



**November 19, 2024
Governance Committee Meeting
Supporting Documents**

October 1, 2024

Minutes

CITY OF LOS ANGELES

**Neighborhood Council
Governing Board**

President: Dena Weiss
Vice President: Tracey Rosen
Treasurer: Heath Kline
Secretary: Karen DiBiase
Parliamentarian: Don Patterson



200 N. Spring Street
Los Angeles, CA 9001

Email: NCsupport@lacity.org
Website: www.empowerla.org

**WH-WC NC
Governance Committee
Meeting**

MINUTES

Special Meeting By Zoom

**Tuesday, October 1, 2024
6:30 PM**

Zoom Meeting Online or By Telephone
Please click the link below to join the webinar:

[https://us02web.zoom.us/j/828 5285 6726](https://us02web.zoom.us/j/82852856726)

Or Dial (669) 900-6833 to Join the Meeting

Then Enter This Webinar ID: 828 5285 6726 and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al 818-639-9444 o por correo electrónico www.whcouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THIS WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL COMMITTEE MEETING WILL BE AVAILABLE VIRTUALLY.

Every person wishing to address the Committee must enter the meeting via the above Zoom link or dial (669) 900-6833 and enter 828 5285 6726 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the **Meeting of the Woodland Hills – Warner Center Neighborhood Council [WHWCNC] Governance Committee [GOVCOM]** meeting, the public will be requested to dial *9 by phone or use the Raise Hand option on Zoom, to address the **GOVCOM** on any agenda item before the **GOVCOM** takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.

Comments from the public on other matters not appearing on the agenda that are within the **GOVCOM**'s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the **GOVCOM** is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future **WHWCNC** Board or **GOVCOM** meeting. Public comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the **GOVCOM**.

SB 411 Updates:

In the event of a disruption that prevents the **GOVCOM** from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the **GOVCOM** control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the **GOVCOM** shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the **GOVCOM** from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The **GOVCOM** shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the **GOVCOM** and offer comments in real time.

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the **GOVCOM**, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(i) If the **GOVCOM** provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraphh to provide public comment until that timed public comment period has elapsed.

(ii) If the **GOVCOM** does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) If the **GOVCOM** provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

AGENDA

Call to Order – 6:34pm, *Dena Weiss*

Roll Call: Members of Executive Committee and Officers

President – Dena Weiss (working out of town, but will try to attend)

Vice President – Tracey Rosen

Treasurer – Heath Kline

Secretary -Karen DiBiase

Parliamentarian – Don Patterson

Quorum at time of meeting called to order: 4

Present: Dena Weiss, Tracey Rosen, Heath Kline, Don Patterson

Absent: Karen DiBiase (arrived late at 6:38pm)

Public Announcements:

Office of Councilmember Bob Blumenfield – if available, *none*

Office of Local and State Officials – if available, *none*

Other Local Agencies – if available, *none*

General Public Comment, by the Public, on Non-Agenda Items: *none*

General Public Comment is limited to (1) minutes per speaker and 10 minutes total.

I. Organization, Operation, Policies, & Procedures:

All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board. Time limits set for each agenda item may be adjusted by the presiding officer of the Board. Time limits may vary so the public is encouraged to join the meeting several minutes PRIOR to a specific agenda item being discussed.

A. Approval of Minutes: Deferred to the Regular Committee meeting.

2. Items for Discussion and Possible Action:

Motion: Don Patterson, Second: Dena Weiss

Motion: Motion to combine Item#1 and Item#3 for discussion.

Roll Call Vote

PASS Yes: 5 No: 0 Abstain: 0 Total: 5

- YES: Dena Weiss, Tracey Rosen, Heath Kline, Karen DiBiase, Don Patterson
- NO:
- ABSTAIN:

Item One: Motion to Write and Send a Letter From the Board to Address Comments and Discussion about the Woodland Hills Homeowners Organization (WHHO) at the July 29, 2024, Special Full Board Meeting

Discussion and possible action:

Discussion and motion regarding writing and sending a letter to the Woodland Hills Homeowners Organization (WHHO) to address comments and discussion which took place at the July 29, 2024, Special Full Board Meeting, during item No. (24-066): Motion by the Board supporting the Woodland Hills Homeowners Association (WHHO) letter on the Draft Citywide Housing Incentive Program (CHIP) Ordinance. Any letter will be written and signed by President Weiss after the Governance Committee has decided on choice of language.

After discussion with the City Attorney, it is suggested that the Board write a letter to WHHO and apologize for any comments that do not reflect the majority of the Board's positions. The following is a template:

To whom it may concern:

The WHWCNC would like to apologize for any disparaging comments made during the discussion of the PLUM Motion to request the Board support the Woodland Hills Homeowners Association (WHHO) letter on the Draft Citywide Housing Incentive Program (CHIP) Ordinance, which was discussed and voted on at the July 29, 2024, Special meeting of the full Board. The WHWCNC recognizes that WHHO is a valued organization in our diverse community and that all group endeavors to improve the lives of our all individuals

in our neighborhood must be listened to, considered and appreciated, without unnecessary disparaging comment.

REVISED LETTER DRAFTED AT GOVERNANCE COMMITTEE MEETING

Woodland Hill Homeowners Organization
PO Box 6368
Woodland Hills, CA 91365

Dear John M. Walker, President of WHHO, Board Members, and WHHO Members,

On behalf of the Woodland Hills – Warner Center Neighborhood Council (WHWCNC), I would like to formally apologize for the disparaging comment made during the July 29, 2024, Special Meeting of the WHWCNC Board. This comment arose during the discussion regarding the PLUM Motion to request the Board's support for the Woodland Hills Homeowners Association (WHHO) letter on the Draft Citywide Housing Incentive Program (CHIP) Ordinance. It does not reflect the views of the WHWCNC Board.

We recognize WHHO as a valued organization with a long-standing history in our diverse community, and we appreciate your ongoing support for our stakeholders. Your efforts to enhance the lives of individuals in our neighborhoods are commendable, and we are grateful for your partnership.

To strengthen our relationship with community organizations like WHHO, the WHWCNC is committed to improving communication and collaboration within our community. Additionally, we will conduct further training for our Board members on the Neighborhood Council Code of Conduct, Ethics, and Censure Procedures to address this issue and prevent similar incidents in the future.

We would like to invite you and the WHHO Board Members to present at a future WHWCNC Board Meeting so that our Board and stakeholders can be better educated about your history, activities, and processes.

I hope that you will accept our apology and we look forward to working together to enhance our community.

Respectively,

Dena Weiss
President, Woodland Hills – Warner Center Neighborhood Council

Motion: Heath Kline, Second: Don Patterson

Motion: Motion to approve letter drafted by the Governance Committee on 10-01-2024. Grammar corrections to be done by Tracey Rosen. The letter to be on the agenda for vote by the WHWCNC Board.

Roll Call Vote

PASS Yes: 4 No: 0 Abstain: 0 Total: 4

- YES: Tracey Rosen, Heath Kline, Karen DiBiase, Don Patterson
- NO:
- ABSTAIN:

Item Two: (continued from September 17, 2024 meeting) Reconsideration of Patterson Prior Motion Regarding Minute Requirements

Discussion and possible action:

Reconsideration of the Patterson motion at the last Governance Committee meeting, to add discussion to the minutes of the July 29, 2024 Board meeting.

See supporting documents, which is the prior motion made.

NOTE: "Reconsideration" by Don Patterson/Heath Kline to add comments to the July 29, 2024 Minutes is not allowed by the Brown Act. No action taken.

Item Three: (continued from September 17, 2024 meeting) Discussion Regarding Comments made about the Woodland Hills Homeowners Organization (WHHO) at the July 29, 2024 Special Full Board Meeting

Discussion and possible action:

Discussion and possible action regarding comments made about the Woodland Hills Homeowners Organization (WHHO) at the July 29, 2024 Special Full Board Meeting.

