HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL BYLAWS

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Approved by Bylaws committee June 2002
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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
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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
Principles of Governance - 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 Community 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 Community 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 Community 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.
ARTICLE III: BOUNDARIES

Section 1: Boundary Description
The HUNC will include the following geographic areas:

A. Eastern Boundary: Western Avenue to Fern Dell Pl north along Western Canyon to the northern boundary. Includes Griffith Park.
B. Southern Boundary: Hollywood Blvd.
C. Western Boundary: 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 Neighborhood Association and north to the Hollywood sign.
D. Northern Boundary: Hollywood Sign and adjacent area.

Shared Assets

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

The boundaries of the HUNC are set forth in Attachment A - Map of Hollywood United Neighborhood Council.

Section 2: Internal Boundaries
There are five (5) geographical, three (3) renters and three (3) business 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.

A. Geographical Areas

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, 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 Ave.; east on Winans Ave. to Gower St.; south on Gower St to Franklin Ave.; thence west on the middle of Franklin Ave to Cahuenga Blvd. and point of beginning.

2. Area #2 - Central Hillside Area, including Cheremoya Ave. School. Beginning at Franklin Ave. and Gower St., north on Gower St. to Winans Ave.; west on Winans Ave. to Dearborn Dr.; south on Dearborn Dr. to Vasanta Way; Vasanta Way north to Creston Dr.; north and then west on Creston Dr. 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 Hwy to Hollyridge Dr.; south on Hollyridge Dr. to its point closest to north end of Cheremoya Ave.; thence jump to the northern extremity of Cheremoya Ave.; thence south on Cheremoya Ave. to Franklin Ave.; west on the middle of Franklin Ave. to Gower St. and point of beginning.
3. **Area #3** - Eastern-most hillside area, including Bronson Canyon. Starting at Cheromoya Ave. and Franklin Ave., north on Cheromoya Ave. to its north end; jump to Hollyridge Drive at its closest point; thence north on Hollyridge Drive to Mulholland Hwy and north on Mulholland Hwy 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 Blvd.; thence 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 Cheromoya Ave. and the point of beginning.

4. **Area #4** - From middle of Franklin at Western Ave. proceed south to Hollywood Blvd. Continue west along middle of Hollywood Blvd. to the Hollywood Freeway. Continue NW along freeway to Franklin Ave. Turn east, down the middle of Franklin Ave. to Western Ave.

5. **Area #5** - From middle of Cahuenga Ave. at Hollywood Blvd., proceed to Franklin Ave. Head east down the middle of Franklin to the Hollywood (101) freeway. Continue SE along freeway to middle of Hollywood Blvd. Proceed down the middle of Hollywood Blvd. west to Cahuenga Blvd.

**B. Business and Renter Areas**

1. **Area # A** - Includes the Vine Street area. From the middle of Cahuenga Blvd. at Hollywood Blvd. proceed to middle of Franklin Ave. Proceed east along Franklin Ave. to the Hollywood (101) Freeway to Gower Street Continue down the middle of Gower Street south to Hollywood Blvd. Proceed down the middle of Hollywood Blvd. west to Cahuenga Blvd.

2. **Area # B** - Includes Hollywood and Western corridors. From the middle of Hollywood Blvd. at Western Ave., proceed west to Gower Street. Continue north in the middle of Gower to just below Franklin Ave. Proceed east below Franklin to middle of Western Ave., then south to Hollywood Blvd.

3. **Area # C** - Includes north side of Franklin Avenue corridor and all three NC hillside areas (Districts 1,2,3) to the northern border of the Hollywood Sign. Includes those areas between Western and Fern Dell to the Hollywood (101) Freeway and Cahuenga Blvd.

**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

Section 1: Composition
The Governing Board of HUNC (“Board”) shall consist of twenty (20) Stakeholders, nineteen (19) elected by Stakeholders and/or appointed by the President and the Board and one (1) ex-officio youth representative whose vote will be advisory.

The composition of the Board shall be as follows:

A. **Geographic Seats** – one (1) seat for each of the five (5) geographical Areas (See Article III, Section 2A). A Stakeholder on a street shared by two (2) Areas may choose in which Area s/he shall establish his/her Stakeholder status. Any Stakeholder from any classification may run for these Board positions, as long as their Stakeholder status is based on affiliation within that Area.

