

WESTWOOD NEIGHBORHOOD COUNCIL

JUNE 13, 2018

Agenda Item #9

**BYLAWS OF THE
WESTWOOD NEIGHBORHOOD COUNCIL**

**APPROVED BY DEPARTMENT OF
NEIGHBORHOOD EMPOWERMENT & BOARD OF
NEIGHBORHOOD COMMISSIONERS**

_____, 2018

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ARTICLE I NAME

The name of this Neighborhood Council shall be the Westwood Neighborhood Council (“WWNC” 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 Council is:

1. To preserve and enhance the value of business and homeowner properties in Westwood and to preserve Westwood’s status as a highly desirable and important residential, business, educational, cultural, and entertainment center.
2. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City-wide nature;
3. 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 Council area, and other matters of a City-wide nature;
4. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
5. 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 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 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 Board of Directors, Officers, and committee members, as hereinafter set forth;
3. 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;
4. To encourage all Community Stakeholders to participate in activities of the 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, age, disability, marital status, income, homeowner/renter status, or political affiliation; and
6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

WWNC covers all areas within both the Proprietary Boundaries and the Shared Resources Boundaries described below:

Section 1. Proprietary Boundaries – WWNC shall be the sole Neighborhood Council covering the areas described in this Section 1 (the “side” of a street includes all property fronting on that side of the street):

A. North – the south side of Sunset Blvd. from the I-405 Freeway in the west to the western border of the City of Beverly Hills in the east.

B. East – the western boundary of the City of Beverly Hills from the south side of Sunset Blvd. in the north to the north side of Santa Monica Blvd. in the south.

C. South – the north side of Santa Monica Blvd. from the western boundary of the City of Beverly Hills (at the southeast corner of the Los Angeles Country Club) to the I-405 Freeway (inclusive of Cotner Ave.).

D. West – the eastern side of the I-405 Freeway between the south side of Sunset Blvd. and the north side of Santa Monica Blvd.

E. Exclusions – Notwithstanding the foregoing, the following area which is otherwise located within the above-described boundaries shall be excluded from the area covered solely by WWNC (the “Excluded Area”):

(i) North – the south side of Sunset Blvd. from the west side of Hilgard Ave. in the east, to the east side of Veteran Ave. in the west; and

(ii) East – the west side of Hilgard Avenue from the south side of Sunset Blvd. in the north to the north side of Westholme Ave. in the south; the east side of Hilgard Ave. from the south side of Westholme Ave. in the north to south side of Weyburn Ave. in the south; the south side of Weyburn Ave. from the east side of Hilgard Ave. in the west to the west side of Malcolm Ave. in the east; the west side of Malcolm Ave. from the south side of Weyburn Ave. in the north to the south side of Wilshire Blvd. in the south; the east side of Westwood Ave. from the south side of Wilshire Blvd. in the north to the north side of Ohio Ave. in the south; and

(iii) South – the south side of Wilshire Blvd. from the west side of Malcolm Ave. in the east to the east side of Westwood Blvd. in the west; the north side of Ohio Ave. from the east side of Westwood Blvd. in the east to the east side of Veteran Ave. in the west; and

(iv) West – the east side of Veteran Ave. from Sunset Blvd. in the north to the north side of Ohio Ave. in the south.

Section 2. Shared Resources Boundaries – The area defined below, which is otherwise within the Excluded Area, shall be a shared resource, covered by both WWNC and the North Westwood Neighborhood Council:

A. North – the south side of Le Conte Ave. from the east side of Hilgard Ave. in the east to the west side of Gayley Ave. in the west; the south side of Weyburn Ave. in the north from the west side of Gayley Ave. in the east to the east side of Veteran Ave. in the west; the north side of Wilshire Blvd. from Glendon Ave. in the west to the west side of Malcolm Ave. in the east;

