

**North Hollywood West  
Neighborhood Council Bylaws (NoHoWest NC)**

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**Article I  
NAME AND ORGANIZATION**

- A.** Upon certification, the name of the Neighborhood Council shall be the North Hollywood West Neighborhood Council (NoHoWest NC), as officially recognized by the Los Angeles Citywide System of Neighborhood Councils.
- B.** The NoHoWest NC is conformed according to laws relating to the Neighborhood Council System in the Los Angeles City Charter, the Plan for a System of Citywide Neighborhood Councils and other City and state laws and regulations that pertain to neighborhood councils. It is an organization which represents the interests of its stakeholders and is advisory to City government and its agents. The NoHoWest NC is composed of its stakeholders, of which its Board of Directors, officers, and committees are comprised.

**Article II  
PURPOSE AND POLICY**

**Section 1: Purpose**

- A.** To provide an open forum in which stakeholders may discuss and resolve community issues.
- B.** To serve as a voice in the best interest of the community quality of life within the city's decision making process.
- C.** To monitor the delivery of city services within the NoHoWest NC boundaries.

**Section 2: Policy**

- A.** To create a forum in which any individual or group may speak on any side of any issue affecting the community.
- B.** To inform community stakeholders of matters affecting the community and encourage all community stakeholders to participate in all activities of this Neighborhood Council.
- C.** To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this neighborhood council.
- D.** To remain non-partisan in regards to political affiliation and inclusive in our operations including, but not limited to, the election process for governing body and committee members.
- E.** To inform its stakeholders of forthcoming projects. Process for dissemination of information will be delineated in standing rules.
- F.** To utilize the Early Notification System (ENS) to inform the 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.

- G.** 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, income, homeowner/renter status, or political affiliation.
- H.** To have fair, open, and transparent procedures for the conduct of all Council business.

**Article III  
GEOGRAPHIC BOUNDARIES**

**Section 1: Boundary Description**

<b>NORTH:</b>	Roscoe Boulevard
<b>SOUTH:</b>	Vanowen Street
<b>EAST:</b>	Whitsett Avenue, including the Whitsett Sports Complex, Valley Plaza Park and Valley Plaza Library
<b>WEST:</b>	Tujunga Wash

**Section 2: Internal Boundaries**

This section is not applicable to the NoHoWest NC.

**Article IV  
STAKEHOLDER**

NoHoWest NC is open to all community stakeholders. Council membership is open to all stakeholders. A “stakeholder” shall be defined as those who live, work, or own real property in the neighborhood and also 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 governing body of the organization shall be the Board of Directors (board). The board is empowered to make decisions on behalf of the NoHoWest NC. The governing board must, to the extent possible, reflect the diversity of the neighborhood council’s stakeholders. Accordingly, no single stakeholder group shall compromise a majority of the board, unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment (Department).

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## Section 1: Composition and Eligibility

The board shall consist of fifteen (15) voting members. Members of the board shall be at least sixteen (16) years of age. Only those eligible for the NoHoWest NC membership shall be selected to hold a position on the board. The following diagram explains the number of board seats, the eligibility requirement for holding any specific board seat, and indicates which stakeholder may vote for board seats.

<b>BOARD POSITION</b>	<b>ELECTED OR APPOINTED</b>	<b>STAKEHOLDER ELIGIBILITY FOR THE SEAT</b>	<b>QUALIFICATIONS TO VOTE FOR THE SEAT</b>
<b>A. Resident</b> (4 seats total)	Elected	Includes renters of residential property and homeowners.	Stakeholders 16 years of age and above.
<b>B. Business</b> (2 seats total)	Elected	Includes business owners or employees, or owners of rental property.	Stakeholders 16 years of age and above.
<b>C. Youth</b> (1 seat total)	Elected	Stakeholder 16-21 years of age.	Stakeholders 16 years of age and above.
<b>D. Senior</b> (1 seat total)	Elected	Stakeholder 50 years of age and above.	Stakeholders 16 years of age and above.
<b>E. Community-Based Organizations</b> (3 seats total)	Elected	Includes representatives of non-profits, schools, churches, temples and other social service agencies located within the NC boundaries.	Stakeholders 16 years of age and above.
<b>F. At large</b> (4 seat total)	Elected	All stakeholders 16 years of age and above, and Council membership is open to all stakeholders who live, work, or own property in the neighborhood.	Stakeholders 16 years of age and above.

