

WESTSIDE NEIGHBORHOOD COUNCIL

BYLAWS

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ARTICLE I NAME

The name of this organization shall be the WESTSIDE NEIGHBORHOOD COUNCIL (WNC).

ARTICLE II PURPOSE

A. PURPOSES. The purpose of the WNC shall be:

1. To be a forum for the discussion and review of issues and projects of interest to the “Westside Neighborhood” as defined in Article III.
2. To be an advocate for the Westside Neighborhood to governmental and private agencies upon those issues that the WNC selects.
3. To assist other organizations in the Westside Neighborhood which want help in accomplishing their objectives or projects and which the WNC desires to support.
4. To assist and serve as an advisory body to the Los Angeles City Council, including its District office(s) serving the Westside Neighborhood, City Council Committees and City boards and commissions, by making investigations and recommendations on issues relating to the Westside Neighborhood.
5. To engage in such other activities as are allowed by law.

B. POLICY. The policy of the WNC shall be:

1. To inform Westside Neighborhood stakeholders of forthcoming projects and events. The WNC shall establish procedures for communicating with all stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner through a combination of one or more of the following: e-mail postings, posting notices on the web page of the Department of Neighborhood Empowerment (Department or DONE), public postings, written correspondence and regular meetings.
2. Not to interfere with the internal affairs of any individual, group or organization.
3. Not to restrict an individual or a group or other organization from pursuing whatever community project the individual or the members of the group or organization think desirable.
4. Not to restrict any individual or group or organization from speaking out on any side of any issue on which the individual or group or organization wants to be heard.
5. Not to represent any political parties nor endorse any candidates for political office.
6. To have fair, open, and transparent procedures for the conduct of our neighborhood council business.

ARTICLE III BOUNDARIES

Section 1: Boundary Description

The “Westside Neighborhood” is hereby defined as the area bounded:

A. North

by Santa Monica Boulevard;

B. East

by a border including the properties fronting on the eastern side Century Park East from Santa Monica Boulevard to Pico Boulevard then westerly along Pico Boulevard then southerly along Motor Avenue then along Monte Mar Drive southeasterly then southerly along Anchor Avenue extending past Anchor Avenue’s cul-de-sac to connect with Club Drive until Club Drive connects with National Boulevard;

C. South

by a border of National Boulevard extending from the San Diego Freeway (405) to Overland Boulevard, then southerly along Overland Boulevard to the Santa Monica Freeway (10), then easterly along the Santa Monica Freeway (10) to the National Boulevard exit; and

D. West

by the San Diego Freeway (405).

Section 2: Internal Boundaries

The Westside Neighborhood Council (WNC) internal boundaries are shown in Attachment A as a Map of the WNC and the geographic boundaries for each seat on the WNC Governing Board are described as follows (and the seat boundary descriptions set forth in Attachment B to these Bylaws are intended to be consistent with the boundary descriptions for each seat as set forth below in this Section 2, but in the event of any conflict between those two descriptions, the descriptions set forth in Attachment B shall control):

Business Area Seats

For Seat One (1):

North: by Santa Monica Boulevard;

East: by Century Park West (but not including businesses on Century Park West) extending south from Santa Monica Boulevard to Olympic Boulevard;

South: by Olympic Boulevard (businesses on the north side of the street); and

West: by S. Bentley Avenue.

For Seat Two (2):

North: by Olympic Boulevard (businesses on the south side of the street);

East: by a perpendicular line extending from the south side of Olympic Boulevard to the easternmost end of Orton Avenue (businesses on the west side of that line) then westerly along Orton Avenue until Fox Hills Drive and then southerly along Fox Hills Drive (businesses on both sides of the street) to Pico Boulevard;

South: by Pico Boulevard (businesses on the north side of the street); and

West: by S. Bentley Avenue.

For Seat Three (3):

North: by Pico Boulevard (businesses on the south side of the street);

East: by Westwood Boulevard (businesses on the west side of the street);

South: by National Boulevard (businesses on the north side of the street); and

West: by the San Diego Freeway (405).

For Seat Four (4):

North: by Pico Boulevard (businesses on the south side of the street);

East: by Motor Avenue extending southerly, then along Monte Mar Drive southeasterly to Monte Mar Terrace, then easterly on Monte Mar Place, then southerly along Anchor Avenue extending past Anchor Avenue's cul-de-sac to connect with Club Drive to go southerly until it connects with National Boulevard, and then southerly to the Santa Monica Freeway (10) (businesses on the west side of those streets);

South: by the Santa Monica Freeway (10) westerly to Overland Boulevard and then westerly along National Boulevard (businesses on the north side of the street) to Westwood Boulevard; and

West: by Westwood Boulevard (businesses on the east side of the street).

For Seat Five (5):

North: by Santa Monica Boulevard (businesses on the south side of the street);

East: by Century Park East (by the Beverly Hills border; businesses on the west side of the street) from Santa Monica Boulevard to Olympic Boulevard;

South: by Olympic Boulevard (businesses on the north side of the street) from Century Park East to the extended westerly portion of Century Park West; and

West: by Century Park West (businesses on both sides of the street) extending to Olympic Boulevard.

For Seat Six (6):

North: by Olympic Boulevard (businesses on the south side of the street);

East: by Century Park East (by the Beverly Hills border; businesses on the west side of the street) from Olympic Boulevard to Pico Boulevard;

South: by Pico Boulevard (businesses on the north side of the street) from Century Park East to the extended westerly portion of Century Park West; and

West: by a perpendicular line extending from the south side of Olympic Boulevard to the easternmost end of Orton Avenue and further extending that line south to Pico Boulevard (businesses on the east side of that line).