B. East – the east side of Hilgard Ave. from the south side of Le Conte Ave. in the north to the south side of Lindbrook Dr. in the south; the east side of Glendon Ave. from the south side of Lindbrook Dr. in the north to the north side of Wilshire Blvd. in the south; the east side of Westwood Blvd. from the south side of Wilshire Blvd. in the north to the north side of Ohio Ave. in the south; the west side of Malcolm Ave. from the north side of Wilshire Blvd. to the south side of Wilshire Blvd.;

C. South – the south side of Lindbrook Dr. from the east side of Hilgard Ave. in the east to the east side of Glendon Ave. in the west; the south side of Wilshire Blvd. from the west side of Malcolm Ave. in the east to the east side of Westwood Blvd. in the west; the north side of Ohio Ave. from the east side of Westwood Blvd. to the west side of Westwood Blvd.; the south side of Wilshire Blvd. from the west side of Westwood Blvd. to the east side of Veteran Ave.

D. West – the west side of Gayley Avenue from the south side of Le Conte Ave. to the south side of Weyburn Ave.; the east side of Veteran Ave. from the south side of Weyburn Ave. in the north to the south side of Wilshire Blvd. in the south; the west side of Westwood Blvd. from the south side of Wilshire Blvd. in the north to the north side of Ohio Ave. in the south.

Section 3. Boundary Maps. – The Proprietary Boundaries are shown in green in Attachment A-1. The Excluded Area is shown in yellow in Attachment A-1. The Shared Resources Boundaries are shown in pink in Attachment A-2.

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 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. Members of the Council shall be referred to as “Community Stakeholders.”

ARTICLE V GOVERNING BOARD

The governing body of the WWNC shall be the Board of Directors (“Board”) within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (“Plan”).

Section 1: Composition - The Board shall be composed of fifteen (15) Directors aged seventeen (17) years or older who are selected, elected or appointed for Seats or Groups with specific constituencies as enumerated:

- A. **Seat 1: Northwest Residential** – Director must own and reside in a single-family residential property located within the following boundaries: on the north, the south side of Sunset Blvd.; on the east, the west side of Veteran Ave.; on the south, the VA Cemetery; on the west, the east side of the I-405 Freeway.
- B. **Seat 2: Northeast Residential** – Director must own and reside in a single-family residential property located within the following boundaries: on the north, the south side of Sunset Blvd.; on the east, the Los Angeles Country Club; on the south, the north side of Wilshire Blvd.; on the west, the east side of Hilgard Ave.
- C. **Seat 3: Southeast Residential** – Director must own and reside in a single-family residential property located within the following boundaries: on the north, the south side of Wilshire Blvd.; on the east, the Los Angeles Country Club; on the south, the north side of Santa Monica Blvd.; on the west, the east side of Beverly Glen Blvd.
- D. **Seat 4: Southwest Residential** – Director must own and reside in a single-family residential property located within the following boundaries: on the north, the south side of Wilshire Blvd.; on the east, the west side of Beverly Glen Blvd.; on the south, the north side of Santa Monica Blvd.; on the west, the east side of the I-405 Freeway.
- E. **Seats 5 & 6: Renter** – Directors must rent and reside in a residential property located within the WWNC boundaries.
- F. **Seats 7, 8, 9 & 10: Business** – Directors must own or manage a business located within the WWNC boundaries.
- G. **Seats 11, 12 & 13: Non-Profit/Faith-Based/Education Community** – Directors must be a member of, or work for, a non-profit, arts, cultural, civic, faith-based or other community-oriented organization, or be a parent, teacher or administrator in a public or private K-12 school, located within the WWNC boundaries.
- K. **Seats 14 & 15: At Large** – Directors must currently live, work, own real property or be a community interest stakeholder (as that term is defined in the Plan or amendments thereto) within the WWNC boundaries.

The WWNC’s Board must, to the extent possible, reflect the diversity of the Neighborhood Council’s Community Stakeholders. Accordingly, no single community stakeholder group shall comprise a majority of a certified Neighborhood Council’s

governing body, unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment (“Department”).

