



Bylaws of the Park Mesa Heights Community Council

Table of Contents

ARTICLE I	NAME	3
ARTICLE II	PURPOSE	3
ARTICLE III	BOUNDARIES	3
	Section 1: Boundary Description	3
	Section 2: Internal Boundaries	4
ARTICLE IV	STAKEHOLDER	4
ARTICLE V	GOVERNING BOARD	4
	Section 1: Composition	4
	Section 2: Quorum	4
	Section 3: Official Actions	5
	Section 4: Terms and Term Limits	5
	Section 5: Duties and Powers	5
	Section 6: Vacancies	8
	Section 7: Absences	8
	Section 8: Censure	8
	Section 9: Removal	10
	Section 10: Resignation	12
	Section 11: Community Outreach	12
ARTICLE VI	OFFICERS	12
	Section 1: Officers of the Board	12

Section 2: Duties and Powers	12
Section 3: Selection of Officers	15
Section 4: Officer Terms	15
ARTICLE VII COMMITTEES AND THEIR DUTIES	16
Section 1: Standing Committee	16
Section 2: Ad Hoc	18
Section 4: Committee Creation and Authorization	18
ARTICLE VIII MEETINGS	19
Section 1: Meeting Time and Place	19
Section 2: Agenda Setting	19
Section 3: Notifications/Postings	19
Section 4: Reconsideration	20
ARTICLE IX FINANCES	21
ARTICLE X ELECTIONS	21
Section 1: Administration of Election	21
Section 2: Governing Board Structure and Voting	21
Section 3: Minimum Voting Age	22
Section 4: Method of Verifying Stakeholder Status	22
Section 5: Restrictions on Candidates Running for Multiple Seats	22
Section 6: Other Election Related Language	23
ARTICLE XI GRIEVANCE PROCESS	23
ARTICLE XII PARLIMENTARY AUTHORITY	23
ARTICLE XII AMENDMENTS	23
ARTICLE XIV COMPLIANCE	23
Section 1: Code of Civility	24
Section 2: Training	24
Section 3: Self-Assessment	24
ATTACHMENT A – Map of Park Mesa Heights Community Council	255
ATTACHMENT B – Governing Board Structure and Voting	266

ARTICLE I NAME

The name of this Neighborhood Council shall be the Park Mesa Heights Community Council ("PMHCC" or "Council").

ARTICLE II PURPOSE

A. The **MISSION** of the PMHCC is to create a vibrant, safe, beautiful and cohesive community of which all Stakeholders can be proud. The Council will serve to empower our Stakeholders, advocate on behalf of the Park Mesa Heights area and serve as a liaison between our Stakeholders and other Organizations and agencies/entities within the City of Los Angeles.

B. The **PURPOSE** of the PMHCC is to:

1. Establish an open line of communication between Stakeholders and City agencies;
2. Create a more livable community by increasing the safety and beauty of our community;
3. Provide an open process by which all Stakeholders may involve themselves in affairs of the community;
4. Educate and empower Stakeholders so they can make informed decisions about the quality and condition of the community and resolve common problems; and
5. To create a forum that allows Stakeholders to address and express opinions on community issues.

ARTICLE III BOUNDARIES

Section 1: Boundary Description

The Council is comprised of Stakeholders from three (3) communities: Hyde Park, Angeles Mesa and View Heights. The boundaries for the Council shall be:

- A. **North:** Vernon Avenue, between the western boundary for the City of Los Angeles and Arlington Avenue.
- B. **West:** Beginning at Vernon Avenue and the western boundary for the City of Los Angeles shall continue south following the western boundary for the city of Los Angeles until it reaches La Brea Avenue. The boundary shall then continue south along La Brea Avenue to the southern boundary for the City of Los Angeles.
- C. **South:** Beginning at La Brea Avenue and the southern boundary for the City of Los Angeles shall continue east along the southern boundary for the City of Los Angeles until it reaches Van Ness Avenue.

D. **East:** Arlington Avenue between Vernon Avenue and Slauson Avenue and shall continue south on Van Ness Avenue to 76th Street. The boundaries of the Council are set forth in Attachment A - Map of Park Mesa Heights Community Council.

The Park Mesa Heights Community Council is bound by and encompasses the City of Los Angeles Postal Zip Code section 90043

Section 2: Internal Boundaries

ANGELES MESA boundaries are: to the NORTH is Vernon; to the SOUTH it's W. 54th Street; to the EAST it's Arlington/Van Ness; to the WEST its West Blvd running along the Los Angeles City and County lines.

HYDE PARK : to the NORTH is W.54th Street; to the EAST its Van Ness; to the WEST its West Blvd running south to W.74th street where it runs east to Victoria Ave then south to W.79th street turning north on Madden Avenue to W.76th street to Van Ness; to the SOUTH its W.74th Street between West Blvd and Victoria Avenue, W.79th between Victoria Ave and Madden Ave and W.76th street between Madden Ave and Van Ness Ave.