Motion: Dena Weiss, Second: Tracey Rosen

Motion: Motion for the Board to write a letter to WHHO

Substitute Motion#1: Don Patterson, Second: Heath Kline

Substitute Motion#1:

- 1) *Motion for the Board to write a letter of apology to WHHO*
- 2) *At the next possible full board meeting, have a refresher course regarding Code of Conduct to be given by DONE (Dept of Neighborhood Empowerment, EmpowerLA)*

Substitute Motion#2: Don Patterson, Second: Heath Kline

Substitute Motion#2:

- 1) *Motion for the Board to write a letter of apology to WHHO*
- 2) *Invite the WHHO, West Valley Warner Center Chamber of Commerce, and other groups to give a presentation at the beginning our Board meeting to talk about their organization and what they do.*
- 3) *Need to have refresher training by DONE to the NC board regarding Code of Conduct/Ethics and the Censure procedure.*

Roll Call Vote

PASS Yes: 4 No: 0 Abstain: 0 Total: 4

- *YES: Dena Weiss, Tracey Rosen, Heath Kline, Karen DiBiase, Don Patterson*
- *NO:*
- *ABSTAIN:*

NOTE: Dena Weiss (left early at 7:18pm)

Adjournment of Meeting: 8:20pm

Minutes submitted by Karen DiBiase, Secretary

The next Regular **GOVCOM** meeting will be held on October 15, 2024, by **Z o o m**, unless otherwise indicated. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date, time, venue and method of the next **GOVCOM** meeting.

Meeting dates for the 2024-2025 year: **GOVCOM** meetings are held on the third Tuesday of every month at 6:30 p.m. Check the NC website calendar for a complete list of committee and board meetings. Meeting dates and times are subject to change. Check the NC calendar for updated meeting schedules.

***THE AMERICAN WITH DISABILITIES ACT** - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate based on disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) before the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org.

***PUBLIC ACCESS OF RECORDS** – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.whcouncil.org or at the scheduled meeting. In addition, if you would like a copy of any record, if available, related to an item on the agenda, please contact the President and / or Dena Weiss, at email address d.weiss@whcouncil.org.

***PUBLIC POSTING OF AGENDAS** – agendas are posted for public review as follows:

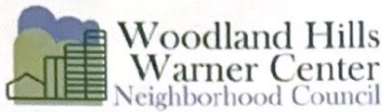
- www.whcouncil.org and go to the website Calendar page and click on the date – Board meetings are held on the second Wednesday of each month. Check the calendar for any change of meeting date and/or time.
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>.

A copy of this agenda is also physically posted in the plexiglass case fixed to the front door of the Fire Station 84 located at 21050 Burbank Blvd., Woodland Hills, CA, 91367

- ***RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our website at www.whcouncil.org.
- **SERVICIOS DE TRADUCCIÓN** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Dena Weiss al d.weiss@whcouncil.org o por correo electrónico avisar al Concejo Vecinal.
- **Notice to Paid Representatives** - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978- 1960 or ethics.commission@lacity.org.

Item No. 1

Qualifications of Eli El Habr



Board Member Application

Thank you for your interest in serving on the board.

Applicants must live, work, own property or belong to a community-based organization (CBO) within the boundaries of a specific Area (1-7) in Woodland Hills. See attached map to verify which area you qualify in.

Board meetings and committee meetings are publicly noticed and must hold regularly scheduled meetings. Meetings are held via zoom teleconferencing. See list of Committees.

The board meeting is held on the second Wednesday of every month at 6:30 p.m. The meetings can end between 9 and 10:00 p.m. Every other meeting is by zoom while the in person meetings are currently being held at Fire station 84 in its community room. Board members must attend all board meetings unless excused.

All board members must join a committee and attend the meetings of that committee.

All board members and committee members are subject to all rules and regulations that govern the City of LA and our Neighborhood Council. Council rules require members to take Ethics Training, Funding Training and sign the EmpowerLA Code of Conduct upon appointment.

Attached are the Council Bylaws and Standing Rules for your review. Please review these before submitting your application to familiarize yourself with requirements for the board. **You are required to show verification that you qualify to serve in a specific area. This will be reviewed by the Governance Committee before coming before the board.**

Please complete this form and email to: d.weiss@whcouncil.org.

Stakeholder Name Elie El Habr

Area 2

Category: Residential Business Community Based Organization (CBO)*

At Large

Name of Business or CBO (if applicable): Kaiser Permanente Behavioral Health

Stakeholder Address: [redacted] Oxnard Street

City: Woodland Hills

Email: [redacted]

I attest that the information provided herein is accurate and that I am a "stakeholder" in the area represented by the Woodland Hills-Warner Center Neighborhood Council.

Signature Elie El Habr Date: 11/5/24

Item No. 2
2025 Election Options

NEIGHBORHOOD COUNCIL VOTER QUALIFICATION/ELIGIBILITY

The NC boundaries, map, open board seats, and qualifications for candidates and voters for this selection will be taken from the NC's approved bylaws.

Candidate Verification is done with Documentation.

Stakeholder Verification: SELF-AFFIRMATION DOCUMENTATION

Minimum Stakeholder Voting Age: Except with respect to a Youth Board seat, a stakeholder must be at least **16 years of age on the day of the selection** to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

VOTE COUNT METHOD

- SHOW OF HANDS (may not be possible for complex Board structures, in which case a signed ballot shall be used)
- SIGNED BALLOT (must have a signature line and an area for voters to print their name or some other method to match up the vote cast and the eligible voter)
- SIGNED VOTE-BY-MAIL BALLOT
(must have a signature line and an area for voters to print their name or some other method to match up the vote and the voter)

STAKEHOLDER ENGAGEMENT

Outreach Plan: Please complete and return the attached outreach plan with this worksheet (page 5).

Outreach for Candidates – The NC shall conduct outreach for candidates as described in its Outreach Plan for a period of no less than thirty (30) days prior to the selection.

Selection Day Outreach – Within thirty (30) days of the Selection information about the selection process and the candidates shall be on the NC posting locations. The Board and candidates will conduct outreach throughout the NC boundaries about the Selection Day to encourage stakeholders to participate in the Board selection.

STANDARD SELECTION PROCESS

Selection Process: The Standard Selection Process used by EmpowerLA shall be used for the NC selection unless the NC checks the box below and provides an alternate process.

- In lieu of the Standard Selection Process, the NC is submitting the attached selection process, which addresses all subheadings below. EmpowerLA will review and approve the selection process prior to taking effect.*

Candidate Application - Candidates may apply on an application developed by the Board, which, at a minimum, will require the applicant's name, address, age verification, contact information, how they qualify for the Board, and a candidate statement. The application should note that the information on the application is public. The Board shall designate a person(s) who will receive the application and who shall send a written acknowledgment via email to the candidates within one (1) day after receiving the application. This acknowledgment shall include the date of the Selection, the selection process, general candidate outreach information, and any other procedures necessary for the Selection Day. The Board shall provide the same information and shall provide the same filing period to all candidates. Within two (2) days of the candidate application deadline, all candidate applications shall be given to the NTP. The NTP shall have ten (10) days after the candidate application deadline to determine which candidates are qualified for the Board.

1. The NC shall use a town hall-style selection process for its permanent Governing Board. At the town hall, each qualified candidate shall have two (2) minutes to make a statement and two (2) minutes to answer any questions.
2. The candidates shall speak in alphabetical order of their last names. The NTP shall ensure an equal amount of time is allocated for each candidate.
3. After all the candidates have made their statements and answered any questions, the NTP shall take the vote for each candidate. Each stakeholder (including the candidates) present may vote for the seats they are eligible to vote for based on the bylaws.
4. Votes shall be counted openly by the NTP which shall note the number of votes on a tally sheet of all the candidates' names. The candidates with the most votes for each seat shall be selected for that seat and will be seated according to the Department Board Seating Policy.
5. The NTP has the discretion to enact any procedures necessary to conduct the selection process so long as the procedures do not conflict with the bylaws.