Section 2: Quorum - The quorum shall be eight (8) members of the Board. No floating quorums are allowed.

Section 3: Official Actions - A simple majority vote by the board members present and voting, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Any Director less than eighteen (18) years of age shall be disqualified from voting on the expenditure of Council funds, the entering of the Council into a contract, or the recommendation to any City agency to enter into or expend funds on a specific contract.

Section 4: Terms and Term Limits - Elected Directors will hold office for a term of four (4) years. Terms of office shall begin when and extend until each election is certified by the City. All Board terms which end prior to a City-administered election shall be extended until after the certification of election results or the resolution of all official election challenges for that particular election cycle, whichever date is later. There are no term limits.

Section 5: Duties and Powers - A Director represents the interest of the whole community not the constituency or interest that defined his/her Seat or Group.

Board members must maintain their Stakeholder status and continue to meet the criteria on which their seat eligibility is based. Upon change of status a Board member shall forfeit their seat but may remain seated for sixty (60) days until a replacement can be found and appointed to the seat. If no replacement is available, the Board member may remain for one hundred and twenty days (120) only.

Section 6: Vacancies - A vacancy in the Board shall be deemed to exist in case of a Director’s death, resignation, removal for cause, or absence of a candidate for a particular Seat or Group. The Board shall request applications from interested Stakeholders who meet the Seat or Group eligibility requirements. These should be in writing and submitted within sixty (60) days after the vacancy occurs. The replacing Director must fulfill the requirements for the vacated Seat or Group as enumerated in Attachment B. The Board shall fill the seat by a majority vote.

Directors appointed to fill a vacant seat will hold office for the remainder of the term of the vacated seat or until the next City-supervised election.

Section 7: Absences - Unexcused absences from three (3) meetings during the previous six (6) months shall be deemed a failure to consistently attend and subject the Director to removal from the Board.

Section 8: Censure - Intentionally left blank.

Section 9: Removal of Governing Board Members - A Director may be removed by the Board for the following causes:

- A. Inability to perform the duties of a Board Director.
- B. Serious, repeated, or uncorrected violation of WWNC Bylaws, WWNC Standing Rules and Regulations, WWNC Code of Civility, the Brown Act, or the Plan.
- C. Non-Attendance by a Board Director.
- D. Failure to take the mandatory ethics training in the required time.
- E. Any two (2) Board members may make a motion to the Board for a Director's removal. It must be seconded by a third member and approved by two-thirds (2/3) of the Board.

Removal of a Director for cause shall require two-thirds (2/3) vote of the Board and should occur at the next scheduled Board meeting. The Board member subject to removal action shall be notified ten (10) days prior to the action. He/she shall not take part in the vote, but will be allowed to speak to the Board regarding the removal action at a publicly noticed meeting prior to the vote.

Prior to and during the removal process, the Board shall consult with the City Attorney.

Section 10: Resignation - A Director shall indicate his/her resignation by submitting written notice to the Secretary of the Board, who will inform the Board. Such resignation will be effective when received unless the Director's notice specifies a later time for the effectiveness of such resignation, or until the Board has made efforts to determine whether the Director has vacated the seat and, being unable to so ascertain, thereby deems the seat vacant.

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board ("Officers") shall include the following positions which 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. Preside at all Board meetings and Executive Committee meetings.
2. Serve as spokesperson and representative of the Board's majority position.
3. Appoint, with Board approval, chairs to the standing committees, and representatives to organizations outside of the WWNC.
4. Act as chief liaison to all outside organizations and Neighborhood Councils.
5. Sign all correspondence coming from the WWNC.
6. Call special meetings when urgent matters arise.
7. With a majority of voting Board members, the President may appoint a parliamentarian with Board approval.

8. Act as liaison with the Department.
9. Co-sign with the Treasurer all demand warrants or other financial documents that require two (2) signatures.