VIEW HEIGHTS boundaries to be: " THE EASTERN boundary runs along West Blvd from W.64th Street in the south to the City of Los Angeles boundary in the north. THE NORTHERN boundary runs along the boundary between the city of Los Angeles and the County of Los Angeles from West Blvd west to Angeles Vista Blvd. THE WESTERN Boundary, the western boundary runs from Angeles Vista Bl south along the boundary between the City of Los Angeles and the County of Los Angeles to Fair Place continuing south to W.64th Street. THE SOUTHERN boundary runs from Fair Place along 64th Street east to West Blvd.

ARTICLE IV STAKEHOLDER

Neighborhood Council Membership is open to all stakeholders. Stakeholders shall be defined as those who live, work, or own real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the neighborhood council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

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]

ARTICLE V GOVERNING BOARD

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

Section 1: Composition

The Board shall have fifteen (15) members:

- A. Six (6) Executive Committee Officer - President, Vice President, Secretary, Treasurer, Parliamentarian and Sergeant-at-Arms
- B. Nine (9) Board Representatives – Senior (1), Faith Based Institution (1), Non-Profit Organization (1), Business (1), Youth/Educational Institution (1), three (3) Resident Representatives (one from each community represented by this Council, Hyde Park, Angeles Mesa and View Heights), and one (1) At-Large Representative

The Governing Board must, to the extent possible, reflect the diversity of the Neighborhood Council’s Stakeholders. No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).

Section 2: Quorum

Eight (8) Board members shall constitute a quorum of the full board. A quorum must exist to make binding decision of the Council.

Section 3: Official Actions

A simple majority vote by the Board members present and voting, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws. A tie vote is a fail to pass.

This simple majority vote method applies to all committees except the Executive Committee which, in the case of a tie vote, the chairperson shall cast the deciding vote.

Section 4: Terms and Term Limits

Board members shall serve a four (4) year staggered terms. There are no term limits.

Positions elected to a one (1) time, two (2) year term beginning in year 2010 shall be designated Group A. Positions elected to a four (4) year term beginning in year 2010 shall be designated Group B. Thereafter, beginning in year 2012, Group A shall also have a four (4) year term.

Group A:

- President
- Treasurer
- Sergeant-at-Arms
- Business Representative
- Senior Representative
- Non-Profit Organization Representative
- Resident Representative (Hyde Park)
- Resident Representative (Angeles Mesa)

Group B:

- Vice President
- Secretary
- Youth/Education Representative
- Faith Based Representative
- Parliamentarian
- Resident Representative (View Heights)
- At-Large Representative

Section 5: Duties and Powers

The Board of Stakeholders shall establish the policies and procedures of the Council and shall review and recommend actions on issues affecting the Council Area. The board of Stakeholders shall direct all actives and affairs of this Council and all power shall be exercised by or under the direction of the Board of Stakeholders. The of

Stakeholders of the Council is subject to the provisions of the law that these Bylaws relating to action required or permitted to be taken or approved by the Stakeholders of this Council.

The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

“Official Duties,” as used in this Article shall mean and include acts done pursuant to authority conferred by law or within the scope of the council or in relation to matters committed by law to the Board of Stakeholders or Volunteers. Where there is willful misconduct or lack of good faith in the doing of any such acts, the same shall not constitute the performance in good faith of the official duties of any Board of Stakeholder Member, or Volunteers of the Park Mesa Heights Community Council with the operations of or effect of this Article.

- A. President - See Article VI, Section 2, A.
- B. Vice President - See Article VI, Section 2, B.
- C. Secretary - See Article VI, Section 2, C.
- D. Treasurer - See Article VI, Section 2, D.
- E. Parliamentarian - See Article VI, Section 2, E.
- F. Sergeant-at-Arms - See Article VI, Section 2, F.
- G. Nonprofit Organizations Representative

The Nonprofit Organizations Representative shall serve as a Council liaison to Service Planning Area 6 (SPA 6) meetings or send a representative. Meet with nonprofit or community organizations in the Council area and submits a written report at least quarterly. Collect, distribute, and submit information regarding nonprofit organizations in the Council area. Seek to add nonprofit organizational Stakeholders to the database. Perform other duties as determined by the Board.

Please note: “individual who is a member of or participates in a Community Organization.” “Community Organization” is defined as “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.”

H. Business Representative

The Business Representative shall serve as Council liaison to business related meetings, such as the Crenshaw Chamber of Commerce and the Hyde Park Merchants' Association. Submit a written report at the Regular Meeting at least quarterly. Collect, distribute, and submit information regarding business in the Council area. Seek to add business Stakeholders to the database. Perform other duties as determined by the Board.

I. Faith Based Institutions Representative

The Faith Based Representative shall meet with other Faith Based institutions Representatives at least quarterly. Submit a written report of activities at the Regular Meeting at least quarterly. Collect, distribute, and submit information regarding Faith Based institution in the Council Area. Seek to add Faith Based institutional Stakeholders to the database. Perform other duties as determined by the Board.

J. Youth Representative/Educational Institutions Representative

The Youth Representative/Educational Institutions Representative shall develop youth related programs for youth in the Council area. Collect, distribute and submit information regarding youth programs and opportunities. Meet with educational representatives, such as District Advisory Council (DAC) and Parent Teacher Associations (PTA), at least quarterly. Submit a written report of activities at the Regular Meeting at least quarterly. Seek to add young and educational institutions Stakeholders to the database. Perform other duties as determined by the Board.

