

West Adams Neighborhood Council BYLAWS

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ARTICLE I NAME

Upon certification, the name of the Neighborhood Council shall be the West Adams Neighborhood Council (WANC or Council), an officially recognized advisory council hereby part of the Los Angeles Citywide system of Neighborhood Councils.

ARTICLE II PURPOSE

A. The purpose of the Council is: to participate as an advisory body on issues of concern to our Neighborhood Council and to create more opportunities to build partnerships with government to address local needs and concerns our community.

The Council is formed to engage in all of the civic, cultural, public and charitable purposes permitted to be conducted, or participated in, by a Neighborhood Council formed pursuant to Article IX of the Charter and Administrative Code of the City of Los Angeles.

B. The mission of this Council is:

1. To empower and bring together a diverse community to maintain and improve the quality of life;
2. To work, in cooperation, with the necessary agencies toward the protection and improvement of our area, effectively addressing the needs and concerns as identified by our community;
3. To provide an inclusive open forum for public discussion of issues concerning City governance, the needs of this Neighborhood Council, the delivery of City services to this Neighborhood Council, and on matters of a Citywide nature; and
4. To advise the City of Los Angeles on issues concerning City governance, the needs of this neighborhood council, the delivery of City services to this neighborhood council, and on matters of a citywide nature.

C. The policy of this Council shall be:

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, age, disability, marital status, homeowner/renter status, income, or political affiliation;

1. To have fair, open, and transparent procedures for the conduct of our Neighborhood Council business;

2. To bring together the diverse elements of our community into a united organization that truly represents the interests of all of our neighbors in a non-partisan manner;
3. To develop a capability to listen to and interact with and inform all who have interests in our community;
4. To effectively represent our community in collaboration with the City of Los Angeles and other government agencies;
5. To above all unify and serve the interests of our community so as to enhance the quality of life in the West Adams neighborhood and surrounding area; and
6. To service this larger public purpose, the Council will participate in:
 - a. Monitoring City services and holding City employees and their departments accountable to the residents of the community;
 - b. Pursuing enforcement of existing City zoning codes and ordinances;
 - c. Establish a committee to review and assess ordinances if necessary;
 - d. Consulting with City officials regarding plans for appropriate development in commercial locations, including the provision of adequate parking and landscaping for these projects;
 - e. Revitalizing Commercial Corridors;
 - f. Establishing more recreational facilities;
 - g. Monitoring traffic throughout the area with special concern for the health and safety of residential neighborhoods;
 - h. Encouraging neighborhood beautification, tree planting, and graffiti removal; and
Advocating historic preservation and renovation.

ARTICLE III BOUNDARIES

Section 1: Boundary Description

WANC includes a geographic area that has a minimum of 20,000 residents. The boundaries are described as follows:

- A. **East:** The west side of Crenshaw Boulevard
- B. **West:** Between Rodeo Road and the Santa Monica Freeway following the City of Los Angeles boundary line

- C. **North:** Santa Monica Freeway
- D. **South:** Starting from Coliseum Street continue west from Crenshaw Boulevard to Chesapeake Avenue, then continue north on Chesapeake Avenue to Rodeo Road then continue west on Rodeo Road to the Los Angeles City boundary line.

Section 2: Internal Boundaries

Not applicable.

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, work or own 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.

ARTICLE V GOVERNING BOARD

The Board of Directors (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 (Plan).

Section 1: Composition

There shall be thirteen (13) Stakeholders elected, selected or appointed to the Board consisting of:

- A. **At-Large Representatives:** six seats (6) for Stakeholders who are at least eighteen (18) years of age at the time of the election and who live, work, or own property within the WANC boundaries.
- B. **Community Interest Representative:** one (1) seat for a Stakeholder who is at least eighteen (18) years of age at the time of the election 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
- C. **Business Representatives:** (2) seats for Stakeholders who are at least eighteen (18) years of age at the time of the election and who owns or operates a business or owns business property or multi-residential property within the WANC boundaries.