For Seat Nineteen (19):

North: by Santa Monica Boulevard (businesses on the south side of the street);

East: by Sepulveda Boulevard extending south from Santa Monica Boulevard to Pico Boulevard (businesses on both sides of Sepulveda Boulevard);

South: by Pico Boulevard (businesses on the north side of the street); and

West: by the San Diego Freeway (405).

Residential Area Seats

For Seat Seven (7):

North: by Santa Monica Boulevard (homes on the south side of the street);

East: by S. Beverly Glen Boulevard (homes on the west side of the street);
South: by Olympic Boulevard (homes on the north side of the street); and
West: by the San Diego Freeway (405).

For Seat Eight (8)

North: by Pico Boulevard (homes on the south side of the street);
East: by Kelton Avenue (homes on both sides of the street and including homes on Ayres Avenue and Clarkson Road and Coventry Place);
South: by National Boulevard (homes on the north side of the street); and
West: by the San Diego Freeway (405).

For Seat Nine (9)

North: by Pico Boulevard (homes on the south side of the street);
East: by the west side of Overland Avenue (including homes on the west side of the street) and then southeasterly along Northvale Road (including homes on the southwest side of the street) until Dunleer Drive (including homes on Dunleer Place and Coventry Place);
South: by National Boulevard (homes on the north side of the street) extending from Midvale Avenue to the intersection of Northvale Road and Dunleer Drive; and
West: by Midvale Avenue (homes on both sides of the street).

For Seat Ten (10)

North: by Santa Monica Boulevard;
East: by Century Park West (homes north of Olympic) and by the Studios (homes south of Olympic);
South: by Pico Boulevard (homes on the north side of the street); and
West: by S. Beverly Glen Boulevard (homes on the east side of the street).

For Seat Eleven (11)

North: by Santa Monica Boulevard (homes on the south side of the street);
East: by the border of Beverly Hills and Los Angeles from Santa Monica Boulevard to Pico Boulevard (including homes fronting on the eastern side Century Park East);
South: by Pico Boulevard (homes on the north side of the street); and
West: by Century Park West.

For Seat Twelve (12)

North: by Pico Boulevard (homes on the south side of the street);
East: southerly on Motor Avenue (between Pico Boulevard and Monte Mar Drive) easterly on Monte Mar Drive towards Monte Mar Terrace moving southeasterly until Monte Mar Place going easterly, then southeasterly down Anchor Avenue until Beverlywood Street towards the east then southeast down Beverwil Drive until Kincardine Avenue (homes on the north side of the street and including homes on Altman Avenue) then westerly to Club Drive northerly to Forrester Drive (excluding homes on the south side of the street between Queensbury Drive and Cavendish Drive) westerly to go southwesterly down Queensbury Drive (homes on the west side of the street) until Patricia Avenue (homes on the north side of the street) to go westerly until Motor Avenue (homes on the west side of the street) southerly to the Santa Monica Freeway (10);

South: by the Santa Monica Freeway (10) extending from National Boulevard and Overland Avenue to Motor Avenue; and

West: by Overland Avenue (homes on the east side of the street) (Exclude east of Overland Avenue and homes on the northeast side of Northvale Road, along the Santa Monica Freeway (10) to include homes north of the Santa Monica Freeway (10) to Motor Avenue) to Northvale Road southerly (homes on the east side of the street).

For Seat Thirteen (13)

North: by Forrester Drive (homes on the south side of the street) at the Queensbury Drive intersection moving easterly to Club Drive until Kincardine Avenue (homes on the south side of the street), the homes on Cavendish Drive, Bridlevale Drive, Earlmear Drive, and Danalda Drive are included in this area;

East: by National Boulevard near Manning Avenue and the Santa Monica Freeway (10) (homes north and west side of the street) going northerly until Club Drive (homes on the south and west side of the street) going north up to Kincardine Avenue;

South: by the Santa Monica Freeway (10); and

West: by Motor Avenue (homes on the west side of the street) northerly to Patricia Avenue (homes on the south side of the street), then going easterly to Queensbury Drive (homes on the east side of the street) to a northerly direction until Forrester Drive.

For Seat Eighteen (18):

North: by Olympic Boulevard (homes on the south side of the street);

East: by S. Beverly Glen Boulevard (homes on the west side of the street);

South: by Pico Boulevard (homes on the north side of the street); and

West: by the San Diego Freeway (405).

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the Neighborhood Council; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the Neighborhood Council

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

The only seat for which a Community Interest Stakeholder may vote is the At-Large seat (Seat 17).

ARTICLE V GOVERNING BOARD

The WNC “Governing Board” means the Governing Body within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils (Plan) and is intended to provide representation of the diverse interests of all Stakeholders. “Board Member” means a member of the Governing Board. References in these Bylaws to “Board” refer to the Governing Board. Only a Stakeholder who has attained the age of eighteen (18) years by the time of his or her selection may serve as a Board Member.

Section 1: Composition

The Governing Board consists of nineteen (19) voting Board Members as follows:

- A. Business: Seats (1) through Six (6) and Nineteen (19) are each to be filled by a Stakeholder who is an owner or an employee of a business located within the boundaries for their respective seat as stated in Section 2 of Article III of these Bylaws.
- B. Residential: Seats Seven (7) through Thirteen (13) and Eighteen (18) are each to be filled by a Stakeholder who resides within the boundaries for their respective seat as stated in Section 2 of Article III of these Bylaws.
- C. Other Stakeholders:
 - 1) Seat Fourteen (14): an appointed representative of Synagogues, Churches and other Religious Institutions in the Westside Neighborhood.
 - 2) Seat Fifteen (15): an appointed representative of Schools in the Westside Neighborhood
 - 3) Seat Sixteen (16): an appointed representative of Non-Profit Organizations in the Westside Neighborhood.
 - 4) Seat Seventeen (17): a selected representative of “At Large” Stakeholders.
- D. Alternates

Each Board Member shall select an alternate to attend and vote at meetings when the Board Member cannot attend. Each alternate must be eligible to hold the Board seat for which that person is the alternate. Alternates serve at the pleasure of the Board Member who appointed that alternate and can be removed by that Board Member at any time without cause. When a Board seat becomes vacant for any reason, the alternate for that seat may sit at the Board table and vote at Board meetings for a maximum of two (2) Board meetings after the occurrence of the vacancy, or until the vacancy is filled, whichever occurs first. The alternate then

ceases to be the alternate for that seat and may not sit in place of that Board Member. This provision does not prevent that person from becoming the Board Member for that seat.