K. At-Large Representative

Represent the Stakeholders who declare a stake or interest in the neighborhood and affirm a substantial and ongoing participation within the neighborhood council's boundaries.

L. Senior Citizen Representative

M. Resident Representatives (3)

N. All records shall be maintained of all actives of the PMHCC, including but not limited to all financial reports, Board of Stakeholders, Standing Committees and Ad Hoc Committees Meetings. Records shall be maintained for five (5) calendar years after the date of said meetings. Records shall be destroyed after five (5) periods has expired.

- a. At a minimum all records shall include, but not limited to a copy of meeting notices, agenda, and minutes.
- b. Record of minutes taken at meetings shall include, but not limited to the date, time, location, meeting attendance and proceedings.
- c. Financial records shall be kept in accordance with DONE and these Bylaws.
- d. Financial reports shall include all appropriate information, as defined by these bylaws and DONE.

- O. Each Board Member shall review all meeting minutes, board reports, and committee reports. A copy of each report submitted at a meeting shall be attached to the minutes of that meeting.
- P. Each Board Member is expected to take a position on at least one committee.

Section 6: Vacancies

A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to nominate a candidate to fill the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The nominated applicant's term shall be limited to the term for the vacated seat.

The President shall perform "due diligence" in selecting the proposed nominee including but not limited to a personal interview and allowing the candidate to present at a general hall meeting.

Section 7: Absences

Any Board Member who misses three (3) regularly scheduled consecutive Neighborhood Council Governing Board Meetings or, optionally, three (3) total Governing Board Meetings during any twelve (12) month period will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal, the President shall mail a letter "Certified Return Receipt, with a stamped self-addressed return envelope" alerting the Board Member that he/she is in jeopardy of losing the Board position. If the Board Member fails to respond with ten (10) calendar days of the mailing, the Board Member's position shall be deemed vacated. If the Board Member responds within the allotted time, said Board Member shall appear before the Board at its next regular Board Meeting, with an explanation for absences. The Board, by a majority vote, shall accept or deny the explanation. If the Board votes to deny, the Member's position shall be deemed immediately vacated. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

When a Board Member advises the President that he/she will have a temporary absence of more than three months, the President may nominate a temporary replacement to fulfill the obligations of the absent Board Member until said Board Member returns.

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

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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.

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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

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

Any Board Member may resign at any time by giving written notice to the President or Secretary. Such resignation shall be effective upon receipt unless a later date is specified in the notice.

Section 11: Community Outreach

The Primary function of the Outreach Committee is to inform Stakeholders of the existence and impact of PMHCC. The Outreach Committee shall coordinate with other committees to publicize events and activities of the PMHCC.

ARTICLE VI OFFICERS

Section 1: Officers of the Board

Executive Committee shall be composed of: President, Vice President, Secretary, Treasurer, Parliamentarian and Sergeant-at-Arms.

Line of Succession of officers:

Should the President not be able to perform his/her duties, the line of succession of Officers that shall succeed him/her shall be in the following order; Vice President, Treasurer, Secretary, Parliamentarian, Sergeant-at-Arms. Should any of these persons not be able to perform said duties, the Board of Stakeholders may by a 2/3 vote of the remaining Members, temporarily nominate a person to perform said duties.

Section 2: Duties and Powers

A. President

The President shall be the Chief Executive Officer of the Board of Stakeholders and shall be subject to the control of the Board of Stakeholders of the Park Mesa Heights Community Council. He/She shall supervise, perform all duties incident to the Office and such other duties as may be required by law or by these Bylaws, of which may be prescribed from time to time by the Board of

Stakeholders. Unless other person is specifically nominated/elected as President of the Board, except as otherwise expressly provided by law or by these Bylaws, he/she shall, in the name of the Council, execute such instruments which may from time to time be authorized by the Board of Stakeholders.

The President may select or nominate additional positions and nominees to work on projects undertaken by the Council such as Committees, as needed, (i.e. Communications Officer to oversee Early Notification Systems of the Communications Committee, Government Relations Officer to perform City Oversight Functions as prescribed by DONE, Funding Resource Committee Members, Leadership Training Committee Members and other internal and external Committee Members.)

Only the President or other Executive Committee Officer, if so nominated by the President, may make official statements on behalf of the Council.

The President Shall:

1. Preside over all meetings of the PMHCC
2. Coordinate the efforts of all committee chairs
3. Represent PMHCC at community and citywide functions
4. Serve or designate a person to serve as a liaison between PMHCC and other neighborhood councils or other entities
5. Nominate committee chairs
6. Make a report at each regular meeting

B. Vice President

In the absence of the President, or in the event of his/her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions of the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, or by these Bylaws, or as may be prescribed by the Board of Stakeholders.

The Vice President shall maintain a yearly calendar of all regular, board, special, and standing committee meetings. The Council's calendar may be revised from time to time.

