

VENICE NEIGHBORHOOD COUNCIL (VNC) BYLAWS

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VENICE NEIGHBORHOOD COUNCIL BYLAWS

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Approved by Department of Neighborhood Empowerment 7.01.2017

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Article I: NAME

The name of the organization shall be Venice Neighborhood Council (VNC). It shall be organized as a public Neighborhood Council, dedicated to the empowerment of the Venice community.

Article II: PURPOSE

- A. Mission Statement: To improve the quality of life in Venice by building community and to secure support from the City of Los Angeles for the resources needed to achieve our goals.
- B. Purpose: The purpose of the VNC shall be:
 - 1. To engage the broad spectrum of ~~Stakeholders~~stakeholders for collaboration and deliberation on matters affecting the community including events, issues and projects.
 - 2. To work with other organizations in Venice and other Los Angeles Neighborhood Councils that want help in accomplishing their objectives or projects that the Venice Neighborhood Council desires to support.
 - 3. To promote ~~Stakeholder~~stakeholder participation and advocacy in Los Angeles City government decision-making processes and to promote greater awareness of available City resources.
 - 4. To be an advocate for Venice to government and private agencies.
- C. Policy: The policy of the VNC shall be:
 - 1. To respect the ~~Stakeholders~~stakeholders as the ultimate authority and controlling force of the Venice Neighborhood Council.
 - 2. To consistently and diligently outreach to the diverse and ever-changing Venice community.
 - 3. To respect the autonomy of all individuals, groups, and organizations within the community.
 - 4. To maintain the confidentiality of the Voting Member database as required by law.

Article III: BOUNDARIES

Section 1: Boundary Description

Boundaries of the VNC shall follow the traditional boundaries for Venice, as set forth in the City of Los Angeles Venice Area Specific Plan and the City of Los Angeles Planning and Land Use Map for Venice, with one exception, as noted below. These traditional boundaries are approximately described as the City of Santa Monica to the North, the Pacific Ocean to the West, Marina del Rey (unincorporated County of Los Angeles) to the South, and Walgrove

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Avenue, the eastern edge of the Venice High School grounds, Culver City, Walnut, Del Rey and Lincoln Boulevard on the East. The exceptions to these traditional boundaries are:

The area between Walgrove Ave. and Beethoven St. contains many of the schools serving the Venice Community including Venice High, Mark Twain Junior High, Walgrove Elementary and Beethoven Elementary. The grounds of these schools shall be considered an overlap area with the Neighborhood Council established by the Mar Vista community (see Attachment A – Map of Venice Neighborhood Council).

Section 2: Internal Boundaries

Not applicable.

Article IV: STAKEHOLDER

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

Commented [L1]: Not capitalized in the City Charter, no reason to do so in bylaws

Commented [L2]: no reason to capitalize

A. “Stakeholders” are defined as ~~“charter stakeholders”~~ Non-Community Interest Stakeholders and ~~“community interest stakeholders”~~ Community Interest Stakeholders.

Commented [L3]: new name – source is the definition is in the City charter

1. ~~Charter stakeholders~~ Non-Community Interest Stakeholders are defined as individuals who live, perform work, or own real property within the VNC boundaries.
2. ~~Community interest stakeholders~~ Interest Stakeholders are defined as those who are not charter stakeholders but declare a stake in the neighborhood because they have as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the neighborhood council’s Neighborhood Council’s boundaries. The individual’s participation ~~and who~~ may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

Commented [L4]: revised definition is here only to get feedback. It makes more sense to ew

B. Any ~~stakeholder~~ Stakeholder who chooses to register may become a “voting member”. ~~Voting Member.~~ Voter registration shall be conducted in accordance with Article X, as interpreted by the election rules of the City of Los Angeles. Proof of ~~stakeholder~~ Stakeholder status shall be required for voting rights to be effected.

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- C. Stakeholders’ Rights: Stakeholders shall have at minimum the following rights:
1. To vote to elect the Board of Officers, as specified in Articles VI and X.
 2. To comment on an action, policy, or position.
 3. To make use of initiative, recall, and grievance procedures outlined in Articles V and X.
 4. To participate in and provide comments ~~feedback~~ at all meetings of the VNC.
 5. To participate on standing and ad hoc committees and assist with the various activities of the VNC, as specified in Article VII.

Commented [L6]: broader range

~~5.~~ The VNC shall encourage all ~~stakeholders~~ Stakeholders to participate in its activities, and shall not discriminate against individuals or groups on the basis of race, religion, color, creed, national origin, ancestry, gender, sex, sexual orientation, age, disability, marital status, homeowner/renter status, income, citizenship status, or political

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~~homeowner/renter status, income, citizenship status, or political~~ affiliation in any of its policies, recommendations, or actions. See EmpowerLA.org, the [web site of the](#) Department of Neighborhood Empowerment ([DONE](#)) for additional information.