- D. **Youth Representative:** one (1) seat for a Stakeholder who is a youth or a person who is at least eighteen (18) years of age at the time of the election and who works with youth within the WANC boundaries.
- E. **Educational Representative:** one (1) seat for a Stakeholder who is a member of an educational institution (administration, faculty or student who is at least eighteen (18) years of age) within the WANC area.
- F. **Homeowner Representatives:** two (2) seats for Stakeholders who are at least eighteen (18) years of age at the time of the election and who are homeowners that live within the WANC area.

Section 2: Quorum

Seven (7) members of the Board shall constitute a quorum. There shall be no proxy voting

Section 3: Official Action

The Board shall take Official Action by a majority vote of the Board members present and voting including abstentions which acts as a "yes" vote for the board count. A majority vote on any matter on the Boards agenda cannot be made unless there is a quorum.

Board members ineligible to vote on items because of training non-compliance will not be counted towards the total number of votes needed to take action.

Section 4: Terms and Term Limits

Board members shall serve a four (4) year staggered term or until a successor is elected or appointed commencing after being seated. There are no term limits.

To begin the staggered terms, positions elected to a one (1) time, two (2) year term beginning in year 2010 shall be designated Group A and shall include one (1) seat for Homeowner Representative, one (1) seat for Business Representative, one (1) seat for Stakeholder, one (1) seat for Youth Representative, and two (2) seat for At-Large Representative with terms ending 2012. Thereafter, beginning in year 2012, Group A shall also have a four (4) year term.

Positions elected to a four (4) year term beginning in year 2010 shall be designated Group and shall include one (1) seat for Homeowner Representative, one (1) seat for Education Representative, four (4) seats for At-Large Representative, and one (1) seat for Business Representative, which shall be elected for the duration of four (4) years or until a successor is elected or appointed.

Section 5: Duties and Powers

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

Section 6: Vacancies

In the event a position is not filled during the election, the Board may hold a special meeting within the next three (3) months to elect or select a person to fill the position. All vacancies on the Board be that from elections, resign or removed shall be handled by the vacancy statement above. In the event the position remains vacant after a special meeting, the Board may appoint a person to fill the position until the next regularly scheduled election.

Section 7: Absences

All Board members are expected to be present at regular Board meetings. In the event of an absence, prior notice is required, barring an emergency.

- A. A Board member who is absent for three (3) Board meetings which contributes to the Board not having quorum without providing advance notice or is absent for five (5) meetings and is not an active member of at least one (1) committee, or is derelict in his or her duties, will be subject for review by the Executive Committee for removal per Section 9. Any meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board member attendance.

Section 8: Censure

The Board can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be reviewed by the Executive Committee first before being placed on the agenda for discussion and action.

Section 9: Removal

A Board member maybe removed by either of the following processes:

- A. A Board member may be removed by the submission written petition which
 1. Identifies the Board member to be removed,
 2. Describes the reason for removal, and
 3. Includes the signature of one hundred (100) Stakeholders.

The Secretary shall then have the matter placed on the agenda for a vote of the Board at the next regular meeting of the Board. A vote of "No Confidence" by two-thirds (2/3) of the Board is necessary to remove the identified Board member forthwith.

The Board member who is the subject of the removal action shall not take part in the vote on this matter, but will be allowed to speak at the meeting to the Board prior to the vote. If an adequate number of Board member(s) are not present to take a vote on removal, the matter shall be placed on the agenda for next regular meeting, and every meeting thereafter, until such time as a vote is taken.

- B. A Board member may be removed if said Board member fails to attend three (3) consecutive regularly scheduled monthly meetings without advance notice, i.e.

communication to the Board President or Board Secretary either by phone call, email or text message.

All such request for removal shall be made in writing and submitted to the Board for review. Each request shall identify the Board member to be removed and reason for removal. The Secretary shall then notify the Board member under consideration for removal by way of the United States Postal Office to the address on file with the Council. The item will be scheduled on the agenda of the next regularly scheduled meeting of the Board. A vote of "No Confidence" by two-thirds (2/3) of the Board shall be necessary to remove the identified Board member forthwith. The Board member that is subject of the removal action shall not take part in the vote on this matter, but will be allowed to speak at the meeting to the Board prior to the vote. If an adequate number of Board members are not present to take a vote on removal, the matter shall be placed on the agenda for the next regular meeting and every meeting thereafter, until such times as the vote is taken.

