## Article IV STAKEHOLDER

Membership is open to everyone who lives, works, or owns real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the neighborhood council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

#### The categories of stakeholders are:

A. Residential Stakeholder: A Residential Stakeholder is any person who lives in or whose residence is in an area defined in Article III, Section 2.

B. Business Stakeholder: A "Business Stakeholder" is any person who, <u>on an ongoing basis</u> works <u>in</u> manages, or owns a business <u>or who owns real property in which they</u> themselves <u>do not reside</u>, in an area defined in Article III, Section 2.

C. Community Interest Stakeholder: A Community Interest Stakeholder is any person who affirms a substantial and ongoing participation in a community organization such as, but not limited to, educational, non-profit and/or religious organizations within an area defined in Article III, Section 2.

### Article V GOVERNING BOARD

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

#### Section 1: Composition

The Board shall be comprised of up to twenty-one (21) elected or appointed "Members" from each of the following three (3) Stakeholder groups identified in Article IV, as follows:

A. Residential Stakeholder Members (RSM): An RSM shall be any person who lives in or whose residence is in an area defined in Article III, Section 2. One (1) RSM may be elected in each of the seven (7) designated areas.

B. Business Stakeholder Member (BSM): A BSM shall be any person who, on an ongoing basis works in manages, or owns a business or who owns real property in which they themselves do not reside in an area defined in Article III, Section 2. One (1) BSM may be elected in each of the seven (7) designated areas.

C. <u>Community Interest Stakeholder Member (CSM)</u>: A CSM shall be any person who identifies himself/herself as a Stakeholder as defined in Article IV. <u>One (1) CSM may be elected in each</u> of the seven (7) areas designated in Article III, Section 2.

In accordance with the Plan, the Board must, to the extent possible, reflect the diversity of the Neighborhood Council's Stakeholders. Accordingly, no single Stakeholder group shall comprise a majority of the Council unless warranted by extenuating circumstances and approved by the Department of Neighborhood Empowerment ("the Department"). To serve on the Board by election or by appointment, a Member must be a minimum age of eighteen (18) years at the time of the election or appointment.

**Section 2: Quorum** - A quorum of the Board must be present to conduct general Council meetings. A quorum shall consist of eleven (11) Members.

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"Stakeholders." A "Stakeholder" is
defined as any of the following:

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must support a position.

A The presiding officer may vote on all motions.

B. Voting by proxy shall not be allowed.

C. A majority is determined only by affirmative and negative votes. An abstention is not a vote and does not count as a vote (*Robert's Rules of Order, Newly Revised 2011*).

**Section 4: Terms and Term Limits-** Each Member shall serve for a term of four (4) years. Newly elected Members will be seated after certification of the final election results, or in the event of a recount or election challenge, after confirmation of the results of that recount or election challenge, in which case <u>incumbent</u> Members will continue in their positions until any recount or election challenge is resolved.

Beginning with the City Clerk conducted election in April- June 2010, every Board position shall be open for election, at which time Members from the following areas shall be elected for a duration of two (2) years or until a successor is elected or appointed: Areas #1, #3, #5 and #7. The remaining Members, in Areas #2, #4 and #6, shall be elected for a duration of four (4) years or until a successor is elected or appointed. Beginning with election held in 2012, and each election thereafter, each and every Member shall be elected for a four (4) year term, or until a successor is elected or appointed.

At the time of an election for odd numbered areas, any Board seats from even numbered areas that are vacant and have unexpired terms will be filled by election for the remainder of the unexpired term. At the time of an election for even numbered areas, any Board seats from odd numbered areas that are vacant and have unexpired terms will be filled by election for the remainder of the unexpired term." A vacant seat will be determined to be unavailable for filling by appointment, once the candidate registration period begins. If the seat remains vacant after the election, then it will become eligible for appointment again at that time,

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

A <u>Non-Discrimination</u> - The Board will encourage all Stakeholders to participate in its activities, and will not discriminate against individuals or groups on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, citizenship status, or political affiliation in any of its policies.

B. <u>Conflict of Interest and Applicable Laws</u> -The Board shall be subject to any or all applicable sections of federal, state and local laws, as well as the City of Los Angeles Government Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1).

C. <u>Restriction on Political Campaigns</u>- The Board shall not participate in, or interfere in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office, by election or appointment. This restriction shall not be interpreted to forbid informational events such as candidate forums. This restriction shall not prevent the Board from taking a position on legislative action, ballot initiatives, ballot measures, Los Angeles City Council Agenda items, or other such similar administrative or legislative action items.