Vote-by-Mail Process - If the NC chooses a vote-by-mail style selection process for their Governing Board.

1. Stakeholders (including candidates) need to register for the vote-by-mail for the seats they are eligible to vote for based on the bylaws.
2. Votes shall be counted openly via livestream by the NTP and shall note the number of votes on a tally sheet of all the candidates' names.
3. The candidates with the most votes for each seat shall be selected for that seat and will be seated according to the Department Board Seating Policy.
4. The NTP has the discretion to enact any procedures necessary to conduct the vote-by-mail selection process so long as the procedures do not conflict with the bylaws.

Candidate Forum - Each qualified candidate shall have two (2) minutes to make a statement and have time to answer any questions. The candidates shall speak in alphabetical order of their last names. The NTP shall ensure an equal amount of time is allocated for each candidate. NTP must make sure to notify all candidates of the date and time of the candidate forum. Candidate forum may be held at the Selection Town Hall, virtually, or at a candidate forum event.

Virtual Tie Breakers - If two (2) candidates receive the same number of votes, a coin toss by the NTP shall determine the winner. Tie breakers will take place in public view (virtually) by the NTP following the vote.

Board Affirmation – If the NTP determines that all the Board seats are uncontested, i.e. have only one or no candidates, after the candidate verification period, the NTP will hold a board affirmation town hall instead of a selection for the NC at its next regularly scheduled meeting unless the NTP determines that a special meeting must be called before the next regularly scheduled meeting.

Vacancies – In the case of Board seats remaining unfilled at the end of the selection process, the selected Board members shall fill the vacancies pursuant to the vacancy clause. If the selected Board comprises less than a quorum of the Board, then the Board shall follow the Loss of Quorum policy enacted by the Board of Neighborhood Commissioners.

DECLARATION

We, the persons authorized by the above-named Neighborhood Council to execute this Selection Stipulation Worksheet, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the information in this document and attachment(s) was approved as an official action of the Board per the Neighborhood Council’s bylaws. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the approval of this document.

Date of Board Action: ____/____/____

Board Vote: ____yes____no____abstentions

President/Chair Signature: _____

2nd Signatory Signature: _____

Print Name: _____

Print Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Please contact NC Support with any questions or if you require electronic support in submitting this document:
 (213) 978-1551 or ncsupport@lacity.org.

**NEIGHBORHOOD COUNCIL
 SELECTION OUTREACH PLAN**

PLEASE PROVIDE INFORMATION below on how your Neighborhood Council will conduct Stakeholder Outreach for the 2025 Selection. The Department recommends incorporating Selection Outreach into your existing outreach methods and planned events as well as working with other Neighborhood Councils in your region to maximize outreach funds.

1). What is your Neighborhood Council's **Selection Outreach BUDGET**: \$ _____

2). **Selection GOALS**: # of Candidates: _____ # of Voters in the Selection: _____

3). **Selection PUBLICITY**: How will your Neighborhood Council recruit candidates and publicize the selection?
(Please check all boxes that apply)

• Digital/Online Campaign Website E-mail Database E-Newsletter Twitter YouTube Facebook
 Other: _____

• Print Campaign Newsletters Flyers Direct Mail Street Banners Postings A-Frames
 Other: _____

• Media Campaign Cable Channel 35 Radio Spots Public Service Announcements
 Other: _____

• Canvassing Campaign Council Meeting Announcements Telephone Chain
 Other: _____

• Regional Campaign No

Yes, please explain: _____

4). **Which of these organizations will your Neighborhood Council enlist to help publicize the selection?**
(please check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> CPAB | <input type="checkbox"/> Social Services/Food Banks | <input type="checkbox"/> Homeowners/Residential Associations |
| <input type="checkbox"/> Chamber of Commerce | <input type="checkbox"/> Religious Institutions | <input type="checkbox"/> Local Parent-Teacher Associations |
| <input type="checkbox"/> Local Library | <input type="checkbox"/> Historical Associations | <input type="checkbox"/> Community Based Organizations |
| <input type="checkbox"/> Other Organizations <i>(Please describe)</i> : _____ | | |

5). **How will your Neighborhood Council incorporate Selection Outreach into your existing outreach events?**

6). **Other information:** _____

Please attach any pertinent outreach materials. Thank you!

From: EmpowerLA empowerla@lacity.org
Subject: Important: Information on NC Option to Change to Selection Update
Date: October 31, 2024 at 3:57 PM
To: NC-WHWCNC nc-whwcnc@lacity.org



Dear Neighborhood Council Leaders,

On Tuesday, October 29, the Office of the City Clerk sent out communications announcing that in response to concerns raised about the Vote-By-Mail (VBM) only election model, Neighborhood Councils will have an opportunity to change from an election to a selection process for the 2025 election cycle.

This decision is **entirely up to the Neighborhood Council**. Neighborhood Councils **are not required** to change from election to selection, or vice versa. If your Neighborhood Council is not interested in making any changes to your voting process, **no action is needed – your Neighborhood Council does not need to hold a vote to participate in the election process if elections are already in your bylaws.**

We wanted to provide some additional information to help your Neighborhood Council decide if selections are right for your community and share steps to take if your Neighborhood Council would like to move forward with the selection model for the 2025 election cycle.

What is a Selection?

Selection is a town hall-style process that Neighborhood Councils can use to seat their Governing Board or Board of Directors for a new term. Selections **are not the same as appointments**. Community stakeholders vote in a selection process at an in-person town hall-style event for the candidates they would like to serve on the Neighborhood Council. The primary distinction between voting models for elections and selections is that voters need to include their names when casting their votes during the selection process.

How Does the Selection Process Work?

The entire selection process happens over a 90-day period. To set the framework for the selection process the Neighborhood Council will complete a [Selection Procedures Stipulation Worksheet](#) form to determine the stakeholder verification and vote count methods. Additionally, the Neighborhood Council is responsible for composing a *Selection Outreach Plan* that is reviewed and approved by EmpowerLA. The outreach plan is to be executed for no less than 30 days before selection. Interested candidates apply on a Neighborhood Council-developed application that must be open to the public. Within 20 days of the selection, information about the process and candidates must be shared at the Neighborhood Council's posting location(s).

During the selection, a Neutral Third Party (NTP) selected and vetted by the Neighborhood Council will administer the selection process. The NTP must not be a member of the board or its committees, nor a candidate, and will not vote in the selection. The NTP will not be a staff member of EmpowerLA. During the selection, they will make sure each candidate has equal time to make a statement and respond to two minutes of questions each, as well as conduct the vote for each candidate. Should all seats up for election be uncontested and/or have no candidates running, the NTP will hold a Board Affirmation town hall instead of a selection at the

Neighborhood Council's next regularly scheduled meeting.

How Are Elections and Selections Different? While there are a number of similarities between selections and elections, there are also some critical differences. Please review the [attached tool](#) that explores these similarities and differences.

How To Adopt Selections

If your Neighborhood Council would like to discuss and possibly take action on changing from elections to selections starting with the 2025 Neighborhood Council Election cycle, please agendize the item at a regular or special board meeting. The motion will need to pass with a simple majority. Be sure to fill out the attached 2025 Selection Procedure Stipulation Worksheet and take a board vote. Board action must be taken and the stipulation worksheet must be completed before the following regional deadlines:

Region 11: Tuesday November 12, 2024

Region 12: Friday November 15, 2024

Region 9: Friday November 22, 2024

Region 10: Tuesday, December 3, 2024

Region 5: Friday December 6, 2024

Region 6: Friday December 13, 2024

Region 7: Friday December 20, 2024

Region 8: Friday, December 27, 2024

Region 1: Friday, January 3, 2025

Region 2: Friday, January 10, 2025

Region 3: Friday, January 24, 2025

Region 4: Friday, January 31, 2025

If you are unsure which regional deadline applies to your Neighborhood Council, can find your Neighborhood Council's service region [here](#).

If your Neighborhood Council does not have a regular board meeting scheduled prior to your regional deadline and would like to take this option under consideration, please plan to schedule a special board meeting.