B. The Vice-President shall:

1. Perform the duties of the President in the absence of the President.
2. Perform other duties as delegated by the President.
3. Assist the President in deciding what issues may deserve a special meeting.
4. Serve on the Executive Committee.
5. Act, with President's approval, as chief liaison with other Neighborhood Councils.
6. Maintain oversight of all committees to ensure their well working, and report to the Executive Committee about their committee activities for the purpose of setting the Board's agenda.

C. The Secretary shall:

1. Take and keep all minutes and public records of the Council, Board, and Executive Committee meetings and submit the approved minutes of the Board for public display no later than seven (7) days after the meeting at which they were approved.
2. See that all general notices are duly given in accordance with the provisions of these Bylaws and as required by law.
3. Serve on the Executive Committee and keep the minutes of its meetings.
4. Receive and log all submissions and correspondence to the WWNC and refer them to appropriate Officer or Committee within seven (7) days of receiving them.
5. Should the WWNC cease to exist, all of its property and records shall be handed over to the City of Los Angeles as Council property and records are ultimately City of Los Angeles property.

D. The Treasurer shall:

1. Be accountable for all funds belonging to WWNC.
2. Chair the Budget Committee.
3. Receive and disburse all WWNC funds to assure total compliance with all Department and LA City requirements.
4. Comply with the financial controls and reporting specified by the Standing Rules and Regulations.
5. Prescribe a method for keeping a book of accounts which includes any or all provisions of Generally Accepted Accounting Procedures.
6. Submit semi-annual and annual financial reports to the Department.
7. Co-sign checks with the President of the Board.
8. Act as President in the absence of the President and Vice-President.
9. Serve on the Executive Committee.
10. Prepare the year-end financial report for each fiscal year to be delivered to the Board at least thirty-five (35) days prior to the close of the fiscal year.
11. Present a current financial report to the Board at every regular meeting.
12. Oversee the financial side of any out-sourced work.

Section 3: Selection of Officers - Officer positions shall be filled annually at the first official Board meeting following their election 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 reelection annually.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by 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: The Budget and Finance Committee, The Outreach and Communications Committee, and The Planning and Land Use Committee,

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** - With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of four (4) or fewer Board members.
- C. **Committee Appointment** - All Committee Chairs shall be appointed by the President and confirmed by the Board. Only those Committee members who are Board members are eligible to serve as Chairman 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. **Committee Meetings** - Standing Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Standing Committee meeting.
- E. **Changes to Committees** - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.
- F. **Removal of Committee Members** - Committee members may be removed in the same manner in which they were appointed.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings may be established by the Board at its first regular meeting of each calendar year.

- A. **Regular Meetings** - Regular Council 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 Council meeting as needed.

Section 2: Agenda Setting - The President shall set the agenda for each Council meeting utilizing input suggested by any Board member, or by a non-Board member Stakeholder, who shall submit his suggestion in writing to the Secretary at least one (1) week prior to the scheduled Board meeting

Any Stakeholder may make a proposal for action by the Council during the public comment period of a regular Council meeting. The Board shall decide by vote whether the proposal is to be placed on the agenda for the next meeting, and may, by vote, refer the proposal to an appropriate committee of the Board.

Section 3: Notifications/Postings - 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. 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 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 at any time.

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 funding 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 Council website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.
- E. At least once each quarter, the President and at least one Board member other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.
- 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. Each Stakeholder may cast a vote for only one (1) Director for each seat, for a total of fifteen (15) votes.

Section 3: Minimum Voting Age - All Community Stakeholders aged seventeen (17) and above shall be entitled to vote in the Council elections.

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 candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election-Related Language - In the event that no Stakeholder is a candidate for a Seat, the Board can select a Director for the Seat by a majority vote of the Board after the Board convenes. Candidates shall indicate in writing to the Board that they meet the requirements of the Board seat.

