle of Franklin Avenue to Gower Street and point of beginning.

3. Area #3 - Eastern-most hillside area, including Bronson Canyon. Starting at Cheremoya Avenue and Franklin Avenue, north on Cheremoya Avenue to its north end; jump to Hollyridge Drive at its closest point.; thence north on Hollyridge Drive to Mulholland Hwy and north on Mulholland Highway to Mount Lee Drive and then north on Mount Lee Drive thence east along the north boundary of HUNC; thence to the east boundary of HUNC; thence south along the east boundary of HUNC to the middle of Los Feliz Boulevard.; hence to the middle of Western Ave.; the middle of Western Ave. to the middle of Franklin Ave.; west along the middle of Franklin Ave. to Cheremoya Ave. and the point of beginning.
4. Area #4 - From middle of Franklin at Western Ave. proceed south to Hollywood Boulevard. Continue west along middle of Hollywood Boulevard to the middle of Cahuenga Blvd, north to the middle of Franklin Avenue, east to the middle of Western Avenue.

#### **ARTICLE IV: STAKEHOLDER**

These definitions of Stakeholder and Community Interest Stakeholder are from the Administrative Code Sec. 22.8011 and cannot be changed. 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", "Community Interest Stakeholder", and their related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Charter Section 906 (a) (2) and Los Angeles Administrative Code Section 22.801.1]

## ARTICLE V: GOVERNING BOARD

### Section 1: Composition

The Governing Board of HUNC ("Board") shall consist of fourteen (14) Stakeholders elected, selected, or appointed. The composition of the Board shall be as follows: All, except the Youth Representative, must be stakeholders as defined in Admin. Code §22.801.1(a) who is at least 18 years of age.

- A. **Residential** – Four (4) seats, one (1) seat for each of the four (4) Geographic Areas (see Article III, Section 2A). Any Stakeholder eighteen (18) years of age or older who rents or owns their place of residence may run for these positions.
- B. **Area At-Large Seats** – Four (4) seats, one (1) seat for each of the four (4) Geographic Areas (see Article III, Section 2A). Stakeholders from any Stakeholder category within one of the four (4) Geographical Areas eighteen (18) years of age or older are eligible for these Board positions.
- C. **Business/Organization** – Four (4) seats, one (1) seat for each of the four (4) Geographic Areas (see Article III, Section 2A). This position can be from an educational organization, non-profit, faith-based organization, or for-profit business enterprise. A business or organization can only have one representative on the Board.
  - i. To qualify for a non-profit or faith-based seat, Stakeholders must be owners, members or staff of a 501(c)3 organization with an office that has a street address within HUNC.
  - ii. To qualify for a for-profit business enterprise seat, any Stakeholder who works at least forty (40) hours per month at a storefront address, home based business, OR maintains or manages a commercial property or business within HUNC boundaries that provides goods and/or services available to the community at large. Organizations must be engaged in for-profit, legal, and commercial activity.
  - iii. Additionally, membership in local business associations within HUNC boundaries are also acceptable.
- D. **Unclassified Stakeholder** – One (1) seat. A stakeholder from any of the four Geographical Areas (see Article III, Section 2A).
- E. **Youth Representative** – One (1) seat. Youth representative shall be between fourteen (14) and no more than seventeen (17) years of age at the time of election or selection. The individual shall be nominated by their parent or guardian. The application may be recommended by the Executive Committee and subsequently approved by the Board and shall serve for a term of one (1) year. Candidates must reside and/or attend a school within the HUNC boundaries to qualify. May be reappointed if they still meet eligibility, are under the age of eighteen (18) upon the expiration of their term at the time of their reapplication and in good standing in attendance and participation.

Per the Administrative Code 22.810.1 (b)(2)(C)(iii)(1): No single Stakeholder/Area group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("DONE").

HUNC stakeholders elect their candidates for the Board from a variety of categories. If one qualifies for several Stakeholder categories, one can choose only one (1) category to run as a candidate. Different categories of stakeholders were created to guarantee diverse participation and representation.