D. <u>Multiple Membership</u> - Each Member may represent only one (1) geographic Stakeholder group at a time. No person may serve as a Member while simultaneously holding elected office in the Los Angeles City government.

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designated by the Officers of the Council or, in the absence of such designation, at the principal office of the Council. The minutes shall be kept in written or typed form or in any other form capable of being converted into written, typed or printed form.

H. Inspection by Stakeholders- The Board will comply with the Public Records Act. In addition, Stakeholders shall have the absolute right at any reasonable time to inspect all books, records, and documents of the Council.

Section 6: Vacancies- In the event of a Member vacancy {whether resulting from the resignation, or removal of a Member, or the absence of any candidates for election), the President may appoint a gualified Stakeholder as a Member for the vacant position, subject to approval by a majority vote of Board members present and voting at the time approval for the appointment is requested.

Section 7: Absences -There are no excused absences. Any Board Member who misses four (4) regularly scheduled Neighborhood Council Board or Special Meetings during any twelve (12) month period will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping.

Upon Board Member missing three (3) Board or Special Board Meetings during any twelve (12) month period, the Presiding Officer or a person designated by the Presiding Officer shall notify the Board member that an additional absence within a specified time period will result in their removal from the Board. The notice shall be made in any manner reasonably expected to result in the Board Member's last known address on file with the Council or the Department of Neighborhood Empowerment. Notice shall be given as soon as is reasonably possible after th Board member's third absence.

Upon a Board Member missing four (4) Board or Special Board Meetings during any twelve (12) month period, the Presiding Officer shall notify the Board member that their seat has been declared vacant and that the Member is removed from the Board. Notice shall be made per the process described above.

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. If removed from the Board per this Section, the former Board Member may seek reinstatement by following the Reinstatement process.

The First Vice President shall act as the Presiding Officer in the event that the President is the member in question.

B. Reinstatement Process – If requesting reinstatement, the former Board Member must within ten (10) days of the fourth absence notify the Presiding Office in writing of their intent to request reinstatement. The Presiding Officer or their designee will schedule the request to be heard at the next regularly scheduled Executive Committee meeting.

Upon hearing the former Board member's request, the Executive Committee will make a recommendation as to reinstatement.

At the next regularly scheduled Board meeting, the former Board Member's request shall be heard along with the recommendation of the Executive Committee, and shall be voted upon by the Board.

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Deleted: A Member shall be permitted a maximum number of four {4) absences per "Council Year" (for purposes of this provision a "Council Year" begins with the first scheduled Council meeting after certification of the election OR at the time of the appointment, and continuing for the next eleven (11) months thereafter). Upon the fourth absence, the member is removed from the Council. The Member may seek reinstatement through the grievance procedure provided in Article XI.¶

Äny Board Member who misses four (4) regularly scheduled Neighborhood Council Board or Special Meetings during any twelve (12) month period will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping. and that, upon missing the required number of Board Meetings for removal, the Presiding Officer shall notify the Board member that their seat has been declared vacant. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance

C. Executive Officer Attendance at Executive Committee Meetings – Any Board Officer who misses four (4) regularly scheduled Executive Committee Meetings during any twelve (12) month period will be automatically removed from their position as a Board officer. Each Board Officer absence shall be recorded in the Executive Committee meeting Minutes or other manner of Board record keeping.

Upon a Board Officer missing three (3) Executive Committee Meetings during any twelve (12) month period, the Presiding Officer or their designee shall notify the Board officer that an additional absence within a specified time period will result in their removal from their position as a Board Officer. The notice shall be made in any manner reasonably expected to result in the Board Officer receiving the notice, but at a minimum the notice shall be mailed to the Board Officer's last known address on file with the Board or the Department of Neighborhood Empowerment. Notice shall be given as soon as is reasonably possible after the Board Officer's third absence.

Upon a Board Officer missing four (4) Executive Committee meetings during any twelve (12) month period, the Presiding Officer shall notify the Board Officer that the Officer is removed fromt heir position as a Board Officer. Notice shall be made per the process described above.

Any meeting of the Executive Committee, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Officer attendance.

Section 8: Censure- Intentionally left blank.

Section 9: Removal - Members may be removed or replaced for the following reasons:

A. <u>Change or Loss of Stakeholder Status</u>: A Member who is no longer a Stakeholder in the capacity for which they were elected or appointed, as defined in Article IV, shall be automatically removed as a Member. It is the responsibility of each Member to notify the President of any change of stakeholder status within thirty (30) days of such change.