B. **Renter Seats** – one (1) seat for each of the three (3) Renter Areas (see Article III, Section 2B). Any Stakeholder, in any Geographical Area, who rents their place of residence, may run for these positions. Home-ownership as a place of residence is not allowed.

C. **Homeowner Seats** – two (2) At Large Seats. Any Stakeholder, in any Geographical Area, who owns the home in which they live, is qualified to run for these positions.

D. **Unclassified Stakeholder Status Seats** – Two (2) Seats. Stakeholders from any Stakeholder category or Geographical Area are eligible for these Board positions.

E. **Representative of an Educational Institution** – one (1) At Large Seat. To qualify for an Educational seat, Stakeholders must be owners, members or staff of an organization with an office or regularly scheduled meetings with at least ten (10) meetings a year within any Geographic Area including, but not limited to public schools, private schools, elementary, middle, pre-school, and high school, community colleges and universities, Board of Education, leader of PTA’s, educational providers or service providers, or other education-focused groups including trade schools and education-associated foundations.

F. **Representative of a Non-Profit or Faith Based Organization** – two (2) At Large Seats. To qualify for a non-profit or faith-based seat, Stakeholders must be owners, members or staff of an organization with an office or regularly scheduled meetings with at least ten (10) meetings a year within any Geographic Area including, but not limited to: mission- type organizations, social service advocates and providers, non-profit affordable housing development and management organizations, non-profit hospital and healthcare providers, social service counseling agencies, life-enrichment organizations, churches, synagogues, temples, mosques, and organized religious
institutions. The two representatives must be from different organizations. While Homeowner Associations are often organized as Non-Profits, membership in an HOA should not count toward qualification for the Non-Profit/Faith Based Organization seats as these are set aside specifically to ensure diversity of perspectives.

G. Business Seats – one (1) seat for each of three (3) business Areas (See Article III, Section 2B). To qualify for a business seat, Stakeholders must be owners, members or staff of an organization with an office or with at least ten (10) regularly scheduled meetings a year within the Area. Organizations must be engaged in for-profit activity, commercial activity. Membership in local business associations and business improvement districts is also acceptable.

H. Youth Representative – one (1) seat. Ex-officio youth representative shall be between fourteen (14) and seventeen (17) years of age. Position shall be nominated by his or her Stakeholder peers or educational institution and recommended by the Education & Non-Profit Issues Committee. Nominee must be approved by the Board and shall serve for a term of one (1) year. Candidates must reside or attend a school within the HUNC boundaries to qualify. Youth representative can offer opinions on all matters before the Board but their votes will not be counted. May be re-appointed if they are under the age of nineteen (19) upon the expiration of their term.

I. At-Large Seat – One (1) Seat. No geographic requirement.

No Stakeholder group or Geographical Area may comprise the majority of the Board, unless extenuating circumstances exist and are approve by the Department of Neighborhood Empowerment (“DONE”). Each Homeowner or Unclassified Seat must represent a different Geographical Area than the other Board member seated within that category, for example, the two (2) Homeowner Seats must be from different Geographical Areas.

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

Section 2: Quorum
A quorum of the Board is ten (10). No floating quorums are allowed. No formal meeting shall be held, or business conducted or votes taken in the absence of a quorum. Ex-officio advisory board members (i.e. Youth Representative) shall not be counted toward the quorum.

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
Board members shall serve a four (4) year staggered term, except for the Youth Representative, who will serve for one (1) year. There are no term limits. Board members must maintain both their Stakeholder status and the criteria for their eligibility for election to their elected seat during the remainder of the term. Otherwise, they shall forfeit their seat. The Board member may remain seated up to sixty (60) days until a replacement can be found and appointed to the seat.
Section 5: Duties and Powers
The primary duties of the Board shall be to govern the HUNC and to carry out 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 public body a standing HUNC position previously adopted by the Board or a statement that the 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 the Board.

All Board members shall serve on at least one (1) HUNC Standing Committee.

Section 6: Vacancies

A. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Executive Committee.

B. After a review for eligibility, the Executive Committee shall cause the matter to be placed on the agenda for a 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.