Any member of the Board who ceases to be a Stakeholder is required to submit one's resignation to the Board. However, Board members who remain stakeholders but whose stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected or selected.

If the Stakeholder status of a Board Member is put in question by a Stakeholder, then the Department will verify status using the Department's procedure, at the request of the Board.

## **Section 2: Quorum**

The quorum shall be eight (8) members of the Board. Board and committees shall have a fixed quorum number. Floating quorum is not allowed.

## **Section 3: Official Actions**

A simple majority vote by the Board members present and voting, 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. Abstentions are treated as a non-vote, e.g., need a simple majority of "Yes" among members present and voting "Yes" or "No".

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

Board members shall serve a four (4) year staggered term, except for the Youth Representative, who will serve for one (1) year, with possibility of renewal provided they meet eligibility criteria. There are no term limits. Board members must maintain their seat eligibility for the duration of their tenure. Board members must maintain both their Stakeholder status and the criteria of being in good standing for their eligibility for election to their elected seat during the remainder of the term. Otherwise, they shall forfeit their seat. In the event of force majeure, Board members may continue their Stakeholder status for up to sixty (60) days with Board approval. The Board member may remain seated up to sixty (60) days or until a replacement can be found and appointed to the seat, whichever comes first. The following seats must go through the election process, see Article V, Section 6F, regardless of when the candidates were appointed to their position:

2025 Election for staggered terms:

All seats

2027 Election:

All positions related to Area 1 and 2: (2) Residential seats, (2) Area At-Large seats, and (2) Business/Organization seats.

2029 Election:

All positions related to Area 3 and 4, Unclassified Stakeholder: (2) Residential seats, (2) Area At-Large seats, and (2) Business/Organization seats

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

The primary duties of the Board shall be to govern the HUNC and to facilitate its objectives. No individual



member of the Board, other than the President, shall officially speak for HUNC or otherwise publicly represent a Board position unless authorized to do so by the President or by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any type of body or organization, include but not limited to State, County, City or other public body or alliance. They may present on a standing HUNC position previously adopted by the Board or provide a statement that HUNC 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 simple majority vote by the Board.

All Board members should serve on at least one (1) HUNC Committee, including as an alternate.

### **Section 6: Vacancies**

- A. Any Stakeholder interested in filling a vacancy on the Board may submit a written, complete application with supporting documents to any Executive Committee member for consideration at the next Executive Committee.
- B. The Board shall cause the matter to be placed on the agenda for the next regularly scheduled meeting of the Board.
- C. The Board shall vote on the application at the meeting. If multiple applications for one (1) seat have been submitted, the candidate with the most votes wins.
- D. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.

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.

- E. Persons selected to fill a vacated seat on the Board shall serve out the term remaining of that position, but no longer than to the next scheduled election, regardless of where in the current term the appointed seat occurs. This may result in Board member(s) having to run again in their regularly scheduled election up to two years later, indicated in Article V Section 4. They must be a Stakeholder at the time of selection and maintain both their Stakeholder status and the criteria for their eligibility for election to the seat during the remainder of the term. Otherwise, they shall forfeit their seat.

### **Section 7: Absences**

The President shall immediately consult with the Office of the City Attorney when considering any Board censure or removal process. Board members are expected to be on time, present for roll call, and two-thirds, if not all, voting items, otherwise they are considered absent. Board members must provide in writing to the President or Committee Chair and Vice President their absence or expected tardiness. During the meeting, if a Board Member must temporarily leave the board or committee meeting, they must announce their departure. Absences at three (3) regularly scheduled, consecutive Board meetings or, alternatively, the majority of voting items for five (5) total regularly scheduled Board or Committee meetings during any rolling twelve (12) month period, will be subject to possible censure by a majority vote or possible removal by a three-fourths vote. If no action is taken, the member will be restored to regular standing. No member shall be excused before adjournment if quorum is in jeopardy. Any meeting of the Neighborhood Council Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Youth Representative shall be expected to maintain attendance at full board and in committee as per guidelines above within the one-year term to be considered in good standing for reappointment. While the Youth Representative is strongly encouraged to stay for the entirety of a meeting, however, the minimum requirement will be to be present for roll call and until they give their monthly report and their perspective as a Youth Representative on agenda items, including the committee on which they sit, and to maintain quorum

### **Section 8: Censure**

Uniform policy for Board Member Censure - Policy 2020-03 (Eff. 03-30-2020).