The Department will be supporting outreach efforts for both elections and selections, as we want to ensure that as many stakeholders as possible hear about the Neighborhood Council. We will do this in collaboration with you.

We value your dedication to engaging stakeholders and ensuring a smooth election or selection process for your Neighborhood Council. Your proactive approach in adapting to recent changes will foster transparency and community participation. If you have any questions or need support, please don't hesitate to reach out to your Neighborhood Empowerment Advocate.

[Reference to 10/29/24 City Clerk e-mail]

Subject	Important - Option to Change to Selection
<p>Dear Neighborhood Council Board Members,</p> <p>We are writing to address concerns received from board members regarding the use of the all Vote-By-Mail election model to conduct the upcoming 2025 Neighborhood Council (NC) Elections. As mentioned to NCs previously, the Office of the City Clerk did not receive funding to conduct at-poll elections. As such, there will be no at-poll elections during the 2025 election cycle. However, in response to requests made to use a different voting model, NCs will have an opportunity to change from an election to a selection process for the 2025 election cycle. Please note, this change will require board action. EmpowerLA will provide additional information and steps for making the change from election to selection.</p> <p>The Office of the City Clerk will not be involved in the selection process. If a NC votes to proceed with the change, it cannot revert back to an election during the 2025 cycle.</p> <p>Since this change impacts candidate filing, any changes must be communicated to our office no later than (insert due date).</p> <p>If you have any questions or need further assistance, reach out to your NEA.</p> <p>Thank you.</p>	

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Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Downtown Office: (213) 978-1551
Downtown Fax: (213) 978-1751
EmpowerLA.org



Empower Yourself. Empower Your Community. Empower LA.

To unsubscribe from this group and stop receiving emails from it, send an email to NC-WHWCNC+unsubscribe@lacity.org.

What's the Difference Between Neighborhood Council Elections and Selections?

	Elections	Selections
Primary Election Administrator	The Office of the City Clerk	Neutral Third Party approved and vetted by Neighborhood Council
Election Timeline	Neighborhood Councils follow the regional election timeline published by the Office of the City Clerk.	Neighborhood Councils approve the date of their selection and create their own timeline following the Department-recommended "Timeline for Selection Process"
Tools and Resources Available for Outreach	<p>The Office of the City Clerk and EmpowerLA will be creating templates, resources, and tools to support elections outreach</p> <p>Neighborhood Councils are encouraged to supplement outreach efforts in their neighborhood</p>	Neighborhood Councils are responsible for creating outreach materials to promote their selection process
Responsibility to Create Process Manual	The Office of the City Clerk	Neighborhood Council or the Department Standard Selection Process
Candidate Filing	Completed through the Office of the City Clerk's portal and managed by the Office of the City Clerk	Completed through Neighborhood Council-developed application and managed by Neighborhood Council
Voter Registration	Completed through the Office of the City	Completed on the day of selection and

	Elections	Selections
	Clerk's portal and managed by the Office of the City Clerk	managed by Neutral Third Party
Responsibility for Expenses Incurred	<p>The Office of the City Clerk is responsible for election administration expenses incurred</p> <p>EmpowerLA and the Neighborhood Council both fund election outreach expenses incurred to promote the election</p>	Neighborhood Council is responsible for all selection-related expenses incurred
Candidate Documentation Requirements	<p>Documentation requirements will be based on the board seat eligibility. The Office of the City Clerk provides the NC Election Documentation Guide to provide examples of documents.</p> <p>Documents verified by the Office of the City Clerk</p>	<p>Documentation requirements will be based on the board seat eligibility. The Office of the City Clerk provides the NC Election Documentation Guide to provide examples of documents.</p> <p>Documents verified by the Neutral Third Party</p>
Verifying Stakeholder Status (Voters)	<p>Stakeholder Verifications will depend on the NC bylaws if its documentation or self-affirmation.</p> <p>The Office of the City Clerk will take this responsibility</p>	<p>Stakeholder Verifications will depend on the NC bylaws if it is documentation or self-affirmation.</p> <p>The Neutral Third Party will take this responsibility</p>
Voter Experience	Voting takes place on a ballot delivered via USPS mail from the Office of the City Clerk	Voting takes place in person at a town hall style meeting within the boundaries of the Neighborhood Council

	Elections	Selections
	All votes are private and anonymous	Votes are not private or anonymous – names/serial number matched to registration form must be included on their ballot
Election Certification	Conducted by the Office of the City Clerk	Conducted by the Neutral Third Party
Election Location	<p>As an all vote by mail election, ballots will be returned via USPS mail or ballot drop boxes</p> <p>The Office of the City Clerk is responsible for mailing ballots to voters, collaborating with partners to host ballot drop boxes, collecting ballots from drop boxes, and processing ballots returned via USPS mail</p>	<p>Elections take place in person at a physical location within the boundaries of the Neighborhood Council</p> <p>The Neighborhood Council is responsible for securing this location and paying any associated costs, including but not limited to location fees, staffing fees, security fees, etc.</p>



Chatsworth Neighborhood Council

2024 Selection Manual



Approved: November 1, 2023

Chatsworth Neighborhood Council

2024 Board Selection Procedures

This Board Selection Manual shall be reviewed and approved prior to each scheduled Board Selection by the Board, and submitted to the Department of Neighborhood Empowerment (“Department”) for review no later than ninety (90) days prior to the Board Selection. **Sunday, December 17, 2023.** The Chatsworth Neighborhood Council Board’s review will occur at a regularly scheduled Council Meeting that has been duly noticed in accordance with the Brown Act. **Wednesday, November 1, 2023.**

BOARD SELECTION DATE

The Chatsworth Neighborhood Council (CNC or “Council”) shall hold its Board Selection in the month of March each year.

Board Selection Day:

The date of the upcoming Board Selection is **Saturday, March 16, 2024.** The Board Selection will take place at the **Chatsworth Train Depot (Polling Place), located at 10038 Old Depot Plaza Road, Chatsworth, California, between the hours of 11:00 a.m. and 5:00 p.m.**

In order to comply with the Brown Act, the Board Selection Day shall be conducted such that no business other than the Selection will take place.

SELECTION COMMITTEE

A Selection Committee (“Committee”) shall be appointed to oversee the Selection process at the beginning of each new Board year, when new board members are installed after a Selection has been certified. Appointment of the Selection Committee shall follow the same rules as those in the CNC Bylaws and standing Board rules that cover all other Board Committees.

Selection Committee Composition:

The committee shall include at least three (3) Boardmembers who are not applying as candidates for the Board Selection.

For information on the current CNC Selection, contact:

Committee Chair: Jim Van Gundy

Phone: 818-464-3511; Email: VanGundyCNC@aol.com

Members: Vicki Briskman, Jeff Hammond, Shawn Shawmlou, Shelly Thompson

Responsibilities:

This Committee shall be responsible for establishing, overseeing, and implementing all activities related to the Council's Board Selection, including, but not limited to:

- Reviewing this Board Selection Manual and recommending Board approval
- Designating the date, time and location of the Board Selection in compliance with the Council's Bylaws, and subject to the Board's approval.
- Securing the services of a Selection Administrator, who is the Neutral Third Party (NTP), who will oversee the Selection and perform other administrative duties.
- Preparing and distributing all Candidate information.
- Overseeing eligibility and verification of all Candidates and Stakeholders.
- Overseeing notification and outreach of the Selection and all processes connected with the Selection to the community.
- Receiving and resolving any Challenges.

STAKEHOLDERS AND OUTREACH

Stakeholder Definition:

Membership in this Council is open to any and 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. A Stakeholder includes those who board one (1) or more horses within the Council boundaries.

All Stakeholders and Candidates must provide Documentation that is valid as of **January 1, 2024**. **(See Attachment C for examples of acceptable forms of identification and documentation for voters.)**

Organizations may provide a roster of members to assist with documentation. Any such roster must be submitted to the Committee or NTP by **January 10, 2024**.