**Board Members who are less than eighteen (18) years old are disqualified from voting on the expenditure of board funds, decisions and enter into a contract or make recommendations to enter into a contract or expend funds.**

## **Section 2: Quorum**

No formal meeting shall be held or business conducted or votes taken in the absence of a quorum. A quorum shall consist of eight (8) board members.

## **Section 3: Official Actions**

A simple majority of the board members present and voting, including abstentions which will be counted as “yes” votes, shall be required to pass motions, except where the bylaws require a two-thirds majority vote.

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

- A. There are no term limits for serving on the board.

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

- A. To include the city or any other level of government on matters concerning the general health, safety and welfare of the neighborhood. These matters could involve, but are not limited to, community development conditions.
- B. To recruit a diverse representation on the board and each committee so as to reflect the diverse interests of its area.
- C. To provide input on the efficiency and effectiveness of the government’s delivery of services within the geographic boundaries.
- D. To inform the city government of the community’s priorities and make recommendations on the city budget.
- E. To cooperate with other neighborhood councils on issues that might be of general concern.
- F. To participate in the citywide conventions of Neighborhood Councils.
- G. To foster a sense of community.

## **Section 6: Vacancies**

- A. A board vacancy that results from the resignation or removal of an elected board member or from a board position not being filled after an election, shall be filled from qualified stakeholders by majority vote of the remaining board members. The appointed board member shall serve for the remaining duration of the term of the vacant seat.
  - 1. A vacancy on the board shall be filled using the following procedure:
    - i. The board shall create a vacancy appointment application to be made available to interested and qualified stakeholders.

- ii. Any stakeholder(s) interested in filling a vacant seat on the board shall submit written application(s) to the Secretary.
- iii. The secretary shall then ensure that the matter is placed on the agenda for the next regular meeting of the board.
- iv. Candidates for the vacant seat will be considered per the posted regular meeting agenda and installed by a majority vote of the board members present, once quorum is established. In accordance with the Brown Act, the board may not use secret ballots to approve the appointment.
- v. 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 an applicant tenders a written application to the secretary.

### **Section 7: Absences**

- A.** If a board member has three (3) absences from regularly scheduled board meetings in the fiscal year, this is considered grounds for removal from the board. At the next regularly scheduled meeting following the board member's third absence, the board may place the matter on the agenda to determine the seat vacant. Vacancies will be filled by a majority vote of the remaining board, pursuant to Article V, Section 5(E). 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.

### **Section 8: Censure**

Censure language not available at the present time.

### **Section 9: Removal**

The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

- B. Petition by Stakeholders:** A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of one hundred (100) Stakeholders.
  - i. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.
  - ii. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.
  - iii. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement

about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

**C. Petition by Board:** A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least five (5) Board members.

- i. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.
- ii. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.
- iii. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
- iv. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.
- v. If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

## **Section 10: Resignation**

- A. If a NoHoWest NC board member or officer is elected to any city political office, the member shall immediately resign from the neighborhood council position.
- B. If a NoHoWest NC board member or officer moves away from or is no longer a stakeholder in the neighborhood council area, the board shall decide at a public meeting to declare the seat vacant.
- C. Any board member or officer may resign by submitting a written resignation to the board president or secretary, the board shall decide at a public meeting to declare the seat vacant.

## **Section 11: Community Outreach**

For a detailed description of the NoHoWest NC's outreach plan, please see board's standing rules.

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## **Article VI OFFICERS**

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

- A.** The officers of the Board of Directors shall be President, Vice-President, Secretary, and Treasurer.

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

- A.** The President presides at all meetings. The President shall serve as spokesperson and representative of the board, and receive all communications and present them promptly to the board. The President may lead or appoint a delegation to citywide Neighborhood Council functions; however, such delegation may not represent the views of the board unless authorized to do so. In cases where a Neighborhood Council representative is needed for a City or public function before the board can act at its next regularly scheduled board meeting, the president may appoint a representative; however the representative shall disclose that the board has not yet taken any action on a given matter.
- B.** The Vice-President shall perform all duties of the President in the absence of the President. The Vice-President shall assist the President in deciding what issues or problems may deserve a special meeting, and serves on the Executive Committee.
- C.** The Secretary shall act for the President in the absence of the President and Vice-President. The Secretary shall keep all minutes and records of the Neighborhood Council, and see that all notices are duly given in accordance with the provisions of these bylaws and as required by law. The Secretary receives all requests to speak at board meetings, keeps the NoHoWest NC calendar, and disseminates important information to the stakeholders. The Secretary shall serve on the Executive Committee.
- D.** The Treasurer shall be held accountable for all funds belonging to the NoHoWest NC. The Treasurer shall receive and disburse all NoHoWest NC funds, and give an accounting of the finances at regularly scheduled board meetings. The Treasurer shall cosign demand warrants with the President, Vice-President and Secretary. The Treasurer shall act for the president in the absence of the President, Vice-President and Secretary. The Treasurer shall serve on the Executive Committee. Accounting statements shall be submitted to D.O.N.E. on a quarterly basis, or as otherwise required by D.O.N.E.