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 should present a request to remove censured board members if the behavior causing the censorship persists.

**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 item (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 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**

Uniform Policy for Board Member Censure - Policy 2020-04 (Eff. 04-04-2020)

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' (BONC) ("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 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 item 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 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**

Any member of the Board who ceases to be a Stakeholder is required to submit their resignation to an Executive Committee member and should include the Secretary. The position shall then be deemed vacant. If the Stakeholder status of a Board Member is challenged, then the Department will contact the board member, verify the Stakeholder status using its procedure.

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

The Board shall institute a system of outreach to inform Stakeholders as to HUNC's existence and activities including its Board elections, to find future leaders of the HUNC, and to encourage all Stakeholders to seek leadership positions within the Board.

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

The Board, to the best of its ability, should maintain a web site presence to disseminate information to Stakeholders and others interested in HUNC.

The Board shall create a plan to solicit participation from Stakeholders which may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include regularly scheduled email blasts to various organizations and/or social media sites.

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

## ARTICLE VI: OFFICERS

### Section 1: Officers of the Board

The Officers of the Board ("Officers") shall include the following positions which all together comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

### Section 2: Duties and Powers

The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board.

The Officers shall be default alternates for all standing committees to be utilized when a Committee cannot meet its quorum and unable to have its other assigned alternates attend.

The Officers shall be required to obtain all necessary training required by committee members within sixty (60) days of election to Officer and shall not be able to vote while acting as an alternate if training is not received.

#### A. The **President** shall:

1. Approve Board agendas and preside at all Board, Special and Executive Committee meetings.
2. Create a system for the election, selection, or appointment of stakeholders to committees, sub-committees, and/or ad-hoc committees as the need arises and with the approval of a simple majority of the Board. Abstentions are not counted as a vote.
3. Appoint all committee chairs and members subject to confirmation by the Board. Only those Committee members who are members of the Board, whether by election or appointment, are eligible to serve as Chairperson of a committee.
4. Serve as spokesperson and representative of HUNC.
5. Receive all communications and present them promptly to the Board.
6. Be responsible for all accounts, reports, and certificates required by law to be maintained and filed properly and report them promptly to the Board.
7. Serve on the Executive Committee.

#### B. The **Vice-President** shall:

1. Perform the duties of the President in the absence of the President.
2. Serve with the President as spokesperson and representative for the HUNC.
3. Recommend chairmanships for committees to President.
4. Assist Committee Chairs on developing annual goals and ~~shall~~ may conduct semi-annual performance reviews during the Fiscal Year.
5. Assist the President in deciding what issues may deserve a special meeting.
6. Oversee communication efforts to inform stakeholders of important issues within our community.
7. Manage the scheduling of alternates or Executive Committee members to fulfill quorum for all upcoming Committees.
8. Serve on the Executive Committee.

#### C. The **Secretary** shall:

1. Perform the duties of the President in the absence of the President and Vice-President.
2. Take and keep all minutes and records of the HUNC Board, unless otherwise assigned.
3. File any certificates required by any government body.

4. Be the custodian of HUNC's records, including training requirements.
5. Create the board action certification (BAC) after Board meetings.
6. Make available to any member all communication addressed to the office of Secretary.
7. Maintain a Board member list and update it quarterly.
8. Maintain all submitted committees' meeting minutes.
9. Provide to the public any information requested as required by the Public Records Act.
10. Serve on the Executive Committee.