Minimum age for Candidates is eighteen (18) years of age and for Voters is sixteen (16) years of age on the date of the Selection.

Outreach to Stakeholders:

To be fair and inclusive, efforts will be made to ensure that all Stakeholders are aware of the Board Selection proceedings, and to the best extent possible, have an opportunity to participate.

Outreach efforts shall begin no later than seventy-five (75) days prior to the Selection date. **By Monday, January 1, 2024**. An effort shall be made to solicit participation via the following methods:

- Board Selection information will be placed at each of the Council’s designated posting locations.
- Announcements and flyers will target schools, seniors, religious groups, businesses, the library, neighborhood groups, etc.
- E-blast, social media and other methods will be used.

These outreach methods will be used to solicit Candidates and Voters.

CANDIDATES

Candidacy Requirements:

The Chatsworth Neighborhood Council consists of twenty-one (21) positions. All seats are “at-large.” In even years, there will be ten (10) board seats open; in odd years there will be eleven (11) board seats open.

All Stakeholders who wish to run for a position on the Board must complete a current Candidate Filing Form. This form shall serve as written acceptance of the Stakeholder’s desire to run for a position on the Board.

Candidate Filing Forms must be completed and submitted to the CNC, along with documentation of identity and qualification, including acceptable proof that the person is a Stakeholder. Forms must contain a mailing address, e-mail address and phone number. All forms must be **received by 11:59 p.m. Thursday, February 15, 2024.**

Candidate Filing Forms and other Selection information will be available on the Council website chatsworthcouncil.org and through the Selection Committee Chair listed above. Forms will also be available at all Council and Committee meetings held up to the date of closure of the nominating process. **Thursday, February 15, 2024.**

Candidate Information:

After submitting a Candidate Filing Form, all Candidates shall receive links to the following information:

- Chatsworth Neighborhood Council Board Selection Procedures
- Chatsworth Neighborhood Council Bylaws
- Information on Candidate statements, campaigning rules, and the Candidate Forum
- Any additional information that may be pertinent to the Selection process.

The Selection Committee will have copies of all information in a binder that is made available at all Board meetings for any potential Candidate to read prior to completing a Candidate Filing Form.

Eligibility/Qualifications:

Any person of at least eighteen (18) years of age who qualifies as a Stakeholder is eligible for one (1) of the twenty-one (21) positions available on the Chatsworth Neighborhood Council Board.

Verification:

Designated Selection Committee members and/or the NTP shall review each and every Candidate Filing Form and required documentation to verify that the individual meets the Stakeholder eligibility qualifications.

Candidate Filing Forms shall include a line that requires the Stakeholder to verify that all information provided is true and correct under penalty of perjury.

Upon receipt of a Stakeholder's Candidate Filing Form and documentation, the form and associated documentation shall be used as written verification of a Stakeholder's eligibility to run for a Board position.

A potential Candidate shall be notified via e-mail if their Candidate Filing Form is incomplete. Steps necessary to complete the filing process will be provided.

Verification of all Candidates shall be completed within three (3) calendar days after the close of the Nomination Period. **Sunday, February 18, 2024.**

The final list of certified candidates will be released 15 days before the Selection. **Friday, March 1, 2024.** Names on the ballot may not include any professional designation.

Disqualification:

Candidates who do not meet eligibility requirements shall be disqualified. Candidates who are disqualified shall be notified by phone or e-mail within three (3) calendar days after the close of the Verification Process. Notification shall include the specific reason why the Candidate has been disqualified. **Wednesday, February 21, 2024.**

Candidates who are disqualified may submit a letter or e-mail no later than four (4) calendar days after the deadline of disqualification asking for a reconsideration of their candidacy. Letters must include a specific rationale of why the Candidate feels they have been disqualified in error along with any other pertinent information that will be of assistance to the Selection Committee in order to reconsider the matter. **Sunday, February 25, 2024.**

Reconsideration:

A decision on reconsideration of a Candidate shall be made within two (2) calendar days after the deadline for Reconsideration. The Candidate shall be notified immediately by phone or e-mail. **Tuesday, February 27, 2024.**

Withdrawals:

Any Candidate who wishes to withdraw and have their name removed from the ballot must do so **in writing** to the NTP or Selection Committee Chair no later than fifteen (15) calendar days after the close of the Nomination Period. **Friday, March 1, 2024.**

In the event a Candidate withdraws after the ballots are printed, any votes cast for that Candidate will not be counted.

TERM OF OFFICE

The term of office is two (2) years.

NOMINATIONS

Nominations shall open seventy-five (75) calendar days prior to the scheduled date of the Board Selection and shall continue for forty-five (45) calendar days thereafter.

Open: Monday, January 1, 2024.

Close: Thursday, February 15, 2024.

All nominations shall be made by filling out the current Candidate Filing Form and submitting it to the chair of the Selection Committee or NTP at a Board meeting, online, by e-mail or postal mail. The paper form will include an e-mail address and postal address. **All submissions by any method must be received by 11:59 p.m. Thursday, February 15, 2024.** Any forms received after the deadline will be automatically disqualified. Candidates are responsible for submitting readable information.

The current Candidate Filing Form and current list of acceptable identification and documentation will be made available at each Council and Committee meeting and on the Council website, beginning on **Monday, January 1, 2024.**

CAMPAIGNING

Candidate Materials/Contributions:

Although no maximum amount will be set, it should be understood that all campaign costs should be reasonable.

Candidate Statements:

Each Candidate shall be given the opportunity to write a maximum 250-word statement that lists their qualifications and explains to Stakeholders their reasons for wishing to serve as a Council Board Member. Each Candidate may also submit a passport-style photo of the person alone. These statements and photos will be posted on the Council website as they are submitted.

In addition, Candidates may submit a one-page statement for inclusion in binders that will be available at the poll for Stakeholders to inspect. This statement must fit on one side of 8½ by 11 paper and must be submitted to the Selection Committee at least one week before the Selection. **By Saturday, March 9, 2024.**

Candidate Forum:

On **Wednesday, March 6, 2024,** at a noticed monthly Council Meeting, or at a separate date and time set by the Selection Committee, a Candidate Forum shall be conducted. Each candidate shall be given an equal amount of time to express why they should hold a Board position. A question and answer period shall follow. Rules shall be provided to all Candidates prior to the Candidate Forum.

The Neutral Third Party shall facilitate the Candidate Forum in order to ensure the fairness of the process. Order of presentation shall be determined by random drawing of Candidate names.

Campaign Tactics:

Candidates should not engage in any type of character defamation (i.e. mudslinging), assault, or attack on any other Candidate or Stakeholder. Proof of the use of character defamation, assault, or attack by a Candidate may result in disqualification. Such disqualification will be determined by the NTP in consultation with the City Attorney.

Candidates may not use the Chatsworth Neighborhood Council logo or City Seal on **any** campaign materials they produce. Persons violating this requirement will be asked to immediately remove the NC logo and/or City Seal. Failure to do so may result in disqualification.

On the scheduled day of the Board Selection, there shall be no electioneering within 100 feet of the polling place. Any person violating this requirement will be asked to leave the Selection site/area; any Candidate violating this rule may be subject to disqualification.

Electioneering includes, but is not limited to:

- Soliciting a vote or speaking to a Voter on the subject of marking the ballot
- Placing any sign relating to any Candidate
- Distributing or wearing material relating to any Candidate
- Placing a sign, distributing material or talking with a Voter on the subject of their qualifications to vote.

There can be no posted Candidate signage (for example, flyers) within 100 feet of the Selection location on the day of the Board Selection. Signage posted in violation of this requirement will be removed. No audio equipment may be used to project Candidate information on the day of the Board Selection. Any violators will be asked to cease and desist and may be asked to leave the voting area.