B. <u>Removal by Board Action</u>: The Secretary shall then have the matter placed on the agenda for a hearing by the Board at the next regular Council meeting pursuant to the procedure set forth below:

(1) The Member shall be given a minimum of fifteen (15) days' prior notice of the proposed removal and the reasons for the proposed removal. Any Notice given by mail shall be sent by first class and registered mail to the Member's last known address.

(2) The Member shall be given an opportunity to be heard, either orally or in writing. The hearing shall be held, or the written statement considered, before the Council.

(3) The Board shall decide whether or not the Member should be removed. Any removal of a Member pursuant to this subsection shall require an affirmative vote of two-thirds (2/3) of the Board Members present and voting, including the vote of the Member being considered for removal.

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# ATTACHMENT B

## Sherman Oaks Neighborhood Council - 21 Board Seats

BOARD POSITION	#OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Area 1 Residential Representative Term: 4 Years	1	Elected	Any stakeholder who lives within the boundaries of Geographic Area 1 and who is 18 years or older.	
Area 2 Residential Representative Term: 4 Years	1	Elected	Any stakeholder who lives within the boundaries of Geographic Area 2 and who is 18 years or older.	
Area 3 Residential Representative Term: 4 Years	1	Elected	Any stakeholder who lives within the boundaries of Geographic Area 3 and who is 18 years or older.	Stakeholder within the boundaries of Geographic Area [3] and who is 18 years or older.
Area 4 Residential Representative Term: 4 Years	1	Elected	Any stakeholder who lives within the boundaries of Geographic Area 4 and who is 18 years or older.	Stakeholder within the boundaries of Geographic Area and who is 18 years or older.
Area 5 Residential Representative Term: 4 Years	1	Elected	Any stakeholder who lives within the boundaries of Geographic Area 5 and who is 18 years or older.	Stakeholder within the boundaries of Geographic Area and who is 18 years or older.
Area 6 Residential Representative Term: 4 Years	1	Elected	Any stakeholder who lives within the boundaries of Geographic Area 6 and who is 18 years or older.	
Area 7 Residential Representative Term: 4 Years	1	Elected	Any stakeholder who lives within the boundaries of Geographic Area 7 and who is 18 years or older.	

Comment [SS1]: The full wording should be: Stakeholder within the boundaries of Geographic Area 1 and who is 18 years or older.

**Deleted:** Stakeholders who live, work, own property in Geographic Area

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own property in Geographic Area¶ 2 and who are 18 years or olde

**Comment [SS2]:** The full wording should be: Stakeholder within the

boundaries of Geographic Area 2 and who is 18 years or older.

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**Comment [SS3]:** Stakeholder within the boundaries of Geographic Area 3 and who is 18 years or older.

**Deleted:** Stakeholders who live, work, own property in Geographic Area¶ 4 and who are 18 years or older

**Comment [SS4]:** The full wording should be: Stakeholder within the boundaries of Geographic Area 4 and who is 18 years or older.

**Deleted:** Stakeholders who live, work, own property in Geographic Area¶ 5 and who are 18 years or older

Comment [SS5]: The full wording should be: Stakeholder within the boundaries of Geographic Area 5 and who is 18 years or older.

**Deleted:** Stakeholders who live, work, own property in Geographic Area¶ 6 and who are 18 years or older.

Comment [SS6]: The full wording should be:

Stakeholder within the boundaries of Geographic Area 6 and who is 18 years or older.

**Deleted:** Stakeholders who live, work, own property in Geographic Area¶ 7 and who are 18 years or older

Comment [SS7]: The full wording

should be: Stakeholder within the boundaries of Geographic Area 7 and who is 18 years or older.