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Article V: GOVERNING BOARD

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Article V:

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Section 1: Composition

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The Governing Body of the VNC shall be the Board of Officers. The Board of Officers is comprised of twenty-one (21) voting Officers as follows:

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- Seven (7) Executive Officers
- ~~Fourteen (14) Thirteen (13)~~ Community Officers

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~~One (1) Community Interest Community Officer~~

The Immediate ~~past~~ Past President shall serve as a non-voting ex-officio member of the Board of Officers and the Administrative Committee and shall be the principal conduit of the Neighborhood Council institutional memory.

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Section 2: Quorum

A minimum of eleven (11) Officers shall be required to be present at Board of Officers meetings to establish a quorum.

Section 3: Official Actions

A majority vote of Officers present, not including abstentions, shall be sufficient for the Board of Officers or the Administrative Committee, as appropriate, to rule on business, unless otherwise stated in these Bylaws

Section 4: Terms and Term Limits

Each term of office shall be two (2) years. Terms shall begin at the first Board meeting once the election results are ~~certified finalized~~ by the City and shall end with the commencement of the terms of their successors. See Article X (Elections) for further details. There are no limits to the number of terms that a Board Officer may serve.

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Section 5: Duties and Powers

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A. The Board of Officers shall establish policies and positions of the VNC at its meetings and review and recommend actions to governmental and other entities on issues affecting the Venice community.

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B. Community Officers shall serve on or chair at least one (1) VNC ~~committee~~ Committee.

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C. Conflict of Interest: The VNC shall be subject to applicable sections of the City of Los Angeles Governmental Ethics Ordinances. Applicable laws of local, state, and federal government shall be the minimum ethical standard for the VNC ~~and its~~ Board of Officers.

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- D.** Restriction on Political Campaigns: The VNC shall not participate in any political campaign on behalf of any candidate for public office. This restriction shall not be interpreted to forbid informational events such as candidate forums.

Section 6: Vacancies

Vacant Board seats shall be filled by a majority vote of the remaining elected Officers. Officers selected in this manner shall serve as Board Officers until the next election.

Section 7: Absences

Any Board member who misses three (3) regularly scheduled consecutive Board meetings or five (5) total Board meetings during any twelve (12) month period will be automatically removed from the Board. Each Board member absence shall be recorded in the Council's meeting minutes or other manner of Council record keeping. Upon satisfying the conditions for removal because of missed Board meetings, and that, upon missing the required number of Board meetings for removal, the President shall provide notice to that Board member that their seat has been declared vacant and announce the vacancy at the next regular Board meeting. When the position is announced as vacant it will be filled via the VNC's bylaws section on vacancies, Council's vacancy clause. Any regularly scheduled Board of Officers General Board meeting noticed as per the Brown Act shall constitute a meeting for the purpose of determining Board member attendance. The VNC Council shall consult with the Office of the City Attorney throughout any Board removal process.

Section 8: Censure

Censure - The Board can take action to publically reprimand a Board member for actions conducted in the course of VNC business by censuring the Board member at a Board meeting. Censures shall be placed on the Board of Officers meeting agenda for discussion and action shall be taken by a simple majority of Board members present and voting will suffice for action. Advice from the Office of the City Attorney will be sought before any censure.

Section 9: Removal

- A.** The Board may remove any Officer whenever the best interests of the VNC would be served. No Officer shall be removed for any arbitrary, capricious or discriminatory reason. Removal of a Board Officer requires a three-quarters (3/4) vote of the Board Officers present and voting at a Board of Officers meeting.
- B.** If an Officer is elected to any City of Los Angeles political office, he or she will be automatically removed from the Board immediately must immediately resign from the Board.
- C. Recall:** Recall is the procedure by which stakeholders may initiate the removal of an elected Officer. Any stakeholder may put forth a Recall petition by presenting a petition to the Secretary with no less than two hundred (200) signatures of charter stakeholders supporting the motion.

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Receipt of this completed petition by the Secretary shall trigger ~~scheduling and holding a special Board of Officers meeting, to be held not less than 30 days or more than ninety (90) days, with~~ this item being scheduled as ~~the an~~ action item on the ~~agenda. Agenda at a separate Election Meeting to be held not less than thirty (30) days or more than ninety (90) days following receipt of the completed petition.~~ Notice of the ~~recall Recall~~ petition, including the name of the Officer subject to ~~recall. Recall~~, shall be made in all public meeting notices and announcements for the upcoming meeting at which the ~~recall Recall~~ shall be voted on.

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Omitted naming special Board meetings based on purpose

Removal of the Officer by ~~recall Recall~~ requires a three-quarters (3/4) majority vote of the Board ~~Officers Members present, and voting at the Election Meeting.~~

Section 10: Resignation

Any Officer may resign by submitting a written resignation to the President and the Secretary. The Board does not have to formally accept a resignation for it to become effective.