STAKEHOLDER REGISTRATION

All Stakeholders, including Candidates, who meet the criteria for the definition of a Stakeholder, as listed in the Council Bylaws and above, shall be eligible to vote on the day of the Selection. All Stakeholders, including Candidates, will be required to show acceptable forms of identification and documentation. **(See Attachment C for examples of acceptable forms of identification and documentation for voters.)**

Stakeholders may register to vote at the Polling Place the day of the Selection. In addition, Stakeholders may register to vote using an online platform and by other means as announced beginning seventy-five (75) days prior and up to seven (7) days prior to Selection Day. **Monday, January 1, 2024 to Saturday, March 9, 2024.** Stakeholders who pre-register will still need to visit the Polling Place during voting hours to receive and to cast their Ballot.

VOTING PROCESS

No secret balloting is allowed. All ballots will be numbered.

The NTP shall use a documented random process, such as drawing from a hat, to determine order of Candidates' names on the ballot. Order on the ballot shall be determined no later than **Wednesday, February 28, 2024.** The ballots shall clearly state that each Stakeholder may vote for a maximum of ten (10) Candidates in even-numbered years or eleven (11) Candidates in odd-numbered years, but may cast only one vote per Candidate. Any ballot with votes for more than the specified number of seats to be filled will be disqualified.

No write-in Candidates shall be allowed. No absentee or proxy voting shall be allowed.

Procedures:

After entering the Polling Place, Stakeholders will start at the Registration Station. Unless pre-registered, each Stakeholder must fill out a current Voter Registration Form and present acceptable identification and documentation **(See Attachment C)**. All pre-registered voters must present photo identification to obtain their ballot. Registered Stakeholders will receive a numbered ballot at the Ballot Table. The ballot number shall be noted on the Voter Registration Form.

The Stakeholder is then admitted to the voting room. Binders containing all submitted Candidate statements shall be available for viewing by Stakeholders to assist in their selection.

Poll Volunteers shall monitor the voting room and assist Stakeholders with any questions regarding procedures, **but not Candidates.** The NTP shall be notified of any violations or disruptions in the voting process.

Completed ballots shall be deposited into the Ballot Box. A Poll Volunteer shall monitor the Ballot Box at all times. The Ballot Box shall be unsealed only after the closing of the poll and in the presence of the NTP.

Curbside voting will be provided along the north side of the Chatsworth Train Depot building for voters with a disability or who are otherwise unable to access the polling place.

No Candidate may participate in any way in the handling or counting of ballots, Voter or Candidate registration or verification, and/or assisting voters in the act of voting in translating or interpreting the voting materials or explaining the voting process.

Vote Counting:

The NTP shall unseal the Ballot Box after voting has concluded and shall oversee the entire counting process. Counting requires a minimum of six (6) volunteers, who shall be divided into pairs, resulting in a minimum of three (3) pairs of counters. Ballots shall be counted in batches of approximately 50 ballots by at least two (2) pairs of volunteers, and recounted separately by each of the pairs. Any discrepancy in the tally by the groups shall result in an additional recount of that batch of ballots. Each ballot shall be counted multiple times, as necessary, to assure accuracy. The public, including candidates, may observe the ballot count in person or virtually, as allowed, but may not interfere.

After the count is completed to the satisfaction of the NTP, the results shall be tabulated and posted. A recount conducted by the NTP may be requested within four (4) calendar days after the Selection only if there is a vote difference of 10% or less between candidates. **Wednesday, March 20, 2024.**

Ties:

In the event of a tie, the winner shall be determined by drawing straws, or a virtual coin toss if necessary, with that process overseen by the NTP.

Provisional ballots:

A Voter may cast a provisional ballot if the Voter's eligibility cannot be determined in favor of the Voter on Selection Day. The only acceptable basis for challenging a Voter's right to vote at the polling place will be that the person is not a valid Stakeholder as defined by the Chatsworth Neighborhood Council Bylaws.

If a Voter is challenged on the basis of insufficient documentation, the Voter may produce any of the documentation outlined in these Selection Procedures, at which time the Voter will be issued a regular ballot.

If a Voter cannot produce the required documentation, the Voter will be offered the opportunity to submit a provisional ballot. The provisional ballot will be the same as a regular ballot, except that prior to being placed in the ballot box the provisional ballot will be put inside a specially marked envelope. On the outside of the envelope, the Voter shall provide:

1. The voter's name.
2. The voter's address.
3. The voter's stakeholder status.

4. The voter's telephone number.
5. The voter's email address.

When a Voter casts a provisional ballot, the Voter will be issued instructions that explain what steps the Voter must take to qualify the provisional ballot, including documentation required to be submitted, where the documentation is to be submitted, and a contact number to request assistance or seek additional information. The deadline for submission of acceptable documentation shall be three (3) calendar days after the Selection by **11:59 p.m. Tuesday, March 19, 2024.** The Selection Committee and/or the NTP will be responsible for verification of provisional ballots.

CHALLENGES

Contesting the Selection:

Stakeholders who wish to contest the eligibility of a Candidate must submit a written Challenge to the NTP within seven (7) days of the close of the Nomination Period. **Thursday, February 22, 2024.**

Stakeholders who wish to contest the Board Selection or some part of the Board Selection process (stakeholder status, violations of Selection Procedures or Council Bylaws) must submit a written Challenge to the NTP, or online through chatsworthcouncil.org, within five (5) calendar days following the Board Selection. Any Challenge must be received by the NTP, or submitted online, by **11:59 p.m. Thursday, March 21, 2024.** Challenges must include a specific rationale of why the Stakeholder feels the Board Selection or Selection Process has been violated along with any other pertinent information that will be of assistance.

The Selection Committee shall review and investigate all Challenges. The Committee shall have the authority to interpret these Selection Procedures and to act as arbitrator to resolve any disputes which may arise.

Ruling:

A ruling shall be made within ten (10) calendar days of the deadline to receive a Challenge. **Sunday, March 31, 2024.** Written notice of the decision shall be issued immediately. Decisions of the Selection Committee are final.

ANNOUNCEMENTS OF RESULTS

The Board Selection unofficial results shall be posted at the Chatsworth Train Depot within 28 hours following the voting. **By 9:00 p.m. Sunday, March 17, 2024.**

Certification of Board Selection Results:

The Selection Committee shall certify the Board Selection results as officially valid after six (6) calendar days following the Selection if no written Challenges have been received. **Friday, March 22,**

2024.

In the event of a contested Board Selection, the Committee shall certify the Board Selection as officially valid immediately after the resolution of any and all Challenges to the Selection.

RECORD RETENTION

All Board Selection records shall be kept by the Neighborhood Council within a CNC storage area for at least one year following the date of the scheduled Board Selection. Records are open to the public pursuant to the California Public Records Act (CPRA) and available for viewing upon request.

POST-SELECTION TIMELINE

The Selection Committee shall provide the Department with a copy of the Board Selection results on the day the official certified results are released.

The Selection Committee shall hold a debriefing meeting within thirty (30) calendar days following the Board Selection (by Monday, April 15, 2024) to evaluate the proceedings. This evaluation shall be written and presented as a Selection Committee report to the Board.

The previously selected Board shall serve until the newly selected Board is installed.

The newly selected Board shall be installed as a group at the next scheduled monthly meeting of the Chatsworth Neighborhood Council. The President or Vice President of the outgoing Board shall preside over the installation process. If no challenges are filed, this would be on Wednesday, April 3, 2024.

VACANCIES AND SPECIAL SELECTIONS

A vacancy on the Board shall be filled using the following procedure:

- A. A vacancy shall be announced at the next regular meeting of the Board and then the matter placed on the agenda for the following regular meeting.
- B. Any stakeholder(s) interested in filling a vacant seat on the Board shall submit written application(s).
- C. If the number of stakeholders submitting applications equals the number of vacant seats available, then a vote of the Board shall be taken on each applicant separately and the applicant installed by a majority vote of the Board members present. If there are more applicants than the number of vacant seats, then a vote shall be taken either at a special Selection or at the next regular Board meeting by all registered stakeholders present. The vote shall be presided over by the Selection Committee or its designee and shall include one (1) vote per Board vacancy per registered stakeholder.
- D. When the process mentioned above fills a vacant seat, the seat shall be filled for the

remainder of the term for that seat. In no event shall a vacant seat be filled where a general Selection is scheduled to occur within ninety (90) days of the date that a special Selection could otherwise be scheduled

E. A special Selection held to fill a vacancy on the Board may be conducted during the business portion of a duly noticed monthly Board meeting.