C. Secretary

The Secretary Shall:

1. Certify and keep at the principal office of the Council the original of a Copy of these Bylaws as amended or otherwise altered to date.
2. Take minutes at all Regular, Special and Board meetings in accordance with the current edition of Robert's Rules of Order. Keep at the principal office of the Council or at the other such place as the Council may

determine, a book of minutes of all Regular, Special, board, and Committee meetings.

3. Maintain for each meeting a copy of the posted notice and agenda and, in the case of Special Meetings, a record of when and to whom actual notice was given.
4. See that all notices are duly given in accordance with the provisions of the Brown Act and These Bylaws.
5. Post or cause to be posted all official meeting notices and notify all Board Members. Such notification may be accomplished via DONE's Early Notification System.
6. Be custodian of the records and of the logo of the Council and see that the logo is affixed to all duly executed documents, the execution of which on behalf of the Council under its logo is authorized by law or by these Bylaws.
7. Keep at the principal office of the Council a Stakeholder Membership Book or Electronic Data Record.
8. Exhibit at all reasonable times to any Board Member upon request these Bylaws, the Stakeholder Membership book or Electronic data record and Meeting minutes.
9. In general, perform all duties and correspondent's incident to the office of secretary and such other duties as may be required by law or by these Bylaws or which may be assigned from time to time by the Board.
10. Make or cause to be made sufficient copies of Regular, Special and Board Meeting minutes and distributed to Stakeholders at the next Regular meeting.

D. Treasurer

The Treasurer shall:

1. Have charge and custody of, and be responsible for, all funds and securities of the Council.
2. Maintain a record for all financial reports.
3. Cooperate fully with DONE in all matters related to the Council's funding, financial affairs and accounting procedures.
4. Allow DONE full access to the accounting records of the Council when prevailed upon to do so.
5. Submit to DONE a monthly accounting statement (Monthly Expenditure Report – MER).
6. Make monetary disbursements with proper records and approval from the Council Board, and DONE as necessary.
8. Exhibit at all reasonable times the books of account and financial records to any Board Member or member of the public upon request.
9. Prepare and submit on a monthly basis, reports of accounts to the Board.
10. The Treasurer shall be an ex-officio, voting Member of the Finance Committee. The Treasurer **must be present** at all Meetings of the Finance Committee, keeping this committee updated on all required fiscal

procedures. All Finance Committee meetings **must be scheduled per the availability** of the Treasurer.

11. The treasurer shall use the following as minimum guidelines for the conduct of said position:

- a. Stakeholder Review of Financial Records – Upon written request, any Stakeholder may review the financial records of the Council. Reviews shall be scheduled per regulations of the Public Records Financial Books – Books shall, at a minimum, consist of Receipts and disbursement ledgers showing the beginning balance, the kinds and mounts of expenses paid from day to day, and the running balance of each fund, duly accounting for each type of fund under separate ledgers.
- b. Financial Reports – Financial reports shall include, but not be limited to, information regarding the amount appropriated (or the beginning balance for the subject quarter), additional receipts for the subject quarter, if any, the expenses paid during the reporting period, the ending balance of the funds or other such information as prescribed by the Board of Stakeholders.
- c. Monthly Expenditure Report (MER) – The Park Mesa heights Community Council shall prepare and deliver a Monthly Expenditure Report to the Board for its review and approval and subsequent submission to DONE as required by the DONE.
- d. Fiscal Year – For recording the reporting purposes, the fiscal year for the Park Mesa heights Community Council shall run concurrently with the City of Los Angeles Fiscal Year. July 1st to June 30th

E. Parliamentarian

The parliamentarian shall insure that all Meetings are conducted consistent with these Bylaws, and the current editions of Robert's Rules of Order. The Parliamentarian shall have other powers and perform such other duties as may be prescribed by the Board.

F. Sergeant-at-Arms

The Sergeant-at-Arms shall insure that all Meetings are conducted in business-like, orderly, professional, respectful and secure manner (in compliance with City code of conduct requirements). The Sergeant-at-Arms shall have other powers and perform such other duties as may be prescribed by the Board.

Section 3: Selection of Officers

Officer positions are elected during the elections of the Council.

Section 4: Officer Terms

The Officers shall serve four (4) year terms and serve at the pleasure of the Board. They may stand for reelection every four (4) years.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Committees shall comply with the applicable provisions of the Brown Act and shall hold meetings in accessible locations. At the first general meeting following an election all standing committee's shall expire and be reformed by a call for volunteers from the board and stakeholders. Final selection and approval vote to be conducted at the first regular board meeting following the general meeting.

The President shall nominate the Chairperson and half of the Committee Members; the Chairperson shall nominate the other half, subject to Board confirmation vote. Committees shall consist of 3 to 8 members, each serving for a term of two years with a minimum one Board Member and a minimum of one volunteer stakeholder (non-Board Member) and a maximum of four Board Members and maximum four volunteers stakeholders (non-Board Members). Quorum shall be three for all Committees. All Committee Members shall be PMHCC Stakeholders. The President shall give written notice to the Board to remove a Committee Member or Committee Chair with a confirmation vote by the Board.