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1	BOARD POSITION	# OF ELECTED OR APPOINTED?	ELIGIBILITY TO RUN ELIGIBILITY TO VOTE FOR THE SEAT FOR THE SEAT	Comment [SS8]: The full wording should be: Stakeholder within the boundaries of Geographic Area 1 and who is 18 years or older.
	Term: 4 Years		*	<b>Comment [SS9]:</b> Any stakeholder who, on an on-going basis works in, manages, or owns a business or who owns real property in which they themselves do not reside within the boundaries of Geographic Area 1 and who is 18 years or older.
I	Area 2 Business Representative Term: 4 years	Elected	ŧ	Deleted: Any stakeholder who owns a         Stakeholders who live, work, busine [1]         Deleted: .         Formatted [2]         Comment [SS10]: The full wording
	Area 3 Business Representative Term: 4 Years	Elected	Ł	should be:
I	Area 4 Business Representative Term: 4 Years	Elected	ŧ	should be:[6] Comment [SS13]: Any stakeholder who, on an on-going basis works i[7] Deleted: Any stakeholder who owns a Stakeholders who live, work, busin[8] Comment [SS14]: The full wording
I	Area 5 Business Representative Term: 4 Years	Elected	¥	should be:       [9]         Comment [SS15]: Any stakeholder who, on an on-going basis works       [10]         Deleted: Any stakeholder who owns a Stakeholders who live, work, busit       [11]         Deleted: .       [11]
	Area 6 Business Representative Term: 4 Years	Elected	ŧ	Comment [SS16]: The full wording should be:       [12]         Comment [SS17]: Any stakeholder who, on an on-going basis works       [13]         Deleted: Any stakeholder who owns a Stakeholders who live, work, busi       [14]         Comment [SS17]: The full word inservation       [14]
	Area 7 Business Representative Term: 4 Years	Elected	₩	Comment [SS18]: The full wording should be:
				Comment [SS21]: Any stakeholder who, on an on-going basis works [19]

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Comment [SS22]: Any stakeholder who, on an on-going basis works ... [20]

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	#OF	ELECTED OR	ELIGIBILITY TO RUN	ELIGIBILITY TO VOTE	
BOARD POSITION	SEATS	APPOINTED?	FOR THE SEAT	FOR THE SEAT	
Area 1 Community Interest Representative Term: 4 Years	1	Elected	lder.	Stakeholder within the boundaries of Geographic Area 1 and who is 18 years or older.	
Area 2 Community Interest Representative Term: 4 years	1	Elected	ŧ	Stakeholder within the boundaries of Geographic Area 2 and who is 18 years or older.	
Area 3 Community Interest Representative Term: 4 Years	1	Elected	₿	Stakeholder within the boundaries of Geographic Area 3 and who is 18 years or older.	
Area 4 Community Interest Representative Term: 4 years	1	Elected	ŧ	Stakeholder within the boundaries of Geographic Area 4 and who is 18 years or older.	
Area 5 Community Interest Representative Term: 4 Years	1	Elected	Al	Stakeholder within the boundaries of Geographic Area 5 and who is 18 years or older.	
Area 6 Community Interest Representative Term: 4 Years	1	Elected	ŧ	Stakeholder within the boundaries of Geographic Area 6 and who is 18 years or older.	
Area 7 Community Interest Representative Term: 4 Years	1	Elected	ł	Stakeholder within the boundaries of Geographic Area 7 and who is 18 years or older.	- ٦

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Comment [SS23]: Any stakeholder who affirms a substantial and on-going participation in a community organization such as, but not limited to, educational, non-profit, and/or religious organization, within the boundaries of Geographic Area 1 and who is 18 years or older.

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Comment [SS24]: Any stakeholder who affirms a substantial and on-going participation in a community organization such as, but not limited to, educational, non-profit, and/or religious organization, within the boundaries of Geographic Area 2 and who is 18 years or older.

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Susan Steinberg

Any stakeholder who, on an on-going basis works in, manages, or owns a business or who owns real

Stakeholder within the boundaries of Geographic Area 5 and who is 18 years or older.

# Page 16: [12] Comment [SS16] The full wording should be:

Page 16: [13] Comment [SS17]

14/5/1989 9:12:00 AM

14/5/1989 9:22:00 AM

# Susan Steinberg

## Page 17: [23] Comment [SS26]

Page 17: [25] Comment [SS28]

Any stakeholder who affirms a substantial and on-going participation in a community organization such as, but not limited to, educational, non-profit, and/or religious organization, within the boundaries of Geographic Area 4 and who is 18 years or older.

Page 17: [24] Comment [SS27] Susan Steinberg

Any stakeholder who affirms a substantial and on-going participation in a community organization such as, but not limited to, educational, non-profit, and/or religious organization, within the boundaries of Geographic Area 5 and who is 18 years or older.

Any stakeholder who affirms a substantial and on-going participation in a community organization such as, but not limited to, educational, non-profit, and/or religious organization, within the boundaries of Geographic Area 6 and who is 18 years or older.

Page 17: [26] Comment [SS29] Susan Steinberg Any stakeholder who affirms a substantial and on-going participation in a community organization such as, but not limited to, educational, non-profit, and/or religious organization, within the boundaries of Geographic Area 7 and who is 18 years or older.

Susan Steinberg

14/5/1989 9:34:00 AM

14/5/1989 9:32:00 AM

## Susan Steinberg

14/5/1989 9:34:00 AM

14/5/1989 9:34:00 AM