Section 2: Quorum

No formal meeting shall be held or business conducted or votes taken in the absence of a quorum. A quorum shall consist of nine (9) of the voting Board Members.

Section 3: Official Actions

Except as otherwise specifically provided, an affirmative vote of a majority of those present and voting not including abstentions, shall be required to pass motions. The presiding officer may vote on all motions. Voting by proxy shall not be allowed. The alternate Board Member may vote only when the Board Member is absent.

Section 4: Terms

Each Board Member shall serve for a term of four (4) years (or for the remainder of the then-current term, in the case of a person filling a vacant Board seat) and until his or her successor is selected and qualified as provided for in these Bylaws.

Section 5: Duties and Powers

The primary duties of the Governing Board shall be to govern the WNC and to carry out its objectives. On request of the Chair or the WNC, a Board Member shall provide a written summary of the systems through which the Board Member shall communicate on a regular basis with the Stakeholders he or she represents. The Chair shall be authorized to represent the WNC for purposes of communicating with any governmental entity, the press and any other person. The Chair or the Governing Board may authorize any other person to represent the WNC on enumerated subject matter for purposes of communicating to enumerated groups or entities.

Section 6: Vacancies

If a seat on the Governing Board is vacant for any reason (whether due to the removal, resignation or death of a Board Member or the creation of a new Board seat or otherwise), the vacancy may be filled by the Governing Board in accordance with the following procedure:

- A. For seats other than Seats Fourteen (14) through Sixteen (16): Notice of the vacancy, and of a proposed vote by the Governing Board to approve a candidate to fill the vacancy, shall be placed on the agenda of a Governing Board meeting and be posted for the public and distributed to the Governing Board in the same manner that all agenda items are set and posted. At that meeting, the Governing Board may fill the vacancy by majority vote of those voting. Any Stakeholder who is eligible for that seat may apply by notifying the Chair or the Secretary in writing. Nominations to fill the vacancy may be made by the candidates themselves, by Board Members, by Board alternates, or by any member of any constituency represented by the vacant seat. In electing the replacement or new Board Member, the Governing Board shall consider any expressions of support or opposition, whether written or oral, from members of the constituency represented by the seat. The replacement or new Board Member shall serve until the next Board selection process event is held and until his or her successor is selected and qualified as provided for in these Bylaws.

- B. For Seats Fourteen (14) through Sixteen (16): Vacancies shall be filled in accordance with the procedure set forth in Section 6 of Article X, except that, if there is more than one (1) candidate for any of these Board seats, those candidates must come to the next meeting of the Board (rather than to “the first Board meeting of the newly selected Board”) and notice of the proposed selection and of the proposed vote by the Governing Board to approve a candidate to fill the seat shall be placed on the agenda of that Board meeting and posted and as provided in Section 6 of Article X.

Each Board Member selected by the Board for Seats Fourteen (14) through Sixteen (16) shall contact the organization(s) in the category such Board Member represents no later than one (1) month prior to the expiration of the Board Member’s term to arrange the selection of a Board Member for the next term.

Section 7: Absences

If a Board Member fails to attend two (2) consecutive regular meetings of the Governing Board, and the Board Member’s alternate fails to attend in place of the Board member, the Chair (or any Officer authorized by the Chair) shall reasonably notify the Board Member that the Board Member shall be subject to removal unless the Board Member or the alternate attends the next meeting of the Board. Any meeting of the WNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8: Censure

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council (“Neighborhood Council”) may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board’s bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., “for alleged violations of the Code of Conduct” but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special

Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.

3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.

4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.

5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.

6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

Section 9: Removal of Governing Board Members

Any Board member may be removed by the Neighborhood Council ("Neighborhood Council") for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Board of Neighborhood Commissioners' ("Commission") Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.
3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.
8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
 - a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
 - b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
 - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.

d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.

e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.

f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

9. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10: Resignation

A Board Member may resign from the Governing Board, and the position shall then be deemed vacant. Any Board Member who ceases to meet the requirements for his or her seat no longer qualifies for that seat and, therefore, no longer holds that seat and shall notify the Chair of that change in the status.

Section 11: Community Outreach

The WNC is committed to developing a system whereby pertinent information transmitted through the City's Early Notification System will be disseminated or timely made available to every Stakeholder. The Governing Board shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the WNC, including its Board selections, to find future leaders of the Governing Board, and to encourage all Stakeholders to seek leadership positions within the Governing Board.

A. The Governing Board shall have a standing Outreach Committee, which will report its activities and recommendations to the Governing Board monthly at the regular Governing Board meeting.

B. The Governing Board shall maintain a web site presence to disseminate information to WNC Stakeholders and others interested in the WNC.

C. In addition, the Governing Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for

example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Chamber of Commerce, Neighborhood Watch, Home Owners' Association and other local organizations as determined by the Board.

- D. Outreach also should be undertaken at public events and shall be coordinated with other Neighborhood Councils when appropriate.

ARTICLE VI OFFICERS

Section 1: Officers of the Board

The "Officers" of the WNC shall consist of a Chair, a Vice-Chair, a Secretary, a Treasurer, and a Parliamentarian.