An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, that person shall not have any of the rights of a Board member, including the right to vote on matters before Board.

**D. The Treasurer shall:**

1. Maintain HUNC's book of accounts as prescribed by DONE and the Office of the City Clerk.
2. Submit account statements to the Department no less than twice during each fiscal year.
3. Be a required signatory for the HUNC on all funding matters.
4. Have charge and custody of and be responsible for all funds of the Board,
5. Receive and give receipts for money due and payable to the Board from any source.
6. Provide a financial report at all regularly scheduled Board meetings and at all other times as prescribed by the Board or in accordance with relevant laws and guidelines.
7. Should oversee and confirm completion and accuracy with all supporting documents for all Neighborhood Purposes Grants prior to submission to full Board.
8. Coordinate with the Department for the preparation of an annual report.
9. Have the option to request authorization from the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system and may request the assistance of DONE when implementing same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting.
10. May serve as one of the two HUNC Budget Representatives, as mandated by the Department of Neighborhood Empowerment.
11. Make the HUNC financial statements, books and accounts open for inspection and copying by any member of the public upon request.
12. Serve on the Executive Committee.

**Section 3: Selection of Officers**

Officer positions shall be filled annually at the first official Board meeting following their election and or selection in Board election years, and at the subsequent one (1) year anniversary mark of the Officers' election in Board non-election years. Board members should have at least six (6) continuous months of good standing on HUNC before running for the position of Officer. Any Board Member who desires to remove an Officer shall present it to the Board and it shall be placed on the agenda at two consecutive regular Board meetings. Removal shall take place only upon two consecutive full council meetings, both which have two-thirds (2/3) votes by roll call supporting removal before the Officer is removed. The individual subject to removal shall be permitted to vote.



#### **Section 4: Officer Terms**

The Officers shall serve one (1) year terms and serve at the pleasure of the Board. They may stand for re-election or reappointment annually. Officers seeking re-election or re-appointment must be in good standing.

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

All Standing and Ad Hoc committees shall be established by a vote of the Board. 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 1: Standing Committees**

The Standing Committees of the Council are outlined in the Standing Rules.

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

The Board may create Ad Hoc Committees as needed to deal with temporary issues and report its findings, conclusions or recommendations to the Board. An Ad Hoc Committee must have a defined purpose and limited time frame, carry out a specific task, be composed of only Board Members that constitutes less than a majority of the Quorum, and cease to exist upon the completion of its specific task.

If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act.

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

- A. **Committee Authority** – All committee recommendations shall be brought back to the full Board for discussion and action.
- B. **Committee Structure** – All committees shall have an established membership. Committees shall be comprised of not more than three (3) Board members and may include up to four (4) interested Stakeholders. Stakeholder terms are one year and can be renewed by majority Board vote.
- C. **Committee Appointment** – All Committee Chairs should be Board members for at least six (6) months and in good standing and may be recommended by the Vice President, shall be appointed by the President and confirmed by the Board. Only those Committee members who are members of the Board, whether by election or appointment, are eligible to serve as Chairperson of a committee. With the exception of the Executive Committee, Committee members may be recommended by the Vice President and Committee Chairs, shall be appointed by the President and approved by the Board. The Chairs may keep the minutes of the meetings and shall provide regular, written and/or verbal, reports on Committee matters to the Board. See Article VI, Section 2 on Executive Committee role as alternates.

- D. **Committee Meetings** – With the exception of Ad Hoc committees created in compliance with Article VII, Section 2, Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes may be taken at every Committee meeting.
- 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 Council meeting minutes.
- F. **Removal of Committee Members** – Committee members may be removed in the same manner in which they were appointed.

## **ARTICLE VIII: MEETINGS**

All meetings of the Board and Standing Committees shall be noticed and conducted in accordance with the Ralph M. Brown Act (California Government Code Section 54950 et seq.), the Neighborhood Council Agenda Posting Policy and all other applicable laws and governmental policy.