F. If more than one (1) vacant seat is filled in the same special Selection, winning candidates shall be ranked in order by their number of votes and the seat(s) shall be awarded in order based on the highest vote count(s) getting the longest remaining term(s).

G. If more than one (1) vacant seat is filled by vote of the Board where the number of seats available equals the number of applicants, and the remaining terms are of different lengths, straws shall be drawn to determine which candidates are awarded the seats with the longest remaining terms.

H. If a vacancy occurs after the December Board meeting, the special Selection shall be held in conjunction with the regularly scheduled March Selection. All candidates shall be ranked in order by their number of votes. The candidates with the highest vote counts shall be awarded seats with terms that are designated for the regular Selection, with 10 seats filled in years ending with even numbers and 11 seats in years ending with odd numbers. Vacant seat(s) shall be filled following the same order by the rest of the candidates based on their number of votes

I. Because a special Selection is designed to result in the voting and seating of new Board member(s) at one meeting, there shall be no challenges allowed.

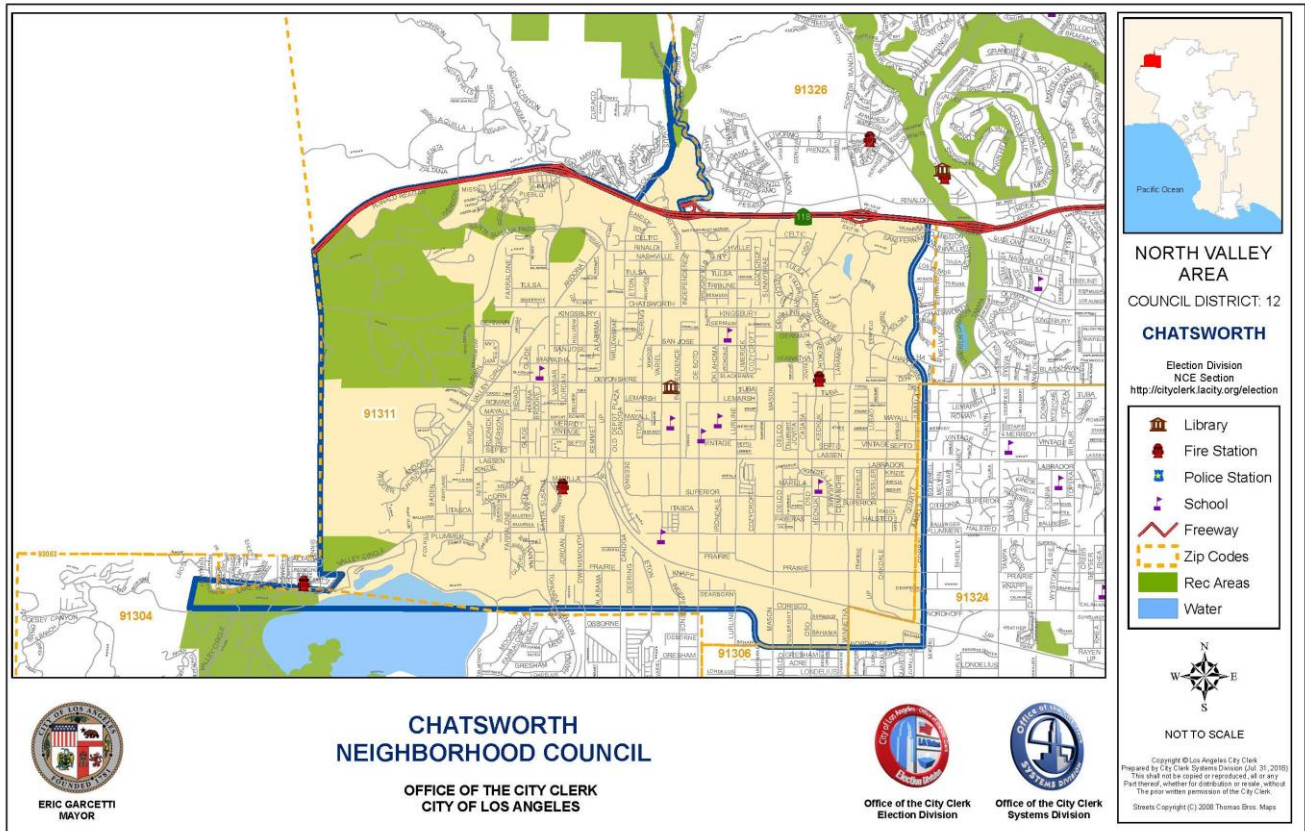
J. All regular and special Selections require extensive outreach to attract candidates for the Board.

CNC Selection Committee and NTP will refer to the City Clerk’s “2023 Neighborhood Council Election Handbook” for guidance on any policies or issues not covered in these Selection Procedures. These procedures are deemed approved ten (10) days after submittal to the Department of Neighborhood Empowerment unless written notice is given to vote@chatsworthcouncil.org before that time.

Due to the uncertainty associated with the COVID-19 pandemic and the unpredictability of natural and manmade disasters that may occur between the time this Selection Manual is submitted and the Selection process is completed, the Chatsworth Neighborhood Council reserves the right to make any reasonable modifications, if necessary, to comply with rules, regulations and guidelines from the City, County, State, and/or Federal governments. In the event that an in-person Selection is not allowed in 2024, a Vote By Mail Selection will be conducted. See Vote By Mail procedures in Attachment E and the CNC’s website chatsworthcouncil.org for updated information.

ATTACHMENT A

Chatsworth Neighborhood Council Boundary Lines



The Chatsworth Neighborhood Council includes a geographic area that includes in excess of 35,000 residents. **The boundaries include all areas within the City of Los Angeles** described as follows:

- A. The Northern line shall be from the most northwesterly point of the Los Angeles City / Los Angeles County boundary at SR-118, northeast along said boundary to Browns Canyon Road, then south along Browns Canyon Road to the gate at its southern terminus, then south in a straight line to SR-118, then east to Corbin Avenue.
- B. The Eastern line shall be centerline of Corbin Avenue from SR-118 to Nordhoff Street.
- C. The Southern line shall be the centerline of Nordhoff Street from Corbin Avenue west to its termination, thence continuing in a straight line to the Los Angeles City / Los Angeles County boundary.
- D. The Western line shall be the western Los Angeles City limit from the extended centerline of Nordhoff Street north to SR-118.

ATTACHMENT B

2024 Selection Timeline – In Person Voting

Days Before (-) After (+) Selection	Deadline/ Date/Time	Event
	11/1/23, 6:30pm	Chatsworth NC Board meeting to consider 2024 Selection Procedures for approval
S-90	12/17/23	Last day to submit approved 2024 Selection Procedures to Department of Neighborhood Empowerment
S-75	1/1/24	First day to file Candidate Filing Form
S-75	1/1/24	First day for Stakeholders to register to vote in advance of the Selection Day
S-75	1/1/24	Candidate Filing and Voter Registration Forms made available on CNC website and at each Council and Committee meeting
S-75	1/1/24	Selection information posted at CNC posting locations
S-75	1/1/24	Distribute announcements and flyers to schools, seniors, religious groups, businesses, library, neighborhood groups, etc.
S-75	1/1/24	Send e-blast, social media, and other digital outreach
	1/10/24	Last day for community groups to submit membership rosters
	2/7/24	Chatsworth NC Board meeting
S-30	2/15/24, 11:59pm	Last day to file Candidate Filing Form
S-27	2/18/24	Deadline for Selection Committee/NTP to verify candidates
S-24	2/21/24	Deadline for Selection Committee/NTP to notify disqualified candidates
S-23	2/22/24	Last day to file candidate eligibility Challenges
S-20	2/25/24	Last day for disqualified candidates to request reconsideration
S-18	2/27/24	Deadline for Selection Committee/NTP to reconsider and to notify disqualified candidates
S-17	2/28/24	Deadline to determine ballot order Candidate Forum and Chatsworth NC Board meeting
S-15	3/1/24, 5 pm	Last day for candidates to withdraw and have name removed from ballot. List of candidates to be released
	3/6/24, 6:30 pm	Candidate Forum and Chatsworth NC Board meeting
S-7	3/9/24	Last day to submit Candidate Statements
S-7	3/9/24	Last day for Stakeholders to pre-register to vote prior to Selection Day
S	3/16/24, 11am – 5pm	Chatsworth NC Selection, Chatsworth Train Depot
S+1	3/17/24, 9pm	Deadline to post unofficial Selection vote results at Train Depot
S+3	3/19/24	Last day for Provisional Voters to submit documentation
S+4	3/20/24	Last day to request recount
S+5	3/21/24, 5pm	Last day to file a Challenge to the Selection process
S+6	3/22/24	Deadline for Selection Committee to certify results if no Challenges have been filed*