Section 2: Duties and Powers

A. Chair

The Chair shall, subject to the approval of the Governing Board, have general supervision, direction and control of all business and activities of the Governing Board. The Chair shall preside over all meetings of the Governing Board and shall be an ex-officio member of all committees.

B. Vice-Chair

The Vice-Chair shall perform the duties of the Chair at any time the Chair is unwilling or unable to perform those duties, as well as such other duties as deemed necessary or appropriate by the Chair.

C. Secretary

The Secretary shall: (1) keep minutes of all WNC Meetings, including all meetings of the Governing Board and all meetings of the Officers, (2) conduct the WNC general correspondence and preserve the WNC records and documents, (3) issue notices of WNC meetings, (4) receive and relay to the WNC Early Warning System Notices contemplated by Section 907 of The Los Angeles City Charter, and (5) administer a system, subject to approval by the Governing Board, through which the WNC shall communicate with stakeholders on a regular basis, at least once per calendar quarter, through a combination of one or more of the following: e-mail postings, public postings, written correspondence and regular meetings.

D. Treasurer

The Treasurer shall be responsible for accounting for such funds as may become the responsibility of the WNC. The Treasurer shall also have responsibility to be knowledgeable about City budgets and how City resources are allocated in order to assist the WNC in understanding how its recommendations relate to City programs and activities.

E. Parliamentarian

The Parliamentarian shall be a consultant and advisor to the Chair on rules and procedure for all WNC proceedings and shall be the custodian of the Bylaws and

Standing Rules of the WNC. The Parliamentarian shall call to the attention of the Chair in an unobtrusive way any error in proceedings.

Section 3: Selection of Officers

Immediately following conclusion of each selection process meeting for the selection of Governing Board Members as provided for Article X, the newly selected Governing Board shall meet for the purpose of electing these officers as provided below.

A. Nomination & Election of Officers

The Governing Board Members shall nominate candidates for each officer position. Only Governing Board Members shall be qualified to hold officer positions. The Governing Board shall vote to elect a Member to serve in each officer position. The voting shall be open and otherwise in compliance with the Ralph M. Brown Act. A majority vote of those present and voting not including abstentions shall be necessary for election of each such officer. If there are more than two (2) candidates for an office and none receives a majority vote on the first ballot, a run-off election shall be held immediately between the two (2) candidates having received the highest number of votes in the first ballot.

B. Officer Vacancy

In the event of a permanent vacancy in an office (whether a pre-existing office or a newly-created office), the presiding officer shall nominate a replacement Officer to be seated after approval by the Governing Board. The replacement shall serve for the remainder of the term of the office being filled.

Section 4: Officer Terms

Each Officer shall serve a term of four (4) years and until his or her successor is elected and qualified. The Officers shall serve at the pleasure of the Governing Board.

ARTICLE VII COMMITTEES AND THEIR DUTIES

Section 1: Standing Committees

The Governing Board may establish or terminate any committee at any time. 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 2: Ad Hoc Committees

All Ad Hoc Committees shall be established by the Board. Ad Hoc Committees that include non-board member stakeholders shall be agendaized, noticed, and conducted in keeping with the Brown Act.

Section 3: Committee Creation and Authorization

A. Committee Authority

Committees determine how they conduct their business. Each Committee must report on its activities at each regular meeting of the Governing Board or as requested by the Chair, subject to the approval of the officers. Committee meetings

are open to all stakeholders. Committees may invite others to attend to assist in the work of the Committee.

B. Committee Structure

Committee members shall be appointed by the Chair and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board Members and may include any interested Stakeholders.

C. Committee Appointment

Each committee chair selects the members of that committee, taking into account the goals of promoting the efficient operation of the committee and of reflecting the diversity of stakeholders.

D. Committee Meetings

The Governing Board is authorized to supplement the provisions of Article VII by Standing Rules in any manner consistent with these Bylaws and applicable law. All committee meetings shall be governed by any written rules adopted by the WNC for conduct of meetings, or by Robert's Rules of Order, where no WNC rule applies.

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 Board meeting minutes.

F. Removal of Committee Members

Committee members may be removed by the committee chair, according to the same criteria provided in these Bylaws for removing a member of the Governing Board. Any committee member removed by the committee chair may ask the Governing Board to reverse that removal. Any such removal may be reversed by the Governing Board.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act, shall be open to the public and the press and shall be noticed and conducted in accordance with the Ralph M. Brown Act. At any meeting at which the Chair is absent, the presiding officer for that meeting shall be the Vice-Chair. In the absence of both, the presiding officer shall be the Secretary.

Section 1: Meeting Time and Place

The location of all WNC meetings shall be within the Westside Neighborhood.

A. Regular Meetings

The WNC shall meet monthly and set the dates, times and location of such regular meetings.

B. Special Meetings

In the event that any matter requires urgent action before the next regularly scheduled meeting, (a) the Chair, (b) any two (2) Officers or (c) a majority of Board Members may call a special meeting. Notice of the special meeting shall be given

to each Board Member in writing by email (or other means of electronic communication reasonably likely to be received by the intended recipient) or by telephone and all notices (by whatever means given) shall be given at least twenty-four (24) hours in advance of the time set for the commencement of the special meeting. In the case of a special meeting called by Board Members, proof of delivery of the notice shall be obtained or the person giving the notice shall certify to the Chair in writing that the required notice was given and such certification shall state the means used to give each such notice.

Section 2: Agenda Setting

The Chair, subject to approval of a majority of the Officers, shall set the agenda for each Board meeting. Minutes of each meeting shall be sent by e-mail (or other means of electronic communication reasonably likely to be received by the intended recipient) to all Board Members and such others in the community as the Board directs.

