

**Meeting of the North Westwood Neighborhood Council Formation Committee  
September 23rd, 2018 from 5:30pm to 6:30 pm  
UCLA Kerckhoff Hall Room 316  
308 Westwood Plaza, Los Angeles, CA 90095**

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 Committee's jurisdiction will be heard during General Public Comments. No individual speaker will be allowed more than 2 minutes, subject to the discretion of the Chair.

**Agenda**

- I. Call to Order: Member roll call.
- II. General Public Comment on Non-agenda items (2 minutes per speaker)
- III. Discussion and action to fill out the Selection Procedures Stipulation Worksheet to establish the process for selecting the board of the North Westwood Neighborhood Council. (See attached)
- IV. Adjournment.

**Selection Procedures Stipulation Worksheet**

**North Westwood Neighborhood Council (NWWNC) Selection of Interim Board**

**Selection Date:** Month: \_\_\_\_\_ Day \_\_\_\_\_ 2018  
 (This date should be within two weeks of your 2016 Neighborhood Council election date.)

**Selection Time:** Start Time: \_\_\_\_\_ AM/PM Estimated End Time: \_\_\_\_\_ AM/PM

**Selection Location** - must be within the NC's boundaries, comply with the Americans with Disabilities Act and have adequate parking. **The NC must confirm the location availability.**

**Location Name:** \_\_\_\_\_

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

Zip

\_\_\_\_\_

Phone

\_\_\_\_\_

Location Contact Person

\_\_\_\_\_

Location Contact Person's Email

\_\_\_\_\_

Phone

Is there a cost to use this location?  YES – Amount \$ \_\_\_\_\_  NO

**Neutral Third Party**

In order to have an open, transparent, and fair selection process, a neutral third party (NTP), who is not a member of the Board or its committees and who shall not participate in the vote, will conduct and oversee the selection process. The Department of Neighborhood Empowerment staff will be the NTP for the NWWNC selection process.

**NC Selection/Outreach Contact Information (if applicable)**

Selection Chair: \_\_\_\_\_

Name Email Phone

Outreach Chair: \_\_\_\_\_

Name Email Phone

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. All candidates are verified via documentation.

**Candidate Terms:** The interim board term will be until the NWWNC's 2019 spring election.

**Candidate Presence Required During Selection Day:**  YES  NO

**Stakeholder Verification:** SELF-AFFIRMATION

**Minimum Stakeholder Voting Age:** 16 years old at the time of the selection

- Vote Count Method:**
- SHOW OF HANDS (may not be possible for complex Board structures in which case a signed ballot shall be used instead)
  - 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 and the voter)
  - NUMBERED BALLOT (must be numbered and matched up to the registration form to match up the vote and the voter)

**Outreach Plan:** Please complete and return the attached Outreach Plan with this worksheet.

**Selection Process:** The Standard Selection Process used by the Department of Neighborhood Empowerment shall be used for the NC selection unless the box below is checked and an alternate process is attached.

- In lieu of the Standard Selection Process, the Formation Committee is submitting the attached selection process, which addresses all subheadings below and which is to be approved by the Department of Neighborhood Empowerment a month before the date of the selection.

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#### **Standard Selection Process**

The NC shall use a town hall style selection process for their interim 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. 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. 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. Votes shall be counted openly by the NTP and 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 may immediately be seated. 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.

**Tie Breakers** - If two (2) candidates receive the same number of votes, a coin toss by the NTP shall determine the winner. If three (3) or more candidates receive the same number of votes, the tie will be resolved by placing ten (10) white marbles and one (1) black marble into a bag. The tied candidates will be asked to pull marbles out of the bag. Candidates will be asked to pull marbles according to the alphabetical order of their last name. The candidate who pulls

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the black marble from the bag will be named the winner. Tie breakers will take place at the town hall by the NTP following the vote.

Candidate Application - Candidates will apply on an application 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 information. The Formation Committee shall designate a person(s) who will receive the application and who shall send a written acknowledgement via email to the candidates within one (1) day after receiving the application. This acknowledgment shall include the date of the town hall, the selection process, general candidate outreach information and any other procedures necessary for the town hall. The Formation Committee 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.

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.

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.

Town Hall Outreach – Within twenty (20) days of the town hall, information about the town hall selection process and the candidates shall be on the NC posting locations. The Formation Committee and candidates will conduct outreach throughout the NC boundaries about the town hall to encourage stakeholders to participate in the Board selection.

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 comprise of less than a quorum of the Board, then the Board shall follow the Loss of Quorum policy enacted by the Board of Neighborhood Commissioners.

Challenges – Challenges will be reviewed by the Formation Committee and/or stakeholders who are not running in the selection. All challenges will be reviewed by the committee within thirty (30) days. The committee findings will be sent to the Department of Neighborhood Empowerment for final review and acceptance.

**DECLARATION**

We, the persons authorized by the NWWNC Formation Committee to execute this Selection Stipulation Worksheet, under penalty of perjury, declare that the information in this document and attachment(s) was approved as an official action of the committee.

**Date of Action:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Vote:** \_\_\_\_\_ **yes** \_\_\_\_\_ **no** \_\_\_\_\_ **abstentions**

Signature: \_\_\_\_\_

2<sup>nd</sup> Signatory Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**Selection Procedures Stipulation Worksheet -  
Attachment**

**NEIGHBORHOOD  
COUNCIL SELECTION**

**PLEASE PROVIDE INFORMATION** below on how you will conduct Stakeholder Outreach for the 2018 Selection. The Department of Neighborhood Empowerment will obtain access to the NWWNC funding to pay for the outreach plan developed by the committee.

**OUTREACH PLAN**

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 you 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  Neighborhood Walks

Telephone Chain

Other:

● Regional Campaign  No  Yes, please explain:

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● 4). **Which of these organizations will you enlist to help publicize the selection?**

*(please check all that apply)*

- CPAB    Social Services/Food Banks    Homeowners/Residential Associations
- Chamber of Commerce    Business Improvement District    Religious  
Institutions
- Local Parent-Teacher Associations and/or Schools
- Local Library    Historical Associations    Community Based  
Organizations
- Other Organizations *(Please describe)*:

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5). **Other information:**

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