E. 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.

F. 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. 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. Any Board member who is absent for all voting items on three (3) regularly scheduled, consecutive Board meeting agendas or, alternatively, all voting items for five (5) total regularly scheduled Board meetings during any 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.

Any Board member who is absent for all voting items on three (3) regularly scheduled, consecutive unique committee meeting agendas or, alternatively, all voting items for five (5) total regularly scheduled unique committee meetings during any 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.

**Section 8: Censure**

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

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

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.

4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion of censure.

5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

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

**Section 9: Removal of Governing Board Members**

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

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

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.

3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board’s vote on a motion for removal.

5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.

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

7. The Commission may review a Neighborhood Council’s removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission’s decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.

8. A request for the Commission to review a Neighborhood Council’s removal decision shall proceed as follows:
a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.

b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.

c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission’s decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council’s ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council’s bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council’s ability to remove committee chairs or committee members according to the Neighborhood Council’s bylaws and/or standing rules.

Section 10: Resignation

A Board member may resign from the Board for any reason by submitting written notice of resignation, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. Removal of the Board member requires a majority of the attending Board members. The Board, in consultation with the City Attorney, shall decide when a member ceases to be a Stakeholder.

Section 11: Outreach

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

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

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.

A. The President shall:
   1. Approve all 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 two-thirds (2/3) of the Board.
   3. Appoint all committee chairs. 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 the Board of the 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. Assist the President in deciding what issues may deserve a special meeting.

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.
   5. Make available to any member all communication addressed to the office of Secretary.
   6. Maintain a membership list and update it quarterly.
   7. Serve on the Executive Committee.
   8. Maintain all submitted committees’ meeting minutes.
   9. Provide to the public any information requested as required by the Public Records Act.

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, he or she 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. Coordinate with the Department for the preparation of an annual report.
8. 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. Make the HUNC financial statements, books and accounts open for inspection and copying by any member of the public upon request.

Section 3: Selection of Officers
Officer positions shall be filled annually at the first official Board meeting following their election and certification by the Office of the City Clerk, or selection in Board election years, and at the subsequent one (1) year anniversary mark of the Officers' election in Board non-election years.

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 annually.

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.

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 – Standing Committees shall be comprised of at least three (3) but not more than five (5) Board members and may include any interested Stakeholders. Ad Hoc Committees
shall be comprised of five (5) or fewer Board members and may include any interested Stakeholders.

C. **Committee Appointment** – All Committee members shall be appointed by the President and all Committee Chairs 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. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

D. **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.

E. **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 54950.5 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 meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. 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.

**Section 2: Agenda Setting**

The President shall set and approve all official agendas.

Any Stakeholder may make a proposal for action by the Board by submitting a written request to the Secretary or during the public comment period of a regular HUNC meeting. The Secretary shall promptly refer the proposal to a Standing Committee, or at the next regular HUNC meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider it. The Board is required to consider the proposal at a Committee or Board meeting, 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 defined in its standing rules.

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.

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)]
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.
ARTICLE XI: GRIEVANCE PROCESS

A. The Neighborhood Council will follow the City’s and BONC’s policy and/or rules regarding the handling of grievances.

B. 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.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The HUNC shall use Rosenberg’s Rules of Order when conducting Neighborhood Council meetings. If Rosenberg’s Rules of Order are silent on an issue, the HUNC shall refer to the rules of order when conducting Board meetings as set forth in its standing rules. If those are silent on an issue, then the HUNC shall refer to Robert’s Rules of Order.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or HUNC meetings may be developed and adopted by the Board.

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 two-thirds (2/3) vote of the Board members present and voting at a duly noticed general or special meeting. All changes shall then be forwarded to BONC and 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.

ARTICLE XIV: COMPLIANCE

The HUNC, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, County, state and federal laws, including, without limitation, the 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 HUNC, its representatives, and all Community Stakeholders shall conduct all HUNC business in a civil, professional and respectful manner in accordance with all City Council, Board of Neighborhood Commissioners and Department of Neighborhood Empowerment rules. Board members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.

**Section 2: Training**
All board members must take ethics and funding training prior to making motions and voting on funding related matters and in the fundamentals of Neighborhood Councils, including, but not limited to, workplace violence and sexual harassment provided by the City within forty-five (45) days of being seated.