Section 3: Notifications/Postings

The WNC shall obey any or all sections of the State of California's open meeting procedures that apply to Neighborhood Councils (including the Ralph M. Brown Act) as well as the Board of Neighborhood Commissioner's posting policy which includes posting meeting notices in generally accepted public places or through electronic media, such as e-mail or posting notice on the Department's website.

Section 4: Reconsideration

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two (2) days, shall: (1) make a motion for reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) a motion for reconsideration on the described matter and (2) a proposed action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board Member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board Member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting.

ARTICLE IX FINANCES

A. The Treasurer of the WNC shall serve in place of the Chair if the Chair and Vice-Chair are unable to serve.

B. The Treasurer shall perform all duties of a treasurer as, from time to time, prescribed by the Los Angeles Office of the City Clerk, the Neighborhood Council's Funding Program and the policies and procedures of DONE, including, but not limited to, presenting the monthly expenditure report of the WNC to the Board for its review and approval.

ARTICLE X ELECTIONS

Section 1: Administration of Election

The WNC shall hold a selection process instead of an election to fill the Governing Board. The Governing Board will be chosen at a meeting which will be held no later than the last day of March 2022 and on the second Thursday in June every four (4) years thereafter. A selection committee consisting of stakeholders, who agree not to be candidates, shall be appointed by the Governing Board no later than ninety (90) days prior to the date of the meeting. The selection committee shall promulgate procedures for the conduct of the selection process meeting and selection of Governing Board members. The selection committee shall also choose an independent and neutral third party to monitor the selection process and certify the result. All selection procedures shall be in conformity with the selection rules established by the City of Los Angeles and shall be approved by the Department.

Section 2: Governing Board Structure and Voting

All candidates for the Governing Board membership must be qualified Stakeholders at the time of selection, as defined by Attachment B to these Bylaws. In all selections for WNC Board seats, as defined in Attachment B to these Bylaws: (a) all qualified WNC stakeholders are entitled to vote for Seat 17 (At-Large); and (b) in addition, all qualified WNC stakeholders also are entitled to vote for one of the other seats (other than Seats 14-16) to the extent the stakeholder is qualified to vote for the particular seat. No Stakeholder may vote by proxy. The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age

Except with respect to a Youth Board Seat, a stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status by providing acceptable documentation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation supporting that declaration.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Governing Board during a single selection cycle.

Section 6: Other Election Related Language

Selection Process for Board Seats Fourteen (14) to Sixteen (16)

The candidate(s) for Board Seats Fourteen (14) through Sixteen (16) shall be selected by the organizations comprising each constituency corresponding to each such Board Seat. If there is only one candidate for any of these Board seats, the Board shall appoint that candidate to that seat. If there is more than one (1) candidate for any of these Board seats, those candidates must come to the first Board meeting of the newly selected Board. To be a candidate for a selected seat, a person must obtain a nominating letter from a constituent organization of the seat. Each candidate may bring additional letters of support

and may make a presentation to the Board about their qualifications. The Board will then appoint by majority vote the Board Member for each of these contested seats. In deciding which applicant to appoint, the Board shall take into account the WNC's goal of representing the diverse interests of all Stakeholders. Notice of the proposed selection, and of the proposed vote by the Governing Board to approve a candidate to fill the seat, shall be placed on the agenda of a Board meeting and be posted for the public and distributed to the Board in the same manner that all agenda items are set and posted.

ARTICLE XI GRIEVANCE PROCESS

Any grievance by a Stakeholder must be submitted in writing to the Board. The Board shall then refer the matter to an ad hoc grievance panel comprised of at least three (3) Stakeholders who are randomly selected by the WNC Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance panel. The WNC Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The WNC may receive a copy of the panel's report and recommendations prior to any meeting by the Governing Board, but the matter shall not be discussed among the Board Members until the matter is heard at the next regular meeting of the Board.

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

In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan. Board Members are not permitted to file a grievance against another Board Member or against the WNC.

ARTICLE XII PARLIAMENTARY AUTHORITY

To the extent the WNC has not adopted its own rules for conducting its meetings, the WNC shall follow Robert's Rules of Order. The Rules of the WNC that have been formally adopted and set forth in writing shall, unless contrary to State or federal law, take precedence where there is a conflict with Robert's Rules of Order.

Standing Rules may be approved by the Board to supplement the administration of these Bylaws. Such rules shall be in addition to the Bylaws and shall not be construed to change or replace any Bylaw. If there is any conflict between a provision of the Bylaws and a Standing Rule, the Bylaw shall govern. Standing Rules may be adopted, amended, or repealed by a majority vote of those voting.

ARTICLE XIII AMENDMENTS

Any Board Member or any Stakeholder may propose amendments, changes, additions or deletions to these Bylaws during the public forum period of a regular meeting of the Board. A proposal to amend these bylaws, however, must then be formalized in writing and then lodged with the Secretary or person responsible for preparing the agenda for the next regular meeting. The proposed amendment will be placed on the agenda for public discussion at a subsequent regular meeting of the Board.

A recommendation for amendment or adjustment of these Bylaws must be made by a two-thirds (2/3) vote of the entire number of the Board Members. Thereafter, and within fourteen (14) days after a vote recommending adjustment or amendment to the Bylaws, Bylaws Amendment Application shall be submitted to the Department along with a copy of the existing Bylaws for review and approval by the Department all in accordance with the Plan.

ARTICLE XIV COMPLIANCE

The WNC, its Board Members, and all Stakeholders shall obey WNC Rules and shall abide by the Plan and all City, County, State, and federal laws that apply.