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

- A.** Officers are elected no later than the second regularly scheduled meeting after the election of the board members.
- B.** The board shall nominate the officers from the existing board members.

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

- A. Elected officers shall serve one-year terms. No person may serve more than two consecutive terms as an officer.
- B. Officers serve at the will of the Board of Directors and may be removed by a two-thirds vote of the present board members once quorum is established at any board meeting.
- C. A vacant office due to removal or resignation shall be filled from the pool of remaining board members by a majority vote of the board members, once a quorum is established.

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

### **Section 1: Standing**

- A. NoHoWest NC may designate one (1) or more standing committees, each of which may consist of no more than four (4) board members per Brown Act regulations. The designations shall be made by resolution adopted by a majority of the seated board members at a board meeting, provided that a quorum is present. All stakeholders of NoHoWest NC shall be eligible for voting membership in all committees per the composition and rules established by each committee. The committees will meet to discuss programs, make recommendations, and prepare written reports to be submitted to the NoHo West NC Board of Directors for consideration. All standing committee meetings shall comply with all applicable laws.
- B. Rules for committees will be addressed in the standing rules established by the board.

### **Section 2: Ad hoc**

NoHoWest NC may, through a board motion and upon a majority vote, establish ad hoc committee(s) to address issues and topics of a specific nature for a limited time. The issues and topics to be addressed must be stated in the motion that creates the committee. The ad-hoc committee must be comprised of fewer than 5 board members.

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

NoHoWest NC will include process, structure and authority of committee creation in standing rules.

## **Article VIII MEETINGS**

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

All Neighborhood Council meetings shall be open to the public. All meetings shall comply with applicable laws, including posting requirements established by the Brown Act.

- A.** The neighborhood council may hold as many regular meetings as necessary; a minimum of four (4) meetings must be held each year, one (1) per calendar quarter.
- B.** Special neighborhood council meetings may be called by President or a majority of the board.

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

- A.** The Executive Committee consists of the board officers only, and is chaired by the president of the board. Said committee approves board meeting agendas at the same meeting.

### **Section 3: Notification/Postings**

- A.** There must be at least seventy-two (72) hours advance public notice for regularly scheduled meetings. The final agenda of the meeting shall be posted in prominent public posting locations.
- B.** In the case of a special meeting, public notification may be posted twenty-four (24) hours in advance.
- C.** At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with the Neighborhood Council Agenda Posting Policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.

### **Section 4: Reconsideration**

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

- A.** Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action

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

## **Article IX FINANCES**

The NoHoWest NC shall keep a book of accounts according to generally accepted accounting principles (GAAP). It will also do the following:

- A. Submit its books to the appropriate agencies for review with the understanding that refusal to submit accounting books in a timely manner shall be subject to de-certification by the Board of Neighborhood Commissioners (B.O.N.C.).
- B. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.
- C. Comply with the Public Records Act. Allow stakeholders to obtain a copy of the NoHoWest NC books and records by issuance of any written or oral request.
- D. Submit all of its accounting books to D.O.N.E on a quarterly basis or as otherwise required by D.O.N.E.

## **Article X    ELECTIONS**

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

- A. Elections shall be conducted every two (2) years in even-numbered years and shall be administered by the City Clerk. The rules and regulations promulgated by the City Clerk in conjunction with an election administered by the City Clerk shall take precedence over any inconsistent language in these bylaws.