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

All meetings shall be held within the HUNC boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its last regular meeting of each calendar year.

- A. **Regular Meetings** – Regular Board and Committee meetings should be held at least once per quarter and may be held more frequently as determined by the Board. The Board shall determine the length and format of the period as appropriate:
- B. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Board Meeting as needed by delivering written notice to the entire Board.

### **Section 2: Agenda Setting**

The President shall set and approve only Board agendas. The Committee Chairs shall generate their agendas. Any Stakeholder and/or Board Member may make a proposal for action by the Board by submitting a written request to the Secretary and President or during the public comment period of a regular HUNC meeting. The Secretary or President shall promptly refer the proposal to a Standing Committee, the Committee shall consider the proposal but is not required to take further action. Proposals made under this subsection are subject to the rules regarding reconsideration.

### **Section 3: Notifications/Posting**

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. Notice shall be posted at the HUNC's public notice location(s) required by the Board of Neighborhood Commissioners ("BONC") and specified with DONE. Notices may also be placed on HUNC's website and e-mailed out to the Stakeholder database. Regular and Special meeting agendas shall also be emailed to the DONE. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of HUNC's physical posting location/s shall be kept on file with DONE.

### **Section 4: Reconsideration**

The Board may reconsider or amend its actions through a 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 of time 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 the 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 HUNC website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of HUNC's accounts.
- E. The Council will not enter into any contracts or agreements except through the appropriate City officials.

## **ARTICLE X: ELECTIONS**

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

The HUNC's election will be conducted according to its Election Procedures and the process proscribed in the City's election code and outlined in Article V.

### **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)]. Regarding the eligibility to vote for the Youth Board seat, Stakeholders must be at least 14 years of age on the day of the election or selection.

### **Section 4: Method of Verifying Stakeholder Status**

Voters will verify their Stakeholder status by providing acceptable documentation as defined in the Neighborhood Council Elections – Acceptable Forms of Documentation.

### **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**

Not Applicable

## **ARTICLE XI: GRIEVANCE PROCESS**

### **Grievances Submitted by a Stakeholder**

- A. Any Grievance by a Stakeholder must be submitted to the Department's Grievance Portal so that the Department may determine whether such Grievance conforms with the Los Angeles Administrative Code (L.A.A.C.) 22.818 Subsections (c)(1) [Grievance Defined] and (c)(2) [Exclusions].
- B. Once the Department certifies the Grievance, the Board will be notified. Such certification of the Grievance by the Department shall not be construed as a statement regarding the validity or invalidity of the Grievance.
- C. After receiving a certified Grievance from the Department, the Board must, at its next regular or special meeting, but not more than 60 calendar days from the communication from the Department, take one of the following actions:
  1. Consider the Grievance in accordance with a Grievance process specified in the Board's Bylaws and issue a decision to sustain and cure or reject the Grievance in whole or in part; OR
  2. Waive consideration of the Grievance and request the Department to forward the Grievance directly to a Regional Grievance Panel for consideration.
- D. Any inaction by the Board passing the 60 calendar days will waive consideration of the Grievance and the Department shall forward the Grievance to the Regional Grievance Panel in accordance with L.A.A.C. 22.818 Subsection (d)(5).
- E. Only the Grievant may appeal a Board's decision pursuant to L.A.A.C. 22.818 Subsection (d)(2)(A). Such appeals must be filed with the Department on the portal within seven (7) calendar days from the date of the Board's action on the certified Grievance. A Grievant may not appeal a decision by the Board to waive consideration of any or all Grievances.
- F. The grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at HUNC meetings.

### **Grievances Submitted by a Board Member**

Any Grievance by a Board Member filed against their own Board will bypass consideration by the impacted Board, as set forth in L.A.A.C. 22.818 Subsection (d)(2). The Department will forward a Grievance filed by a Board Member against their own Board directly to a Regional Grievance Panel for disposition, as specified in L.A.A.C. 22.818 Subsection (d)(6).