Section 1: Code of Conduct

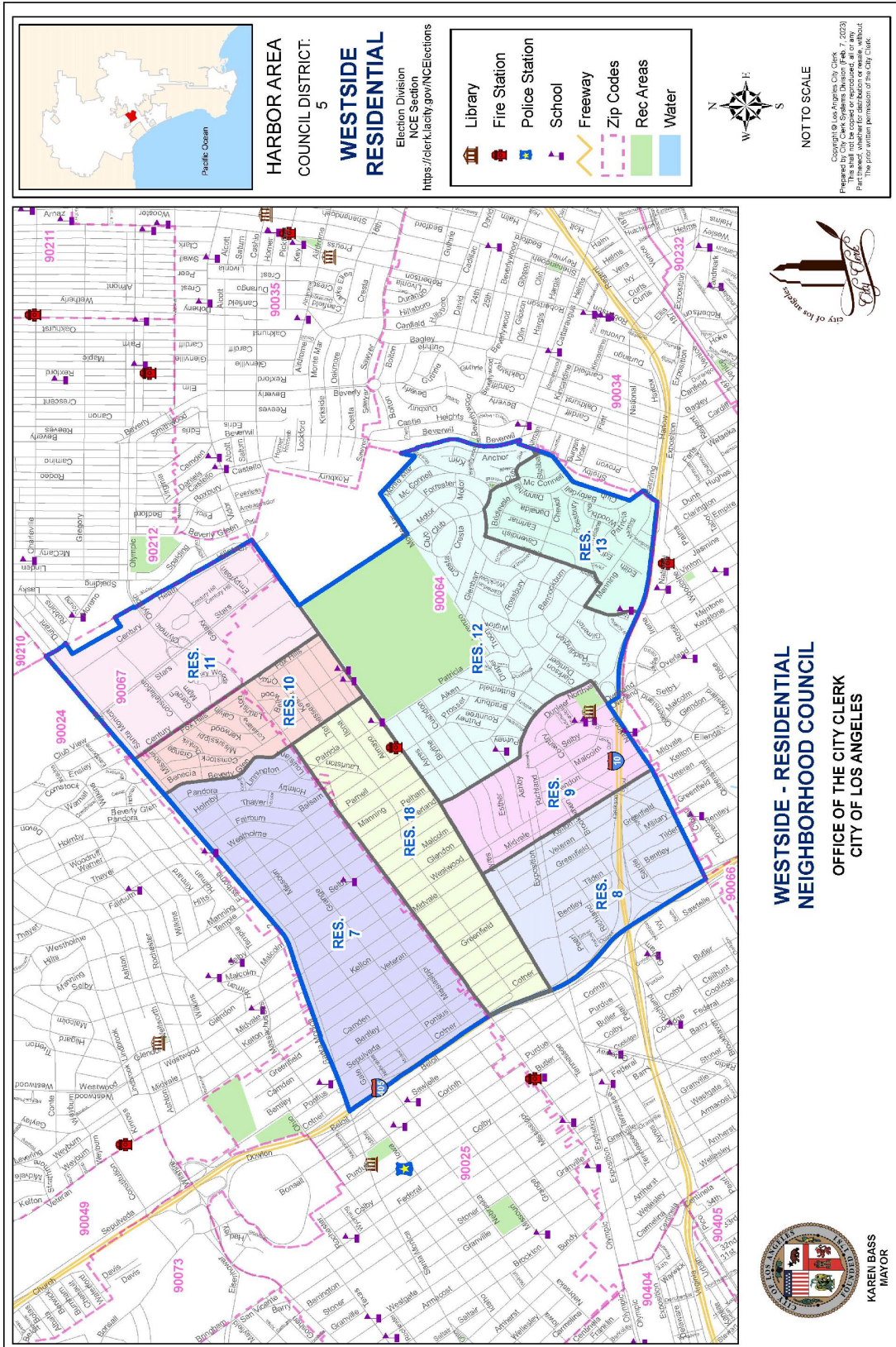
The WNC, its Board Members and all Stakeholders shall endeavor to conduct WNC business in a professional and respectful manner. Board Members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy.

Section 2: Training

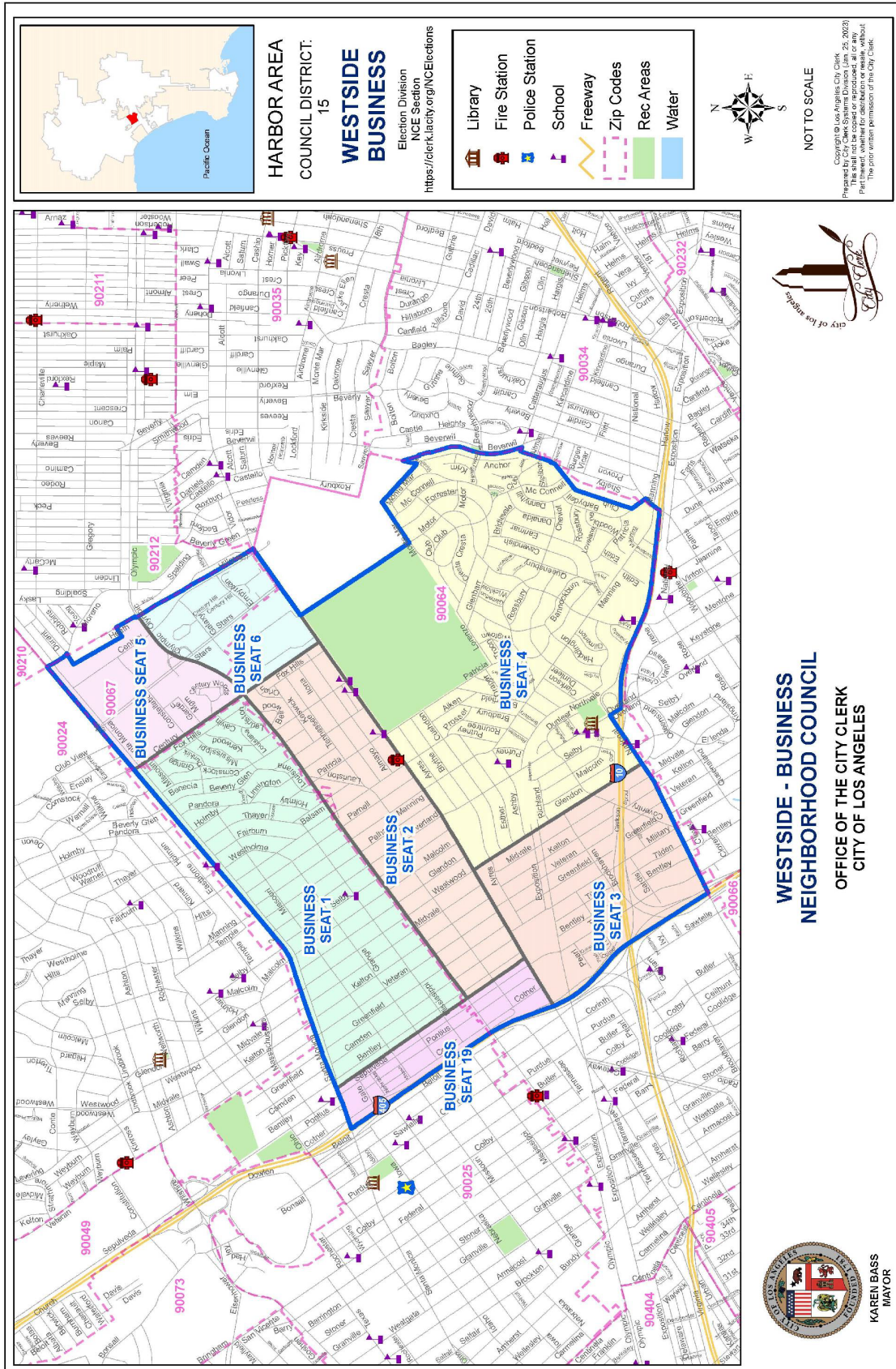
All Board Members shall take training as required by DONE.