Section 10: Resignation

All resignation shall be made in writing and submitted to the Board Secretary to be logged.

Section 11: Community Outreach

The Board shall direct that a system of outreach be instituted to find and obtain nominees

for subsequent elections to the Board. The Board may choose to design such a system through the committee process. The purpose of the Election Outreach Committee is to put forth a reasonable effort to inform and give every Stakeholder desiring to participate on the Board an opportunity to become a Board member. A period of at least sixty (60) days prior to any election shall be given to prospective Board members for purposes of soliciting stakeholder support.

ARTICLE VI OFFICERS

Section 1: Officers of the Board

The Board shall include the following Officers: President, Vice-President, Secretary, Treasurer, Parliamentarian and Sergeant-at-Arms.

Section 2: Duties and Powers

- A. **President:** Subject to such supervisory powers as may be given by the Board to another Officer, the President shall, subject to the control of the Board, generally supervise and give direction for business of the Council. He/she shall preside at all meetings of the members and at all meetings of the Board and Executive Committee. He/she shall have such other powers and duties as may be prescribed by the Board or the bylaws.
- B. **Vice President:** In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice

President shall have such other powers and performs such other duties as from time to time may be prescribed for them respectively by the Board.

C. **Secretary:** The Secretary shall attend to the following:

1. Book of Minutes. The Secretary shall keep or cause to be kept, at the principal executive office or such other places as the Board may direct, a book of minutes of all meetings and actions of the Board and committees of the Board, with the time and place and attendees of the meetings and, if a special, how authorized, present at those meetings.
2. Correspondence. The Secretary shall maintain copies of all outgoing and incoming correspondence to and from the Council, the Board and committees, and members of the Board and the chairpersons of committees (to the extent such correspondence constitutes business of the Board and the committees and not personal matters of such individuals).

D. **Treasurer:** The Treasurer shall be responsible for overseeing, custody and control of the fiscal recordkeeping for the Council funds and assets; establishing and maintaining a system of booking and accounting for the Council as prescribed by the Department of Neighborhood Empowerment (Department) in accordance with Generally Accepted Accounting Principles (GAAP) and all applicable Local, State or Federal laws; being a required signatory on all funding matters; establishing communication with the City accounting services, vendors and recipients of community improvements or event funding; preparing and submission of all demand warrants to the city along with required documentation; purchasing and control of all credit card issued by the City; reconciling of all expenditures against the approved annual budget and city fiscal records; and complying with City auditing requirements. The Treasurer shall make a report to the Governing Body on the finances at every regular meeting. He/she shall perform such other duties as may be prescribed by the Board, the Financial Accountability Guidelines of the bylaws.

E. **Parliamentarian:** The Parliamentarian shall aid in the running of meetings of the Board and the general meetings, by ensuring that appropriate sections of Robert's Rules of Order of parliamentary procedures, Brown Act and any other rules of conduct. He/she shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

F. **Sergeant-at-Arms:** The Sergeant-at-Arms' responsibility shall be to keep the order during all regular and community meetings.

Section 3: Selection of Officers

These positions shall be filled by majority vote of the Board at the first regular meeting following the elections.

Section 4: Officer Terms

Officers shall serve a two (2) year term at the pleasure of the Board.

Article VII COMMITTEES

Membership on any WANC committee shall be voluntary for stakeholders. Each board member is required to be an active participant of at least one (1) Standing committee. All Committees may invite others to attend as may be required to assist in the work of the Committee. Members of the public will be given an opportunity to speak at these meetings.

Section 1: Standing Committees

Standing Committee meetings will be open to all Stakeholders. The WANC shall have committees including, but not limited to:

- A. **Executive Committee:** The Executive Committee is comprised of the President, Vice President, Secretary and Treasurer. A quorum of three (3) members present will be sufficient to conduct business of the Executive Committee.

The President or Vice president shall act as Executive Committee Secretary assembling and distributing the agenda for the Executive Committee's meeting. The Executive Committee may meet to add additional items as needed to finalize the agenda or as may be required in urgent situations. All matters will be decided by a majority vote of the Executive Committee members present.