Section 1: Standing Committee

A Standing Committee is defined as: a committee that has long term or recurring responsibilities.

- A. Each Standing Committees shall establish a regular meeting schedule and post notices of all meetings. All meetings of Standing Committees shall be open to the public. Standing Committees shall maintain minutes of all meetings and maintain and transmit a copy of minuets from each meeting to the Secretary. Standing Committees shall report regularly at Regular Meetings
- B. A Standing Committee may create a Subcommittee. A Subcommittee is a Committee created by a Standing Committee for a specific, narrow purpose. A subcommittee may not include more than seven Board Members. Each Subcommittee shall report back to the Standing Committee that created it. Subcommittees must maintain valiance to comply with the Brown Act, whenever applicable.
- C. The Standing Committees of PMHCC shall be a minimum:

1. Executive

Meetings of the Executive Committee Officers may be called by the President or upon written request of three (3) of its officers, and shall follow the procedures for the Brown Act. The officers shall keep minutes of its proceedings, which will be filed with all other PMHCC records, and a report of all Meetings shall be given at the next Regular Meeting. Quorum for the Executive Committee shall be Three (3). Action shall be by vote with a simple majority. In case of a tie vote the chairperson shall cast the deciding vote.

2. Outreach

The Primary function of the Outreach Committee is to inform Stakeholders of the existence and impact of PMHCC. The Outreach Committee shall coordinate with other committees to publicize events and activities of the PMHCC.

3. Finance

The Finance Committee shall develop fiscal procedures and a budget within the guidelines specified by DONE. The Board of Stakeholders must approve the budget and all changes to the budget. The PMHCC fiscal year shall run concurrently with the City of Los Angeles Fiscal year. The Finance Committee shall submit to the Board a report showing all income and expenditures. The Finance Committee shall meet at least monthly.

The Chairperson of the Finance Committee must be a Board Member and the Committee shall act consistent with the Directives of the Board.

Nothing in this section shall be construed to interfere with or subtract from the responsibilities of the Treasurer.

4. Planning Land Use and Beautification Committee

The Planning, Land Use and Beautification Committee Shall, at minimum:

- a. Attend hearings of the South Los Angeles Area Planning Commission when issues related to PMHCC area is on the agenda.
- b. Advise PMHCC regarding street and sidewalk repair issues.
- c. Advise Stakeholders on public hearings regarding land use and related issues within council boundaries.
- d. Serve as a liaison to the Los Angeles Planning Department.
- e. Work toward nuisance abatement
- f. Develop a strategy to create awareness of community needs, responsibilities and the means to bring about change in the Park Mesa Heights Community.
- g. Develop a strategy and propose projects to "Beautify" the Park Mesa Heights area.

5. Bylaws

The Bylaws Committee shall, at minimum:

- a. Meet at least once annually to review the Bylaws.
- b. Monitor information from DONE, the Los Angeles City Attorney's Office, the Los Angeles City Council and other governing bodies that may indicate that these Bylaws should be amended.

Serve as repository for suggested Bylaws changes from Board Members, PMHCC Committees, and Stakeholders. Ensure that current Bylaws are available at the PMHCC office, on the PMHCC website, and Meetings.

Section 2: Ad Hoc

An Ad Hoc Committee is a Committee created to fulfill a specific, clearly defined, short term mission that can be completed usually in less than one year. The President, or the President's designee, shall draft a short simple statement to the chair of the Ad Hoc Committee explain its mission and estimated time frame, and provide the Ad Hoc Committee with information needed to convene meetings, post notices, etc., in compliance with any applicable provisions of the Brown Act.

Section 4: Committee Creation and Authorization

- A. Standing Committee - The Board may establish additional Standing Committees by a simple majority vote. Standing Committees not listed in Section 1 of this Article, may be terminated by a two thirds vote of the Board.
- B. Ad Hoc Committee - Any Stakeholder may request creation of an Ad Hoc Committee. The board may create an Ad Hoc Committee by a simple majority vote. The President shall terminate an Ad Hoc Committee when its mission has been fulfilled. Members of the Ad Hoc Committee are released from any further obligation under the terminated Ad Hoc Committee. The Chair of the Ad Hoc Committee shall give all records of the terminated Ad Hoc Committee to the Secretary.

In the event that an Ad Hoc Committee determines that its work should continue indefinitely, the Ad Hoc Committee may make a written request to the Board to transform the Ad Hoc Committee to a Standing Committee. The Board may approve the Ad Hoc Committee's request by a majority vote.

- C. Subcommittees –A standing Committee may establish a Subcommittee to carry out specific functions related to the responsibilities of that Standing Committee. A subcommittee may be terminated by the Standing Committee that created it.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (*California Government Code Section 54950.5 et seq.*), shall be noticed and conducted in accordance with the Act, the Neighborhood Council Agenda Posting Policy, and all other applicable laws and governmental policy. Meetings shall be governed by the current edition of Robert's Rules of Order insofar as such rules are not inconsistent with these Bylaws, DONE Regulations, the Los Angeles City Charter, or the Brown Act.