Section 3: Self Assessment

ATTACHMENT A - Map of Westside Neighborhood Council



ATTACHMENT A - Map of Westside Neighborhood Council



**ATTACHMENT B – Governing Board Structure and Voting
Westside Neighborhood Council – 19 Board Seats**

BOARD POSITION	SELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Business Seat 1	Selected	Stakeholder who is at least 18 years of age at the time of the selection and is an owner or an employee of a business located within the area bounded: on the north by Santa Monica Boulevard, on the east by Century Park West (but not including businesses on Century Park West) and extending south from Santa Monica Boulevard to Olympic Boulevard, on the south by Olympic Boulevard (businesses on the north side of the street) and on the west by S. Bentley Avenue.	Any Stakeholder who is at least 16 years of age at the time of the selection and who is an owner or an employee of a business located within the Business Seat 1 geographic area.
Business Seat 2	Selected	Stakeholder who is at least 18 years of age at the time of the selection and is an owner or an employee of a business located within the area bounded: on the north by Olympic Boulevard (businesses on the south side of the street), on the east by a perpendicular line extending from the south side of Olympic Boulevard to the easternmost end of Orton Avenue (businesses on the west side of that line) then westerly along Orton Avenue until Fox Hills Drive and then southerly along Fox Hills Drive (businesses on both sides of the street) to Pico Boulevard, on the south by Pico Boulevard (businesses on the north side of the street), and on the west by S. Bentley Avenue.	Any Stakeholder who is at least 16 years of age at the time of the selection and who is an owner or an employee of a business located within the Business Seat 2 geographic area.
Business Seat 3	Selected	Stakeholder who is at least 18 years of age at the time of the selection and is an owner or an employee of a business located within the area bounded: on the south by Pico Boulevard (businesses on the south side of the street), on the east by Westwood Boulevard (businesses on the west side of the street), on the south by National Boulevard (businesses on the north side of the street), and on the west by the San Diego Freeway (405).	Any Stakeholder who is at least 16 years of age at the time of the selection and who is an owner or an employee of a business located within the Business Seat 3 geographic area.

BOARD POSITION	SELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Business Seat 4	Selected	Stakeholder who is at least 18 years of age at the time of the selection and is an owner or an employee of a business located within the area bounded: on the north by Pico Boulevard (businesses on the south side of the street), on the east by Motor Avenue extending southerly along Monte Mar Drive southeasterly to Monte Mar Terrace, then easterly on Monte Mar Place and then southerly along Anchor Avenue extending past Anchor Avenue's cul-de-sac to connect with Club Drive to go southerly until it connects with National Boulevard, and then southerly to the Santa Monica Freeway (10) (businesses on the west side of those streets), on the south by the Santa Monica Freeway (10) westerly to Overland Boulevard and then westerly along National Boulevard (businesses on the north side of the street) to Westwood Boulevard, and on the west by Westwood Boulevard (businesses on the east side of the street).	Any Stakeholder who is at least 16 years of age at the time of the selection and who is an owner or an employee of a business located within the Business Seat 4 geographic area.
Business Seat 5	Selected	Stakeholder who is at least 18 years of age at the time of the selection and is an owner or an employee of a business located within the area bounded: on the north by Santa Monica Boulevard (businesses on the south side of the street), on the east by Century Park East (by the Beverly Hills border; businesses on the west side of the street) from Santa Monica Boulevard to Olympic Boulevard, on the south by Olympic Boulevard (businesses on the north side of the street) from Century Park East to the extended westerly portion of Century Park West, and on the east by Century Park West (businesses on both sides of the street) extending to Olympic Boulevard.	Any Stakeholder who is at least 16 years of age at the time of the selection and who is an owner or an employee of a business located within the Business Seat 5 geographic area.