- B. **Youth Committee:** Shall interface with youth stakeholders through LAUSD, the City of Los Angeles, businesses and developers on matters concerning the general welfare of the youth who reside in or use facilities located within WANC boundaries described in Article III.
- C. **Education Committee:** Shall interface with local schools, and the City of Los Angeles on matters concerning education opportunities for all Stakeholders.
- D. **Finance Committee:** Shall oversee all projects and proposals and shall work with the individual and or committee in the execution of project or proposal.
- E. **Outreach Committee:** Shall oversee and coordinate all outreach events and activities and shall be the main body to spearhead all outreach for the Council
- F. **Rules Committee:** Shall oversee all proposed amendments to bylaws and standing rules.
- G. **Public Safety Committee:** Shall address the various issues concerning public safety in the West Adams community.
- H. **Land Use Committee:** Shall interface, address and advise Stakeholders, developers, the City of Los Angeles Planning Department and the Planning and Land Use Management Committee of the Los Angeles City Council.

Section 2: Ad Hoc

Each Ad Hoc Committee will be established as a temporary committee to review and make recommendations on specific issues as directed by the Board.

Section 3: Committee Creation and Authorization

Committees will be formally established upon a majority vote by the Board. Establishment and disbandment of all committees shall be noted in the minutes by the Secretary.

Each Committee shall elect a Chairperson from among its members. Committees shall determine how they will conduct their business. They shall report on their activities in writing at each meeting of the WANC. Committees will be comprised of three (3) or fewer Board members.

ARTICLE VIII MEETINGS

Section 1: Meeting Time and Place

The WANC Board meetings shall be held on the third Monday of each month with the exception of holidays then monthly meetings shall be moved to the fourth Monday. Meeting will be held at Vineyard Recreation Center 2942 Vineyard Ave Los Angeles, CA 90016. However, the location for meetings may change from time to time.

Section 2: Agenda Setting

Agenda setting will take place during regular board meetings during "Agenda Setting" time just before adjournment. Should items come up at any other time, communication may be sent to any board member who will then submit the item to the Executive Committee for consideration to be placed on the next General Board meeting's agenda. Any items not covered will roll over to the next meeting under "Old Business."

Section 3: Notification / Posting

All "meetings", as defined by the Ralph M. Brown Act shall be noticed and conducted in accordance with the Act. Notification of all meetings shall include, at a minimum posting at one (1) physical location that is accessible to the public twenty-four hours a day and seven days a week within the WANC boundaries, on its website and emailed out to Stakeholders. Regular and special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

Other rules for the conduct and decorum of the Board meetings, including a procedure for reconsidering agenda items, shall be established by Roberts Rules of Order.

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two (2) days, shall:

- A. Make a Motion for Reconsideration and, if approved,
- B. Hear the matter and take appropriate action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting:
 1. A Motion for Reconsideration on the described matter, and
 2. A Proposed Action should the motion pass and the reconsideration be approved.
- C. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the action that was taken, then a Board member on the prevailing side of action must submit a memorandum to the Secretary identifying the motion to be reconsidered and a brief description of the reason(s) for

reconsideration at the next regular meeting. The aforesaid shall all comply with the Ralph M. Brown Act.

ARTICLE IX FINANCIAL ACCOUNTABILITY

- A. The Treasurer shall establish and oversee a system of bookkeeping and accounting for the Council that complies with Generally Accepted Accounting Principles, the Council Financial Accountability Guidelines and conforms to all applicable local, state, or federal laws. The Treasurer may request authorization from the other members of the Board to retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may also request the assistance of the Department when implementing same. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Council assets.
- B. The Council's financial statements, books and accounts shall be open for inspection and copying by any member of the public upon a written request to the Board. The Board shall establish fair and open procedures to permit inspection within a reasonable time. Any copying of financial records will be performed by an established copy service and the charge for such a service will be billed to the person or entity requesting the copies.
- C. 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.
- D. The Treasurer shall make a report to the Board on the Council's finances at every regular meeting of the Board.
- E. The Treasurer shall be responsible for preparing or coordinating the preparation of a financial statement for the Department annually. The Treasurer shall also coordinate and cooperate with the Department on establishing a process and/or a system by which the Councils finances and book of accounts can be reviewed by the Department pursuant to the Plan.
- F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election

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

Section 2: Governing Board Structure and Voting

The number of Board seats, the eligibility requirements for holding any specific Board Seats and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age

All Community Stakeholders aged eighteen (18) and above shall be entitled to vote in the Council elections.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status by providing acceptable 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 Board during a single election cycle.