### **Section 2: Governing Board Structure and Voting**

- A. The intent of the board is to establish a staggered election system where approximately half of the board is elected at each general board election. Subsequent to the first general board election, eight (8) of the fifteen (15) board members shall serve a four-year (4) term. The remaining seven (7) board members elected shall serve a two-year (2) term. The following eight (8) board positions resulting from the first general election shall serve the initial four-year (4) term:

1. Two (2) highest vote recipients in the Resident category
2. One (1) highest vote recipient in the Business category
3. Two (2) highest vote recipients in the Community-Based Organization category
4. Two (2) highest vote recipients in the At-Large category
5. The one (1) Senior category representative

- B. The board positions filled by the remaining group of seven (7) board members serving the initial two-year (2) terms will be up for re-election at the subsequent general board election. The seven (7) candidates elected at this subsequent general election will serve for the regular four-year (4) terms. The board positions filled by the remaining group of seven (7) board members serving the initial two-year (2) term will be eligible for re-election at the end of their term. The seven (7) members elected at that election will serve for the regular four-year (4) term.

### **Section 3: Minimum Voting Age**

- A. All stakeholders age sixteen (16) and above shall be entitled to vote in the Neighborhood Council elections.

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

Voters will verify their stakeholder status by a self-affirmation process. The same process will apply to candidates running for a seat on the board.

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

Candidates may not run for more than one seat on the board.

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

### **Article XI GRIEVANCE PROCESS**

- A. Any grievance by a stakeholder must be submitted in writing to the Secretary who shall cause the matter to be placed on the agenda for the next regular Council meeting.
- B. At that meeting, the Secretary shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) stakeholders selected by the Board from a list of stakeholders who have expressed an interest in serving from time-to-time on such a panel.
- C. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.
- D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.
- E. This 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 Council meetings.
- F. Board members are not permitted to file a grievance against another Board member or against the Council, except as permitted under the City's grievance policy. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.
- G. Board Members have the ability to present their concerns before the Board as official members of the body and may have the board consider the concerns as part of the Board's meeting agenda and official action process.

## **Article XII PARLIAMENTARY AUTHORITY**

NoHoWest NC will develop applicable rules of order for all meetings to be included in standing rules.

## **Article XIII AMENDMENTS**

A. The bylaws may be amended, altered or repealed by a two-thirds vote at any meeting of the board, provided that a quorum is present. The general subject of the proposed change(s) must be included in the agenda and the required notice of the meeting. Any adjustments and/or amendments must be reviewed and approved by D.O.N.E. to ensure compliance with all applicable regulations. Amendments shall not be valid, final or effective until approved by the Department in accordance with Article VI of the Plan. Once approved, any changes in the Bylaws shall become effective immediately.

## **Article XIV COMPLIANCE**

Sec. 1 Code of Conduct-- Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

- A.** The council, its representatives, and all stakeholders will endeavor to conduct council business in a professional and respectful manner.
- B.** The neighborhood council shall conduct itself in a manner that complies with these bylaws, rules and procedures that are adopted by the NoHoWest NC board. The neighborhood council shall be subject to any or all applicable sections of the City of Los Angeles Governmental Ethics Ordinance (L.A.M.C. Section 49.5.1), and that all applicable local, state and federal laws shall be the minimum ethical standard.

### Section 2: Training

- A.** All board members shall complete the Los Angeles City and State Ethics and Open Government Training for Neighborhood Councils and present the Certificate of Completion to the secretary within sixty (60) days of being installed as a NoHoWest NC board member. Any board member who does not comply with this shall be prohibited from voting on any issue which comes before the board until such time as he/she does comply.
- B.** All board members must take ethics and funding training prior to making motions and voting on funding related matters