ARTICLE XI GRIEVANCE PROCESS

A. Any grievance by a Stakeholder must be submitted in writing to the Board Secretary who shall cause the matter to be placed on the agenda for the next regular Council meeting for which posting of the item on the agenda per Brown Act requirements can be accomplished.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of two (2) volunteer non-Board member Stakeholders randomly selected by the Board from a

list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel, and two (2) Board member Stakeholders. The list of volunteers will be constituted by requesting volunteers at regular meetings of the WWNC Board. If there is an insufficient number of non-Board member volunteers to compose the panel of four (4), the balance of the panel shall be selected from WWNC Board members.

C. Within two (2) weeks of the panel's selection, the Board Vice President 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 to the Vice President of 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 will follow the City's policy and/or rules regarding the handling of grievances.

ARTICLE XII PARLIAMENTARY AUTHORITY

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

ARTICLE XIII AMENDMENTS TO BYLAWS

Any Board member or Stakeholder may propose an amendment to these Bylaws formalized in writing. The Board shall forward all proposals to an Ad Hoc Bylaws Committee to review and to provide recommendations to the Board, and the proposal placed on the next meeting's agenda. An amendment to these bylaws requires a majority vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

ARTICLE XIV COMPLIANCE

The Council, 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 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 Conduct - The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

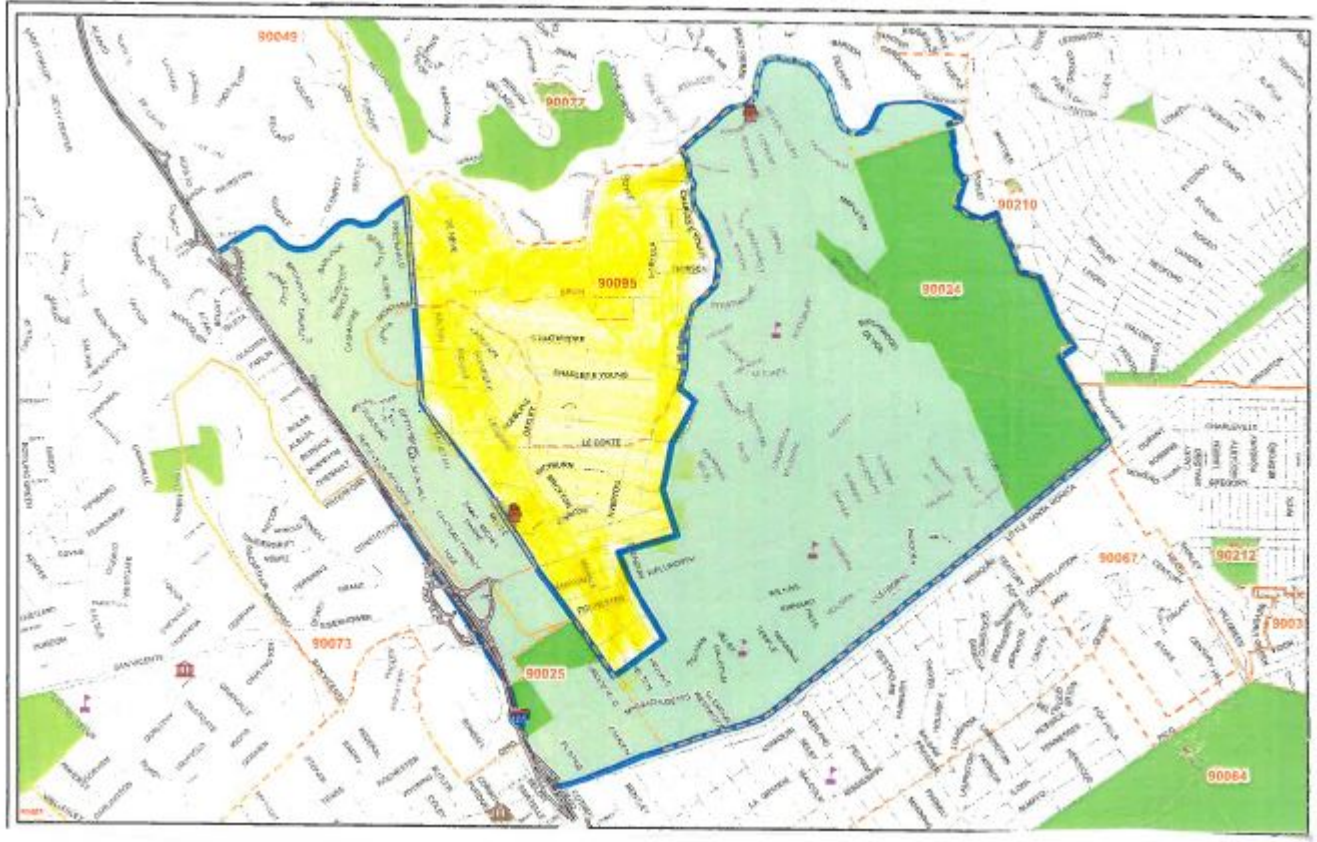
Section 2: Training - All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council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