Section 6: Other Election Related Language

Not applicable.

ARTICLE XI GRIEVANCE PROCEDURE

The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Any grievance by a Stakeholder must be submitted in writing to the Board. The Board shall then refer the matter to an ad hoc grievance committee comprised of five (5) Stakeholders who are selected by the Board Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance panel. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

The Ad Hoc Grievance Committee shall prepare a written report to be forwarded to the Board outlining the recommendations for solving the grievance. The Board shall receive a copy of the report and recommendations; however the matter shall not be discussed among the Board members until the next regular meeting of the Council pursuant to the Ralph M. Brown Act.

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

In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to a neutral third-party for further assistance and resolution.

ARTICLE XII PARLIAMENTARY AUTHORITY

Robert's Rules of Order of parliamentary procedures is the main authority for all meetings.

1. One exception to the Robert's Rules of Order is that the Board takes official action by a majority of board members present and voting including abstentions which abstentions are counted as a "yes" vote.

ARTICLE XIII AMENDING BYLAWS

Amendments, challenges, additions or deletions to the WANC Bylaws may be proposed by the Board or any Stakeholder(s) during the public comment period of a regular meeting of the Board or during Rules committees meetings. A proposal to amend these bylaws, however, must then be formalized in writing by Rules Committee and then logged with the Board Secretary or person responsible for preparing the agenda. The proposed amendment will be placed on the agenda for public discussion for the next regular meeting of the Board.

A recommendation for amendment or adjustment of these Bylaws must be made by a majority vote of the Board. Thereafter, a Bylaw Amendment Application shall be submitted to the Department for review and approval by the Department in accordance with the Plan.

ARTICLE XIV COMPLIANCE

Section 1: Code of Civility

The Council, its representatives, and all Stakeholders will endeavor to conduct Council business in a professional and respectful manner. The Council is committed to developing a system whereby pertinent information will be disseminated or made available to every stakeholder in this Council. The Council, its representatives, and all Stakeholders will refrain

from violating Board Rules and shall abide by the Plan and all City, County, State, and/or federal laws that apply. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