**Section 3: Self-Assessment**
Every year, the HUNC shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.
ATTACHMENT A2 - Map of HUNC Business and Renters Areas
## ATTACHMENT B – Governing Board Structure and Voting

### Hollywood United Neighborhood Council – 20 Board Seats

<table>
<thead>
<tr>
<th>BOARD POSITION</th>
<th># OF SEATS</th>
<th>ELECTED OR APPOINTED?</th>
<th>ELIGIBILITY TO RUN FOR THE SEAT</th>
<th>ELIGIBILITY TO VOTE FOR THE SEAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geographical Area 1 Representative Term: 4 Years Next Election: 2021</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who lives, works or owns property within Area 1 and who is 18 years or older.</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
</tr>
<tr>
<td>Geographical Area 2 Representative Term: 4 Years Next Election: 2023</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who lives, works or owns property within Area 2 and who is 18 years or older</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
</tr>
<tr>
<td>Geographical Area 3 Representative Term: 4 Years Next Election: 2021</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who lives, works or owns property within Area 3 and who is 18 years or older</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
</tr>
<tr>
<td>Geographical Area 4 Representative Term: 4 Years Next Election: 2023</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who lives, works or owns property within Area 4 and who is 18 years or older</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
</tr>
<tr>
<td>Geographical Area 5 Representative Term: 4 Years Next Election: 2021</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder who lives, works or owns property within Area 5 and who is 18 years or older</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
</tr>
<tr>
<td>Business Area A Representative Term: 4 Years Next Election: 2021</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholders must be owners, members or staff of an organization with an office or with at least ten (10) regularly scheduled meetings a year within the Area. Organizations must be engaged in for-profit activity, commercial activity. Membership in local business associations and business improvement districts is also acceptable.</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
</tr>
<tr>
<td>Business Area B Representative Term: 4 Years Next Election: 2023</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholders must be owners, members or staff of an organization with an office or with at least ten (10) regularly scheduled meetings a year within the Area. Organizations must be engaged in for-profit activity, commercial activity. Membership in local business associations and business improvement districts is also acceptable.</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
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<tr>
<td>BOARD POSITION</td>
<td># OF SEATS</td>
<td>ELECTED OR APPOINTED</td>
<td>ELIGIBILITY TO RUN FOR THE SEAT</td>
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<tr>
<td>Business Area C Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder must be owners, members of staff of an organization with an office or with at least ten (10) regularly scheduled meetings a year within the Area. Organizations must be engaged in for-profit activity, commercial activity. Membership in local business associations and business improvement districts is also acceptable.</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
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<tr>
<td>Term: 4 Years</td>
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<td>Next Election: 2021</td>
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<tr>
<td>Renter Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholders who rent their place of residence within the neighborhood council and who are 18 years or older. Home ownership as a place of residence is not allowed. Must reside within Area A.</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
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<tr>
<td>Area A Term: 4 Years</td>
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<td>Next Election: 2023</td>
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<tr>
<td>Renter Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholders who rent their place of residence within the neighborhood council and who are 18 years or older. Home ownership as a place of residence is not allowed. Must reside within Area B.</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
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<td>Area B Term: 4 years</td>
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<td>Next Election: 2023</td>
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<tr>
<td>Renter Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholders who rent their place of residence within the neighborhood council and who are 18 years or older. Home ownership as a place of residence is not allowed. Must reside within Area C.</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
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<td>Area C Term: 4 Years</td>
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<td>Next Election: 2021</td>
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<tr>
<td>At Large Stakeholder Representatives</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholders in the HUNC neighborhood and who are 18 years or older.</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
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<td>Term: 4 Years</td>
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<td>Next Election: 2023</td>
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<tr>
<td>Homeowner Representative #1</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholders within the neighborhood council who own their home in which they live and who are 18 years or older. Homeowner Representative #1 must not reside within the same Geographic Area as Homeowner Representative #2.</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
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<td>Term: 4 Years</td>