Section 3: Self-Assessment - Every year, the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

**ATTACHMENT A-
Westwood
Council
Boundaries**

**1 – Map of
Neighborhood
Proprietary**

Gree
Yello



aries

ATTACHMENT A-2 – Map of Westwood Neighborhood Council Shared Resources Boundaries



Pink – Shared Resources Boundaries

ATTACHMENT B – Governing Board Structure and Voting

Westwood Neighborhood Council – 15 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR SEAT	ELIGIBILITY TO VOTE FOR SEAT
Seat 1: Northwest Residential Term: 4 years for the highest vote-getter	1	Elected	Stakeholder must own and reside in a single-family residential property located within the following boundaries: on the north, the south side of Sunset Blvd.; on the east, the west side of Veteran Ave.; on the south, the VA Cemetery; on the west, the east side of the I-405 Freeway.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 2: Northeast Residential Term: 4 years for the highest vote-getter	1	Elected	Stakeholder must own and reside in a single-family residential property located within the following boundaries: on the north, the south side of Sunset Blvd.; on the east, the Los Angeles Country Club; on the south, the north side of Wilshire Blvd.; on the west, the east side of Hilgard Ave.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 3: Southeast Residential Term: 4 years for the highest vote-getter	1	Elected	Stakeholder must own and reside in a single-family residential property located within the following boundaries: on the north, the south side of Wilshire Blvd.; on the east, the Los Angeles Country Club; on the south, the north side of Santa Monica Blvd.; on the west, the east side of Beverly Glen Blvd.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seat 4: Southwest Residential Term: 4 years for the highest vote-getter	1	Elected	Stakeholder must own and reside in a single-family residential property located within the following boundaries: on the north, the south side of Wilshire Blvd.; on the east, the west side of Beverly Glen Blvd.; on the south, the north side of Santa Monica Blvd.; on the west, the east side of the I-405 Freeway.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seats 5 & 6: Renter Term: 4 years for the two highest vote-getters	2	Elected	Stakeholder must rent and reside in a residential property located within the WWNC boundaries.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seats 7, 8, 9 & 10: Business Term: 4 years for the four highest vote-getters	4	Elected	Stakeholder must own or manage a business located within the WWNC boundaries.	Stakeholder within the WWNC boundaries who is 17 years or older.

Seats 11, 12 & 13: Non-Profit/Faith-Based/Education Community Term: 4 years for the highest three vote-getters	3	Elected	Stakeholder must be a member of, or work for, a non-profit, arts, cultural, civic, faith-based or other community-oriented organization, or be a parent, teacher or administrator in a public or private K-12 school, located within the WWNC boundaries.	Stakeholder within the WWNC boundaries who is 17 years or older.
Seats 14 & 15: At Large Term: 4 years for two highest vote-getters	2	Elected	Stakeholder must currently live, work, own real property or be a community interest stakeholder (as that term is defined in the Plan or amendments thereto) within the WWNC boundaries.	Stakeholder within the WWNC boundaries who is 17 years or older.