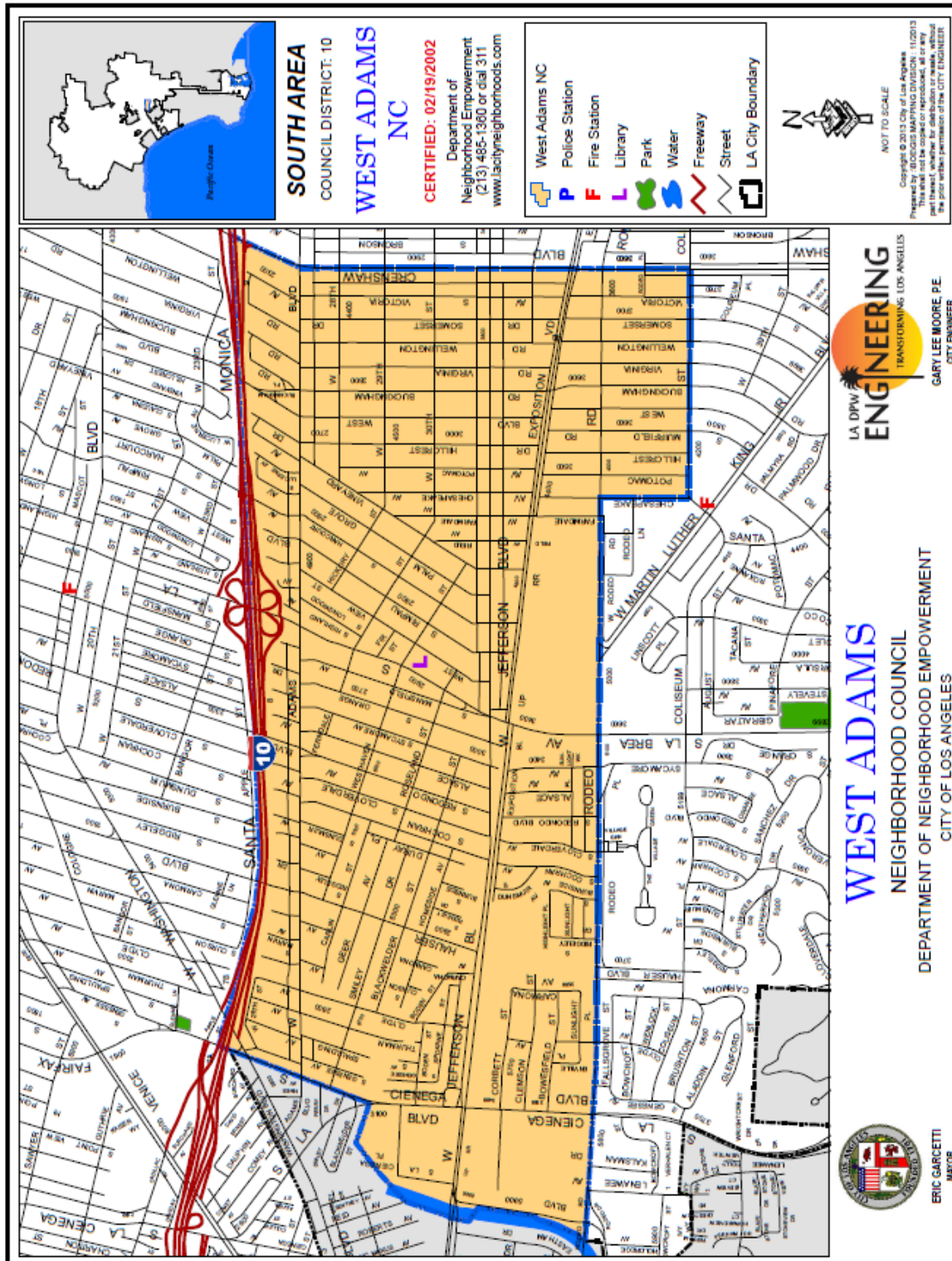
Section 2: Training

All Board members are mandated by State Law (AB 1234) to take the ethics training. Board members must take this training every two (2) years thereafter. All Board members must take ethics and funding training prior to making motions and voting on funding related matters.

Section 3: Self Assessment

The WANC shall sponsor an annual retreat at each fiscal year. The Board shall determine the theme of the retreat, which includes a self-assessment per the Plan.

ATTACHMENT A – Map of West Adams Neighborhood Council



ATTACHMENT B – Governing Board Structure and Voting

West Adams Neighborhood Council – 13 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
At-Large Representatives Term: 4 Years	6	Elected	Stakeholders who live, work or own property in the WANC area and who are 18 years or older.	Stakeholders who live, work or own property within the WANC boundaries and who are at least 18 years old at the time of the election.
Community Interest Representative Term: 4 Years	1	Elected	Stakeholders 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 and who is 18 years or older.	Stakeholders 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 and who is 18 years or older.
Business Representatives Term: 4 Years	2	Elected	Stakeholders who own a business, operate a business, own business property or multi-residential property and who are 18 years or older.	Stakeholders who live, work or own property or stakeholders who own a business, operate a business, own commercial property, multi-residential property within the WANC boundaries and who are at least 18 years old at the time of the election
Youth Representative Term: 4 Years	1	Elected	A stakeholder, who lives, works or owns property in the WANC area and over the age of 18 who works with the youth within the WANC boundaries.	Stakeholders who live, work or own property within the WANC boundaries and who are at least 18 years old at the time of the election.
Educational Representative Term: 4 Years	1	Elected	A stakeholder who is a member of an educational institution (administration, faculty or student) within the WANC area and who is 18 years or older.	Stakeholders who live, work or own property within the WANC boundaries and who are at least 18 years old at the time of the election.
Homeowner Representatives Term: 4 Years	2	Elected	Any stakeholder who owns residential property and lives within the WANC area and who is 18 years or older.	Any stakeholder who owns residential property and lives within the WANC area and who is 18 years or older