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<td>Next Election: 2021</td>
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<tr>
<td>Homeowner Representative #2</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholders within the neighborhood council who own their home in which they live and who are 18 years or older. Homeowner Representative #2 must not reside within the same Geographic Area as Homeowner Representative #1.</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
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<td>Term: 4 Years</td>
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<td>Next Election: 2023</td>
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<tr>
<td>Unclassified Stakeholder Status #1</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholders in the HUNC neighborhood and who are 18 years or older. Unclassified Stakeholder #2 must not reside within the same Geographic Area as Unclassified Stakeholder #2.</td>
<td>Stakeholders in the HUNC Neighborhood and who are 16 years or older.</td>
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<tr>
<td>Representatives Term: 4 Years</td>
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<td>Next Election: 2021</td>
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<td>BOARD POSITION</td>
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<td>ELIGIBILITY TO VOTE FOR THE SEAT</td>
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<tr>
<td>Unclassified Stakeholder Status #2 Representatives</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholders in the HUNC neighborhood and who are 18 years or older. Unclassified Stakeholder #2 must not reside within the same Geographic Area as Unclassified Stakeholder #1.</td>
<td>Stakeholders in the HUNC Neighborhood and who are 16 years or older.</td>
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<td>Term: 4 Years</td>
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<td>Next Election: 2023</td>
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<tr>
<td>Non-Profit or Faith-Based Organizations Representative At-Large #1</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder must be owner, member or staff of an organization with an office or regularly scheduled meetings with at least ten (10) meetings a year within any Geographic Area including, but not limited to: mission-type organizations, social service advocates and providers, non-profit affordable housing development and management organizations, non-profit hospital and healthcare providers, social service counseling agencies, life-enrichment organizations, churches, synagogues, temples, mosques and organized religious institutions. The two representatives must be from different organizations. While Homeowners Associations are often organized as Non-Profits, membership in an HOA should not count toward qualification for the Non-Profit/Faith Based Organization Seats as these are set aside specifically to ensure diversity of perspectives.</td>
<td>Stakeholders in the HUNC Neighborhood and who are 16 years or older.</td>
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<tr>
<td>Term: 4 Years</td>
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<td>Next Election: 2021</td>
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<tr>
<td>Non-Profit or Faith-Based Organizations Representative At-Large #2</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholder must be owner, member or staff of an organization with an office or regularly scheduled meetings with at least ten (10) meetings a year within any Geographic Area including, but not limited to: mission-type organizations, social service advocates and providers, non-profit affordable housing development and management organizations, non-profit hospital and healthcare providers, social service counseling agencies, life-enrichment organizations, churches, synagogues, temples, mosques and organized religious institutions. The two representatives must be from different organizations. While Homeowners Associations are often organized as Non-Profits, membership in an HOA should not count toward qualification for the Non-Profit/Faith Based Organization Seats as these are set aside specifically to ensure diversity of perspectives.</td>
<td>Stakeholders in the HUNC Neighborhood and who are 16 years or older.</td>
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<td>Term: 4 Years</td>
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<td>Next Election: 2023</td>
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<td>BOARD POSITION</td>
<td># OF SEATS</td>
<td>ELECTED OR APPOINTED?</td>
<td>ELIGIBILITY TO RUN FOR THE SEAT</td>
<td>ELIGIBILITY TO VOTE FOR THE SEAT</td>
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<tr>
<td>Educational Organizations Representative</td>
<td>1</td>
<td>Elected</td>
<td>Stakeholders must be owners, members or staff of an organization with an office or regularly scheduled meetings with at least ten (10) meetings a year within any Geographic Area including, but not limited to public schools, private schools, elementary, middle, pre-school, and high school, community colleges and universities, Board of Education, leader of PTA’s, educational providers or service providers, or other education-focused groups, including trade schools and education-associated foundations.</td>
<td>Stakeholders in the HUNC neighborhood and who are 16 years or older.</td>
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<td>Term: 4 Years</td>
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<td>Next Election: 2023</td>
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<tr>
<td>Youth Issues</td>
<td>1</td>
<td>Appointed</td>
<td>Stakeholder between the ages of 14 and 19 who either resides or attends a school within the HUNC boundaries.</td>
<td>Stakeholder peers and members of the Board.</td>
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<tr>
<td>Representative</td>
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<tr>
<td>Term: 1 Year</td>
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<tr>
<td>Next Election: Annual</td>
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