Section 1: Meeting Time and Place

All Meetings shall be open and public. Meetings shall be held within the designated Park Mesa Heights Community area. To the extent feasible, all Stakeholders who wish to do so, shall be invited and encouraged to predicate.

- A. **Regular Meetings** –“General” Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

The Board shall hold monthly Regular Board meetings on a date and time decided by the board to manage the routine business of the Council.

- B. **Special Meetings** – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

No business other than the specific items listed in the notice of the Meeting may be transacted at a Special Meeting.

Section 2: Agenda Setting

At the end of each meeting, during the Public Comment period, any stakeholder may request that an item be placed on the agenda of a specific meeting. A stakeholder may also provide a written request for an item to be placed on the agenda of any board or committee meeting subject to the item being within the scope of the proposed meeting to a member of the board or the chair of a standing committee.

Section 3: Notifications/Postings

Notice of all meetings shall be given in accordance with the Brown Act and applicable Department posting policies, including the Neighborhood Council Agenda Posting Policy. Notice of a regular meeting shall be a minimum of seventy-two (72) hours in advance of the meeting and at least twenty-four (24) hours, in advance of a special meeting. At a minimum, notice shall be posted at the Council's five (5) Public Notice Locations specified on the Posting Location Form filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the

Department.

Section 4: Reconsideration

The Board's approval of a Motion for Reconsideration must occur within the following specific periods of time: the Motion for Reconsideration must be approved either: during the same meeting where the Board initially acted, or during the Board's next regularly scheduled meeting that followed the meeting where the action subject to reconsideration occurred. These specified time frames do not prevent the Community Council from convening any special meetings within the specified time frames to address a Motion for Reconsideration. The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration shall only be proposed by a member of the Board that previously voted on the prevailing side of the original action taken by the Board (the Moving Board Member). The Moving Board Member may make the Motion for Reconsideration by either:
 1. An oral motion that is made during the same meeting where the action that is subject of reconsideration occurred, or
 2. By properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified period of time stated above.
 3. If the Motion for Reconsideration is made subsequent to the meeting where the action that is the subject of reconsideration occurred, then the Motion for Reconsideration must be on that subsequent meeting's agenda. The Moving Board Member places a Motion for Reconsideration on the agenda by submitting a memorandum to the Secretary at least seven (7) day in advance of the deadline for posting notices for the meeting. The Moving Board Member's memorandum must briefly state the reasons for requesting the reconsideration, and provide the Secretary with the language necessary to complete the information that must be stated in the agenda. The language that must be stated in the agenda is an adequate description of the:
 - a. Motion for Reconsideration and its description of the item that is to be re-heard; and
 - b. A promised action that may be adopted by the Board if the Motion for Reconsideration is approved.
 4. When the Motion for Reconsideration is brought before the Board for consideration, then that motion may be seconded during the public hearing by any member of the Board.

5. This reconsideration process shall be conducted at all times in accordance with the Brown Act, including that: any discussion on the issue remain within permissible discussion parameters; that any discussion is made during the public hearing; and that, if the Motion for Reconsideration is considered at a subsequent meeting to the meeting where the act that is subject of reconsideration occurred, then the Motion for Reconsideration is properly listed that meeting's agenda.

ARTICLE IX FINANCES

The Finance Committee shall develop fiscal procedures and budget within the guidelines specified by the Department of Neighborhood Empowerment ("Department"). The Board of Stakeholders must approve the budget and all changes to the budget. All expenditures must be within the budget. The PMHCC fiscal year shall run concurrently with the City of Los Angeles Fiscal Year. The Finance Committee shall submit to the Board a report showing all income and expenditures. The Finance Committee shall meet at least monthly. The Chairperson of the Finance Committee must be a Board Member and the Committee shall act consistent with the directives of the Board. Nothing in this section shall be construed to interfere with or subtract from the responsibilities of the Treasurer.

The Treasurer shall be an ex-officio, non-voting Member of the Finance Committee. The Treasurer must be present at all Meetings of the Finance Committee, keeping this committee updated on all required fiscal procedures. All Finance Committee meetings must be scheduled per the availability of the Treasurer.

ARTICLE X ELECTIONS

This Article explains the administration of Neighborhood Council elections by the City Clerk and provides information regarding Stakeholder membership, the Board's structure, and Stakeholder eligibility for voting and being selected or elected to a Board seat. The provision in this Article supersedes any prior inconsistent provisions contained in these bylaws.

Section 1: Administration of Election

The Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting

- A. Elections shall be conducted every two years in odd-numbered years and shall be administered by the City Clerk.
- B. The rules and regulations promulgated by the City Clerk in conjunction with an election administered by the city clerk shall take precedence over any inconsistent

language in these Bylaws.