### **Regional Grievance Panel**

When a certified Grievance is sent to a Regional Grievance Panel, the Board must appoint a Neighborhood Council Representative who shall present an opening argument (not to exceed 10 minutes) and a rebuttal (not to exceed 5 minutes) on behalf of the Neighborhood Council Board to the Panel.

**ARTICLE XII:  
PARLIAMENTARY AUTHORITY**

The Council shall use the:

Rosenberg's rules of order when conducting Council meetings. If Rosenberg's rules of order are silent on an issue, the Council shall refer to the Robert's rules of order. Rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

These bylaws supersede the parliamentary rules mentioned above.

**ARTICLE XIII: AMENDMENTS**

- A. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular HUNC meeting.
- B. An amendment to these bylaws requires a simple majority vote Board members present and voting at a duly noticed general or special meeting. All changes shall then be forwarded to Board of Neighborhood Commissioners (BONC) and Department of Neighborhood Empowerment (DONE), for review and approval.
- C. Amendments shall not be valid, final or effective until approved by BONC and DONE. Once approved, any changes in the Bylaws shall become effective immediately.
- D. Any Board member or Stakeholder may propose an amendment to these Bylaws. The Board shall forward all proposals to a Bylaws Committee to review and to provide recommendations to the Board and the matter must then be placed on the next regularly scheduled Board meeting. Boundaries changes or Board structure changes will require the Board of Neighborhood Commissioners' approval.
- E. No amendment shall operate to alter the eligibility of any Board Member to serve on the Council for the remainder of that Board Member's term in which the amendment is approved.

**ARTICLE XIV: COMPLIANCE**

The HUNC, 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, policies approved by the Board of Neighborhood Commissioners, the Department's rules and regulations, 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 HUNC, its representatives, and all Stakeholders shall conduct all HUNC business in a civil, professional and respectful manner pursuant to Commission and City regulations.