BOARD POSITION	SELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Business Seat 6	Selected	Stakeholder who is at least 18 years of age at the time of the selection and is an owner or an employee of a business located within the area bounded: on the north by Olympic Boulevard (businesses on the south side of the street), on the east by Century Park East (by the Beverly Hills border; businesses on the west side of the street) from Olympic Boulevard to Pico Boulevard, on the south by Pico Boulevard (businesses on the north side of the street) from Century Park East to the extended westerly portion of Century Park West, and on the west by a perpendicular line extending from the south side of Olympic Boulevard to the easternmost end of Orton Avenue and further extending hat line south to Pico Boulevard (businesses on the east side of that line).	Any Stakeholder who is at least 16 years of age at the time of the selection and who is an owner or an employee of a business located within the Business Seat 6 geographic area.
Residential Seat 7	Selected	Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the area bounded: on the north by Santa Monica Boulevard (homes on the south side of the street), on the east by S. Beverly Glen Boulevard (homes on the west side of the street), on the south by Olympic Boulevard (homes on the north side of the street), and on the west by the San Diego Freeway (405).	Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seats 7 geographic area.
Residential Seat 8	Selected	Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the area bounded: on the north by Pico Boulevard (homes on the south side of the street), on the east by Kelton Avenue (homes on both sides of the street and including homes on Ayres Avenue and Clarkson Road and Coventry Place), on the south by National Boulevard (homes on the north side of the street) and on the west by the San Diego Freeway (405).	Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seat 8 geographic area.

BOARD POSITION	SELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Residential Seat 9	Selected	Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the area bounded: on the north by Pico Boulevard (homes on the south side of the street), on the east by the west side of Overland Avenue (including homes on the west side of the street) and then southeasterly along Northvale Road (including homes on the southwest side of the street) until Dunleer Drive (including homes on Dunleer Place and Coventry Place), on the south by National Boulevard (homes on the north side of the street) extending from Midvale Avenue to the intersection of Northvale Road and Dunleer Drive, and on the west by Midvale Avenue (homes on both sides of the street).	Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seat 9 geographic area.
Residential Seat 10	Selected	Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the area bounded: on the north by Santa Monica Boulevard, on the east by Century Park West (homes north of Olympic) and by the Studios (homes south of Olympic)), on the south by Pico Boulevard (homes on the north side of the street), and on the west by S. Beverly Glen Boulevard (homes on the east side of the street).	Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seat 10 geographic area.

BOARD POSITION	SELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Residential Seat 11	Selected	Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the area bounded: on the north by Santa Monica Boulevard (homes on the south side of the street), on the east by the border of Beverly Hills and Los Angeles from Santa Monica Boulevard to Pico Boulevard (including homes fronting on the eastern side of Century Park East), on the south by Pico Boulevard (homes on the north side of the street), and on the west by Century Park West.	Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seat 11 geographic area.
Residential Seat 12	Selected	Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the boundaries of Overland Avenue (homes on the east side of the street) (except homes on Dunleer Place and on Coventry Place between Overland Avenue and Dunleer Place), Pico Boulevard (homes on the south side of the street), Motor Avenue (between Pico Boulevard and Lorenzo Place), Monte Mar Drive, Anchor Avenue, Dannyhill Drive (excluding all homes on Dannyhill Drive), Club Drive, Forrester Drive (excluding homes on the south side of the street between Queensbury Drive and Cavendish Drive), Queensbury Drive (homes on the west side of the street), Patricia Avenue (homes on the north side of the street), Motor Avenue (between Patricia Avenue and National) and the Santa Monica Freeway (10).	Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seat 12 geographic area.
Residential Seat 13	Selected	Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the boundaries of Queensbury Drive (homes on the east side of the street), Forrester Drive (homes on the south side of the street), Cavendish Drive, Bridlevale Drive, Danalda Drive, Club Drive, Dannyhill Drive, Anchor Avenue, National Boulevard, Santa Monica Freeway (10), Motor Avenue (homes on the west side of the street) and Patricia Avenue (homes on the south side of the street).	Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seat 13 geographic area.
Faith-Based Representative Seat 14	Appointed	Stakeholder who is at least 18 years of age at the time of the appointment and is a representative of Synagogues, Churches and other Religious Institutions in the Westside Neighborhood.	See appointment process.

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Schools Representative Seat 15	Appointed	Stakeholder who is at least 18 years of age at the time of the appointment and a representative of Schools in the Westside Neighborhood	See appointment process.
Non-Profit Organizations Representative Seat 16	Appointed	Stakeholder who is at least 18 years of age at the time of the appointment and a representative of Non-Profit Organizations in the Westside Neighborhood.	See appointment process.
At-Large Seat 17	Selected	Stakeholder who is at least 18 years of age at the time of the selection.	Stakeholder who is at least 16 years of age at the time of the selection.
Residential Seat 18	Selected	Stakeholder who is at least 18 years of age at the time of the selection and resides at a residential address located within the area bounded: on the north by Olympic Boulevard (homes on the south side of the street), on the east by S. Beverly Glen Boulevard (homes on the west side of the street), on the south by Pico Boulevard (homes on the north side of the street), and on the west by the San Diego Freeway (405).	Any Stakeholder who is at least 16 years of age at the time of the selection and who resides at a residential address located within the Residential Seat 18 geographic area.
Business Seat 19	Selected	Stakeholder who is at least 18 years of age at the time of the selection and is an owner or an employee of a business located within the area bounded: on the north by Santa Monica Boulevard (businesses on the south side of the street), on the east by Sepulveda Boulevard extending south from Santa Monica Boulevard to Pico Boulevard (businesses on both sides of Sepulveda Boulevard), on the south by Pico Boulevard (businesses on the north side of the street), and on the west by the San Diego Freeway (405).	Any Stakeholder who is at least 16 years of age at the time of the selection and who is an owner or an employee of a business located within the Business Seat 19 geographic area.