- C. The term of the office for each currently elected Board Member shall be extended through until a successor is elected or nominated at the April – June 2010
- D. The intent of the Board is to establish staggered elections systems where approximately half of the Board is elected at each City Clerk conducted election.
- E. Beginning with the City Clerk conducted election, conducted April – June 2010, every Board seat shall be open for election, at which time the following Board seat shall be elected for a duration for two years or until a successor is elected or nominated.
- F. Those board seats up for a two (2) year election, or until a successor is elected or nominated, are: Executive positions; President, Treasurer. Representatives; Business, Senior, Resident (Hyde Park), Resident (Angeles Mesa). Non-profit, Faith Based.
- G. Those Board seats up for a four (4) year election, or until a successor is elected or nominated, are: Executive positions; Vice President, Secretary, Sergeant-at-Arms, Parliamentarian, Representatives; Youth/Education, At-large, Resident (View Heights).
- H. Beginning with the City Clerk Conducted election held April – June 2012, and each election thereafter, each and every Board seat shall be elected for the duration of four years or until a successor is elected or nominated.
- I. Beginning with the City Clerk conducted election held April – June 2010, and each election thereafter, you must have at least one “At-Large” seat to accommodate those Stakeholders who “declare a stake in the Neighborhood.” These Stakeholders are allowed to vote for “this At-Large position only.”
- J. 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.
- K. There shall be no proxy voting.

Section 3: Minimum Voting Age

All Stakeholders aged sixteen (16) and above shall be entitled to vote in the Council elections.

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 through documentation verification process.

Section 5: Restrictions on Candidates Running for Multiple Seats

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

Section 6: Other Election Related Language

Not applicable.

ARTICLE XI GRIEVANCE PROCESS

- A. Grievances must be in writing and presented to the President. Grievances may be hand delivered to the President during the public comment period of a regular meeting. A written response will be generated within thirty (30) days of receipt of the grievance.
- B. If the Stakeholder is not satisfied with the response of the President, the Stakeholder may request, in writing, a meeting with the Board within fifteen (15) days of receiving the President's response. The Board will meet with the Stakeholder within fifteen (15) days of receiving the request. The Board will generate a written response within thirty (30) days after meeting with the Stakeholder. If the Stakeholder is not satisfied with the Board's response, the Stakeholder may submit a complaint to the Department of Neighborhood Empowerment.
- C. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances. The NC shall consult with its legal counsel, the Offices of the City Attorney, throughout this grievance review process.

ARTICLE XII PARLIMENTARY AUTHORITY

The Council shall use the Robert's rules of order when conducting Council meetings. Meetings shall be governed by the current edition of Robert's Rules of Order insofar as such rules are not inconsistent with these Bylaws, DONE Regulations, the Los Angeles City Charter, or the Brown Act.

ARTICLE XII AMENDMENTS

These Bylaws may be amended by a majority of the Board and Stakeholder of the PMHCC and Stakeholder membership in attendance when the vote is taken provided that such amendments were presented in writing at the previous regular meeting. No amendment shall go into effect until submitted to and approved by the Department.

ARTICLE XIV COMPLIANCE

The Council, its Representatives, and all Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (*Los Angeles Municipal Code Section 49.5.1*), the Brown Act (*California Government Code Section 54950.5 et seq.*), the Public Records Act, the American

Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest. The Board shall establish Rules of Conduct and Standing Rules, which may be amended from time to time by a simple majority vote.

Section 1: Code of Civility

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

Section 2: Training

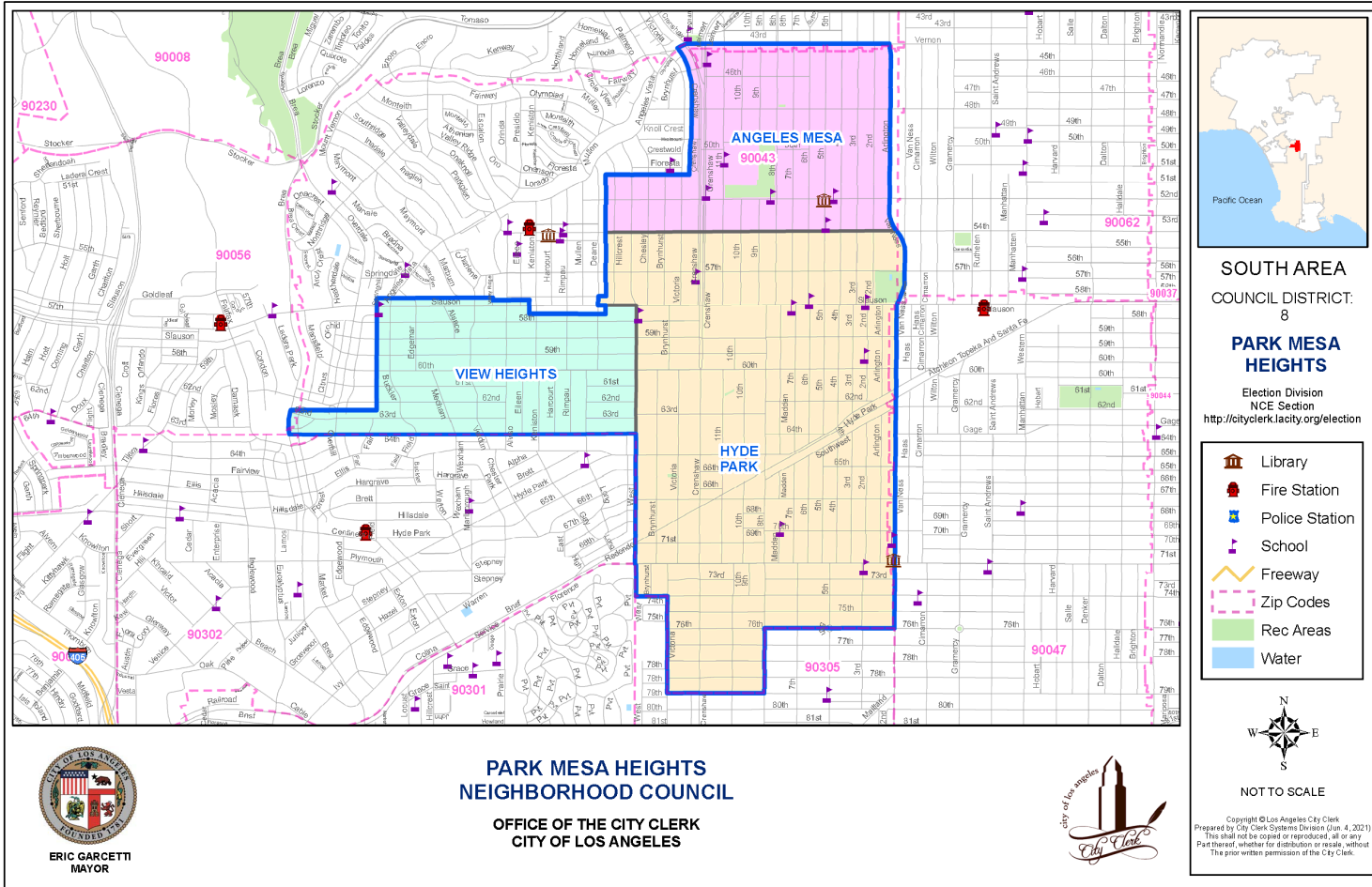
All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights. All Board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