### **Section 2: Training**

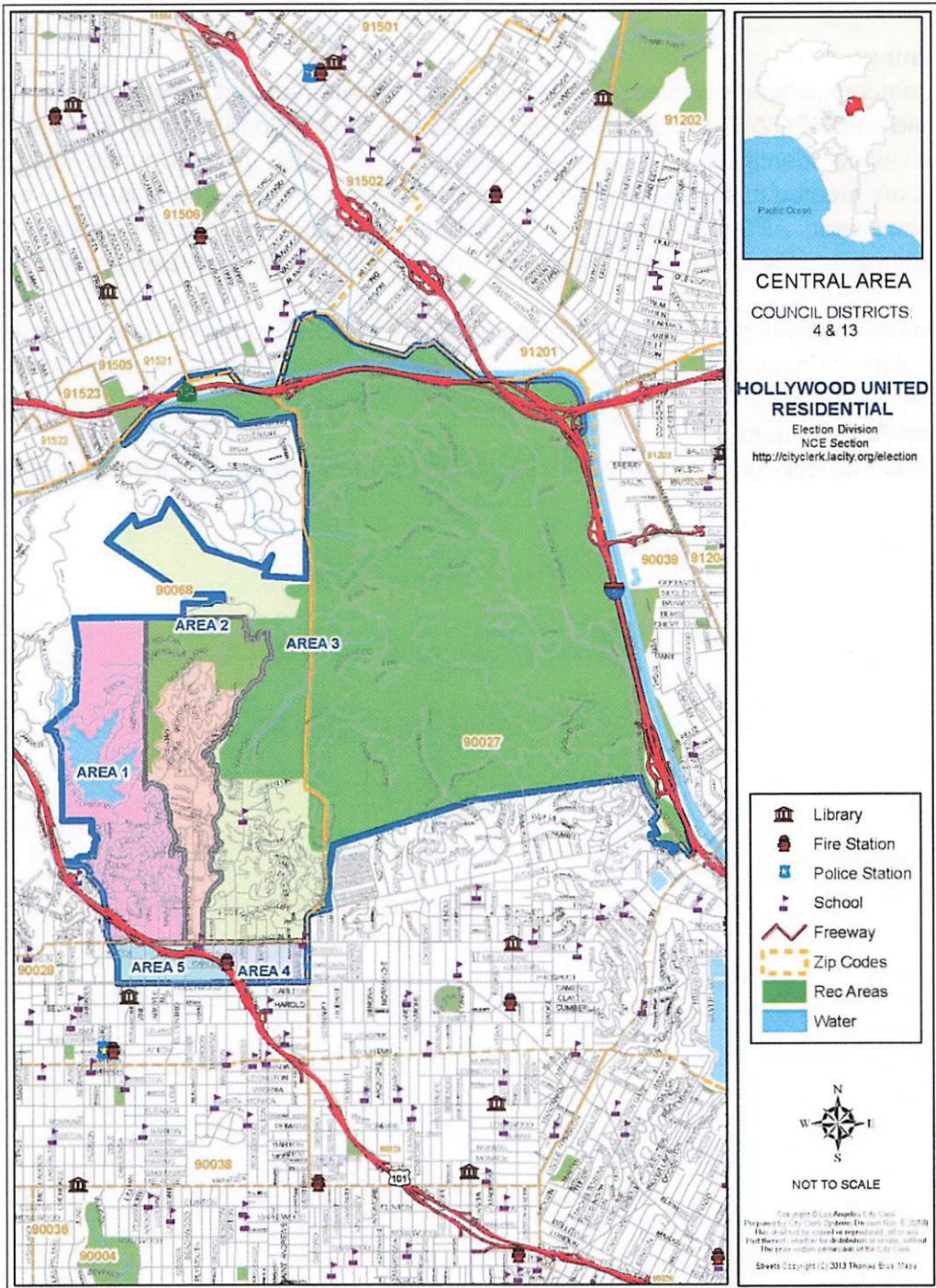
HUNC Board Members, whether elected, selected or appointed, are required to complete all mandatory trainings as found on EMPOWERLA.ORG, including Anti-Bias, Ethics, Code of Conduct, Funding, and Gender Expression and Gender Identity, in order to vote on issues that come before the Council. Trainings available to Board Members are created to ensure success during their period of service and must be taken within sixty (60) days of being seated. 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.

Board members not completing mandatory trainings provided by DONE within 60 days of being seated or after expiration of the training, shall lose their Council voting rights on all items before the board.

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

Every year, HUNC may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.

**COMBINE AREA 4 AND 5**  
**ATTACHMENT A – MAPS OF HUNC**  
**ATTACHMENT A1 – Map of HUNC – Geographical Areas**



**CENTRAL AREA**  
**COUNCIL DISTRICTS**  
**4 & 13**

**HOLLYWOOD UNITED RESIDENTIAL**  
**Election Division**  
**NCE Section**  
<http://cityclerk.lacity.org/election>

- Library
- Fire Station
- Police Station
- School
- Freeway
- Zip Codes
- Rec Areas
- Water



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**HOLLYWOOD UNITED RESIDENTIAL NEIGHBORHOOD COUNCIL**

**OFFICE OF THE CITY CLERK**  
**CITY OF LOS ANGELES**





**ATTACHMENT B – Governing Board Structure and Voting**

**Hollywood United Neighborhood Council – 14 Board Seats**

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<p><b>Residential – Four (4) seats, one (1) seat for each of the four (4) Geographic Areas (see Article III, Section 2A). Areas 1, 2, 3, or 4 Term:4 years Next election: 2025</b></p>	<p align="center">4</p>	<p align="center">Elected</p>	<p>A stakeholder, who is at least 18 years of age, and rents or owns real property located within the boundaries of HUNC.</p>	<p>Any Stakeholder, as defined in Admin. Code §22.801.1(a), who is at least 16 years of age as defined in Admin. Code §22.814(a) and lives, works, or owns real property within the boundaries of HUNC as defined in Article III or is a Community Interest Stakeholder [defined in Admin. Code §22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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.</p>