S+15	3/31/24	Deadline for Selection Committee to rule on Challenges and certify results
	4/3/24, 6:30pm	*New Board seated at Chatsworth NC Board meeting
S+30	4/15/24	Deadline for Selection Committee to hold debriefing meeting

ATTACHMENT C

Acceptable forms of documentation for candidates and voters for CNC Board seats

At least one form of documentation must show a Chatsworth street address within the boundaries of the Chatsworth Neighborhood Council. No P.O. Boxes are acceptable. No store receipts are acceptable. **All Documentation must be valid as of January 1, 2024.** In addition to a photo ID, acceptable forms of documentation for CNC candidates and voters include, but are not limited to:

STAKEHOLDER, all require an address in Chatsworth.

- Current CA Driver's License/Identification Card with Chatsworth street address. If a P.O. Box is listed, additional documentation from appropriate list below must be provided.
- A valid Passport may be used as a photo ID but additional documentation from appropriate list below must be provided.

RESIDENT

- Mail with name and Chatsworth street address
- Current utility bill (gas, water, cable, etc.)
- L.A. County property tax bill
- Home mortgage statement
- Rental/lease agreement
- Homeowners association (HOA) bill/agreement
- Homeowner or rental insurance

EQUESTRIAN

- City of Los Angeles license showing ownership of an equine in Chatsworth
- Copy of a rental agreement for a stable in Chatsworth
- Letter/receipt for horse boarding with a street address in Chatsworth
- ETI Corral 54 membership

BUSINESS/COMMERCIAL, all require a street address in Chatsworth

- Badge/identification card from employment in Chatsworth

- Letter from employer verifying employment in Chatsworth
- Personal business card
- Current business utility bill
- Mail showing a business name and street address in Chatsworth
- Commercial mortgage statement or receipt
- Commercial lease agreement or receipt
- City of Los Angeles business license
- L.A. County property tax bill
- Member of Chatsworth/Porter Ranch Chamber of Commerce
- Member of Chatsworth Business Improvement District

NON-PROFIT, EDUCATIONAL, RELIGIOUS, AND CHATSWORTH COMMUNITY ORGANIZATIONS

- PTSA membership from a school in Chatsworth
- Students at least 16 or older with ID from a Chatsworth school
- Letter from a Chatsworth school showing enrollment or volunteer participation
- Parent showing report card or school ID of child attending a school in Chatsworth
- Member of a Chatsworth community or religious organization with proof of membership (personalized letter, ID badge/card, membership roll/list, program with your name, etc.)
- Membership or ongoing participation in Chatsworth community organizations (*for example*, Kiwanis, Rotary, Chatsworth Community Coordinating Council, Women's Club, Friends of the Chatsworth Library, SSMPA, Basic Car/Neighborhood Watch, Historical Society, Genealogical Society, FPSSM, Chatsworth Fine Arts Council, West Valley Homes YES!)

ATTACHMENT D

Duties of the Selection Administrator

The Selection Administrator, who is the Neutral Third Party (NTP), in coordination with the Selection Committee of the Chatsworth Neighborhood Council (CNC), shall be responsible for the following duties:

- Conducting the CNC Selection according to the CNC Bylaws, **2024** Selection Procedures and any other applicable legal documents.
- Processing Candidates, including verification of eligibility.
- Processing Voters, including verification of eligibility as applicable.
- Distributing and receiving ballots from the Voters on Selection Day.
- Verifying any provisional ballots.
- Counting all ballots.
- Issuing Selection results.
- Securing and submitting all Selection materials for record retention in accordance with the Selection Procedures.
- Other duties as necessary to conduct the Selection and finalize results.
- Facilitate viewing of Selection records upon request per the California Public Records Act (CPRA).

ATTACHMENT E

Vote By Mail Provisions

Due to the uncertainty associated with the COVID-19 pandemic and the unpredictability of natural and manmade disasters that may occur between the time this Selection Manual is submitted and the Selection process is completed, the Chatsworth Neighborhood Council reserves the right to make any reasonable modifications, if necessary, to comply with rules, regulations and guidelines from the City, County, State, and/or Federal governments.

In the event an in-person Selection cannot be held, the following Vote By Mail provisions will be utilized to conduct the Selection as applicable. The timeline for the Selection will be modified to accommodate a Vote By Mail Selection. To obtain the Vote By Mail timeline, please see the Chatsworth NC website (ChatsworthCouncil.org) or email vote@ChatsworthCouncil.org to request a copy.

Campaign Tactics

On the scheduled day of the Board Selection, there shall be no electioneering within 100 feet of the Ballot drop box. Any person violating this requirement will be asked to leave the Selection site/area; and any Candidate violating this rule may be subject to disqualification.

There can be no posted Candidate signage (for example, flyers) within 100 feet of the Selection Ballot drop off location on the day of the Board Selection. Signage posted in violation of this requirement will be removed. No audio equipment may be used by any Candidate to project Candidate information on the day of the Board Selection that is audible at the Ballot drop off location. Any violators will be asked to leave the vicinity of the Ballot drop off location.

Stakeholder Registration

The Voter Registration process includes the submittal or showing of acceptable forms of identification and documentation prior to the registration deadline. Documentation may be shown virtually via an online platform by appointment. In-person documentation may be available on a specific date/time that will be announced if a Vote By Mail Selection is held.

Ballots

Every Stakeholder wishing to vote must fill out a **2024** Voter Registration form by the stated deadline in order to receive a Ballot. Registration may be done online or by sending the completed official and current Voter Registration form via email or by postal mail. Stakeholders are responsible for submitting complete and readable Voter Registration form by the stated deadline or their request for a Ballot shall be disqualified. All verified Voters will be mailed an official CNC issued Ballot beginning twenty-nine (29) days prior to the Selection. **Friday, February 16, 2024**

Returned Ballots must be postmarked by Selection Day **Saturday, March 16, 2024** and must be received by the Chatsworth NC by **Tuesday, March 19, 2024 at 5:00 p.m.** Alternatively, completed Ballots may be dropped off on Selection Day **Saturday, March 16, 2024** at the Chatsworth Train Depot north entrance, 10038 Old Depot Plaza Road, Chatsworth, California between the hours of 11:00 a.m. and 5:00 p.m. There will be no exceptions to these deadlines.

Questions about the registration or voting process may be emailed to vote@chatsworthcouncil.org or by calling 818-564-6819.

Vote Counting

The initial counting of the Ballots shall commence the day after the Selection. **Sunday, March 17, 2024.**

After the count is completed to the satisfaction of the NTP, the results shall be tabulated and posted. A recount conducted by the NTP may be requested within seven (7) calendar days after the Selection only if there is a vote difference of 10% or less between candidates. **Saturday, March 23, 2024.**

Provisional Ballots

Due to an all Vote By Mail Selection, there will be no Provisional Ballots issued.

Adjournment