Section 3: Self-Assessment

The Board shall annually conduct a self-assessment in which it shall do the following at a minimum:

- A. List community issues that have been presented during the prior year as well as the resolution of any issues, the status of unresolved issues, a plan and timeline for resolving those issues.
- B. Conduct a survey of Stakeholders to determine whether they feel that the community has been well served by the PMHCC.
- C. Present the survey results to the community.
- D. Provide the community an opportunity to comment on the assessment.
- E. Report on PMHCC visibility in the community.
- F. Include an annual report from each Board Member and Committee.
- G. Compile into a document, titled "State of the Community" or word to that effect.

ATTACHMENT A – Map of Park Mesa Heights Community Council



PMHCC Approved Bylaws June 4, 2021

*These bylaws were last amended by the Department of Neighborhood Empowerment as part of a system-wide administrative review.

ATTACHMENT B – Governing Board Structure and Voting

Park Mesa Heights Community Council - 15 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
At-Large Representative Term: 4 Years (Group B)	1	Elected	Stakeholder who is 18 years of age at the time of the election.	Stakeholder who are 16 years of age at the time of the election.
President Term: 4 Years (Group A)	1	Elected	Stakeholder who lives, works or owns property and who is 18 years of age at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.
Vice President Term: 4 Years (Group B)	1	Elected	Stakeholder who lives, works or owns property and who is 18 years of age at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.
Secretary Term: 4 Years (Group B)	1	Elected	Stakeholder —who lives, works or owns property and who is 18 years of age at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.
Treasurer Term: 4 Years (Group A)	1	Elected	Stakeholder who lives, works or owns property and who is 18 years of age at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.
Parliamentarian Term: 4 Years (Group B)	1	Elected	Stakeholder who lives, works or owns property and who is 18 years of age at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.
Sergeant-at-Arms Term: 4 Years (Group A)	1	Elected	Stakeholder who lives, works or owns property and who is 18 years of age at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Business Representative Term: 4 Years (Group A)	1	Elected	Stakeholder who works or owns a business and who is 18 years of age at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.
Senior Representative Term: 4 Years (Group A)	1	Elected	Stakeholder who lives, works or owns property and who is 50 years of age or older at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.
Youth/Education Representative Term: 4 Years (Group B)	1	Elected	Stakeholder who lives, works or owns property and who is 18 years of age at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.
Faith Based Representative Term: 4 Years (Group B)	1	Elected	Stakeholder who lives, works or owns property and who is a member of a faith based institution and who is 18 years of age at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.
Non-Profit Organization Representative Term: 4 Years (Group A)	1	Elected	Stakeholder, who lives, works or owns property and who is a member of a nonprofit organization and who is 18 years of age at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.
Hyde Park Resident Representative Term: 4 Years (Group A)	1	Elected	Stakeholder who is a resident within Hyde Park and who is 18 years of age at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.
Angeles Mesa Resident Representative Term: 4 Years (Group A)	1	Elected	Stakeholder who is a resident within Angeles Mesa and who is 18 years of age at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.
View Heights Resident Representative Term: 4 Years (Group B)	1	Elected	Stakeholder who is a resident within View Heights and who is 18 years of age at the time of the election.	Stakeholders who live, work or own property and who are 16 years of age at the time of the election.