<p><b>Area At-Large Seats –Four</b> (4) seats, one (1) seat for each of the four (4) Geographic Areas (see Article III, Section 2A).  Area: 1,2, 3, or 4  Term: 4 years  Next election: 2025</p>	4	Elected	Stakeholder, who is at least 18 years of age, from any (Residential or Business/Organization) Stakeholder category within one of the four (4) Geographical Areas is eligible for these Board positions.	Any Stakeholder, as defined in Admin. Code §22.801.1(a), who is at least 16 years of age as defined in Admin. Code §22.814(a) and lives, works, or owns real property within the boundaries of HUNC as defined in Article III or is a Community Interest Stakeholder [defined in Admin. Code §22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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.
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<p><b>Business/ Organization Representative</b>  Four (4) seats, one (1) seat for each of the four (4) Geographic Areas (see Article III, Section 2A).  Term: 4 Years  Next Election: 2025</p>	<p>4</p>	<p>Elected</p>	<p>A Stakeholder, who is at least 18 years of age.</p> <p>This position can be from an educational organization, non-profit, faith based organization, or for profit business enterprise. A business or organization can only have one representative on the Board.</p> <p>To qualify for a non-profit or faith-based seat, Stakeholders must be owners, members or staff of a 501(c)3 organization with an office that has a street address within HUNC boundaries .</p> <p>To qualify for a for profit business enterprise seat, any Stakeholder who works at least forty (40) hours per month at a storefront address, home based business, OR maintains or manages a commercial property or business within HUNC boundaries that provides goods and/or services available to the community at large.</p> <p>Organizations must be engaged in for-profit legal, commercial activity.</p> <p>Additionally, membership in local business associations within HUNC boundaries are also acceptable.</p>	<p>Any Stakeholder, as defined in Admin. Code §22.801.1(a), who is at least 16 years of age as defined in Admin.Code §22.814(a) and lives, works, or owns real property within the boundaries of HUNC as defined in Article III or is a Community Interest Stakeholder [defined in Admin. Code §22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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.</p>
<p><b>Unclassified Stakeholder</b>  One (1) seat from ANY of the four (4) Geographic Areas (see Article III, Section 2A).  Area: 1, 2, 3, or 4</p>	<p>1</p>	<p>Elected</p>	<p>One (1) stakeholder as defined by Admin. Code § 22.801.1(a) who is 18 years as defined from any of the four Geographical</p>	<p>Any Stakeholder, as defined in Admin. Code §22.801.1(a), who is at least 16 years of age as defined in Admin. Code</p>

<p>Term: 4 Years Next Election: 2025</p>			<p>Areas.</p>	<p>§22.814(a) and lives, works, or owns real property within the boundaries of HUNC as defined in Article III or is a Community Interest Stakeholder [defined in Admin. Code §22.801.1(b) as a person who affirms a substantial and ongoing participation with a community organization that has maintained a physical street address 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, defined in Article III</p>
BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED ?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<p><b>Youth Representative – One (1) seat.</b> Any Geographic Area Reside <u>and</u>/or attend educational institution within HUNC boundary. Term: 1 year</p>	<p>1</p>	<p>Elected</p>	<p>Any stakeholder who either resides in or attends school within HUNC boundaries and does so ongoing and is at least 14 years of age and no more than 17 years of age on the day of the election or selection. See Admin. Code § 22.814(c).</p>	<p>Any Stakeholder, as defined in Admin. Code §22.801.1(a), who is at least 14 years of age as defined in Admin.Code §22.814(a) and lives, works, attends school, or owns real property within the boundaries of HUNC as defined in Article III or is a Community Interest Stakeholder [defined in Admin. Code §22.801.1(b) as a person who affirms a substantial and ongoing participation with a community</p>

			<p>organization that has maintained a physical street address 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.</p>
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