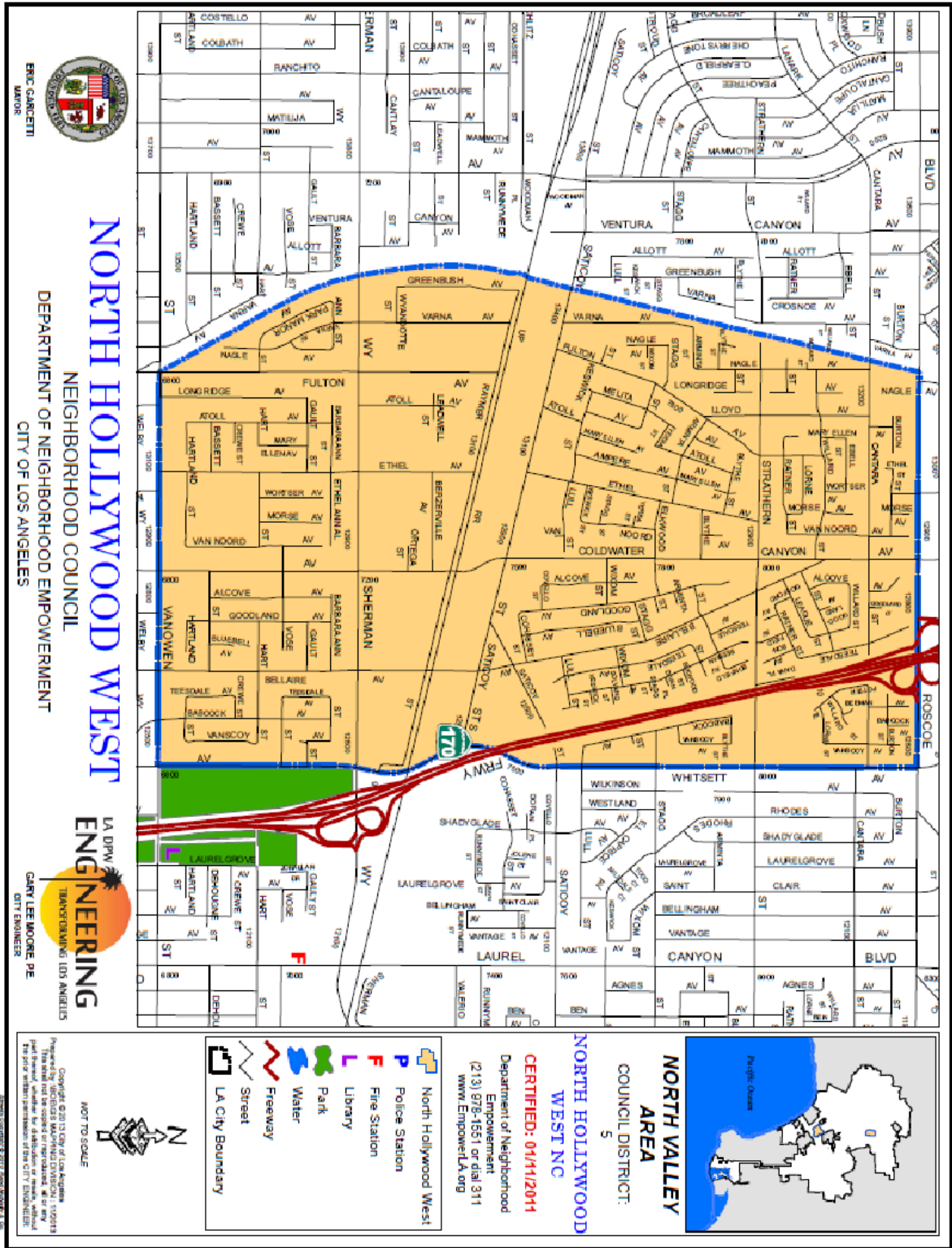
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### Section 3: Self-Assessment

Every two years the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.



# ATTACHMENT A- Map of Neighborhood Council



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**Attachment B: Governing Board and Voting Structure  
North Hollywood West Neighborhood Council-15 Board Seats**

<b>BOARD POSITION</b>	<b>ELECTED OR APPOINTED</b>	<b>STAKEHOLDER ELIGIBILITY FOR THE SEAT</b>	<b>QUALIFICATIONS TO VOTE FOR THE SEAT</b>
<b>A. Resident</b> (4 seats total)	Elected	Includes renters of residential property and homeowners.	Stakeholders 16 years of age and above.
<b>B. Business</b> (2 seats total)	Elected	Includes business owners or employees, or owners of rental property.	Stakeholders 16 years of age and above.
<b>C. Youth</b> (1 seat total)	Elected	Stakeholder 16-21 years of age.	Stakeholders 16 years of age and above.
<b>D. Senior</b> (1 seat total)	Elected	Stakeholder 50 years of age and above.	Stakeholders 16 years of age and above.
<b>E. Community-Based Organizations</b> (3 seats total)	Elected	Includes representatives of non-profits, schools, churches, temples and other social service agencies located within the NC boundaries	Stakeholders 16 years of age and above.
<b>F. At large</b> (4 seat total)	Elected	All stakeholders 16 years of age and above, and Council membership is open to all stakeholders who live, work, or own property in the neighborhood.	Stakeholders 16 years of age and above.