Section 11: Community Outreach

The VNC shall direct that a system of outreach be instituted to inform ~~its stakeholders Stakeholders~~ as to the existence and activities of the VNC, including its Board elections, to find future leaders of the VNC, and to encourage all ~~stakeholders Stakeholders~~ to seek leadership positions within the VNC.

All Board members shall be responsible for participating in the VNC's outreach efforts.

Article VI: OFFICERS

Section 1: Executive Officers

The VNC Board of Officers shall have seven (7) Executive Officers: President, Vice- President, Secretary, Treasurer, Communications Officer, Community Outreach Officer, and Land Use and Planning Committee Chair.

Section 2: Duties and Powers

The primary duties of the Executive Officers are:

A. President

- Chairs the Board of Officers and Administrative Committee meetings.
- ~~—~~ Sets ~~the~~ agenda for Administrative Committee meetings
- Appoints chairs of the ~~ad hoc committees, Ad Hoc Committees,~~ subject to veto by a majority of Administrative Committee

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- Acts as chief liaison with Los Angeles City and other government agencies for delivery of recommendations and opinions from VNC stakeholders, Community Impact Statements, California Public Records Act requests, and other correspondence

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B. Vice President

- Assumes the duties of the President when the President is unavailable and performs other duties as delegated by the President
- Chairs the Neighborhood Committee
- Acts as chief liaison with other neighborhood councils ~~Neighborhood Councils~~
- Maintains oversight of standing ~~Standing~~ and ad hoc committees ~~Ad Hoc Committees~~

C. Secretary

- Responsible for producing accurate minutes of Stakeholder, Board of Officers and Administrative Committee meetings and for submitting the minutes for public posting no later than seven (7) days after the meeting at which they are approved but not more than forty-five (45) days after the meeting at which the minutes were taken.
- Maintains all public records of the VNC
- Receives and logs all submissions and correspondence to the VNC and refers them to the appropriate Officer or committee ~~Committee~~ within seven (7) days

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D. Treasurer

- Chairs the Budget and Finance Committee
- Oversees the finances of the neighborhood council ~~Neighborhood Council~~ to assure total compliance with all Department of Neighborhood Empowerment (~~DONE~~Department) and Los Angeles City requirements
- Submits financial reports to the Board of Officers at every regular meeting

E. Communications Officer

- Oversees the maintenance and updating of the VNC website.
- Ensures that ~~Responsible for~~ email announcements are sent to stakeholders ~~Stakeholders~~

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- ~~Ensures that the VNC Stakeholder Database is maintained, updated, and kept confidential. Responsible for maintaining and updating the Stakeholder database and ensuring its confidentiality.~~

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F. Community Outreach Officer

- Chairs the Community Outreach and Events Planning Committee
- Organizes quarterly Town Halls and special events
- Works with ~~stakeholders, Stakeholders,~~ Board Officers, and ~~committees Committees~~ to promote participation in VNC activities
- ~~Oversees use, maintenance, and possession~~ ~~is in charge~~ of all VNC equipment
- Arranges to have refreshments at VNC ~~Board of Officers General Board~~ meetings

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G. Land Use and Planning Committee Chair

- Chairs the Land Use and Planning Committee
- ~~Oversees~~ ~~Responsible for~~ preparation and submission of all required reports to the Board of Officers

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Section 3: Election of Officers

All Officers are elected by the ~~VNC stakeholders Stakeholders~~ during the Board election process.

Section 4: Officer Terms

A Board Officer's term shall be for the duration of two (2) years or until a successor is elected or appointed. Officers may be removed via the ~~processes~~ described in Article V, Sections ~~7 and 9~~.

Commented [L30]: absences and removal

Article VII: COMMITTEES AND THEIR DUTIES

Stakeholders are encouraged to participate on ~~committees Committees~~ in which they are interested by contacting the ~~committee chair Committee Chair~~. Unless otherwise defined by the bylaws, the size, composition and quorum are left to the discretion of each ~~committee Committee~~ and its ~~chair, Chair~~.

Section 1: Standing Committees

The following Standing Committees shall be established:

- Administrative Committee:** Consists of eight (8) Officers, including the President, Vice-President, Secretary, Treasurer, and four (4) Community Officers who shall be selected by the fourteen (14) Community Officers at the first Board of Officers meeting ~~after a~~

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VNC Board election is certified. Chaired by President. Sets the agenda for Board of Officers and Stakeholder meetings. Approves the mission statements of proposed ad hoc committees Ad Hoc Committees and can veto ad hoc committee chair Ad Hoc Committee Chair appointments. Nominates the chair of the Rules and Selections Committee, the Ocean Front Walk Committee, and the Arts Committee. Administrative Committee meetings shall require a minimum of four (4) members to be present to establish a quorum. The Administrative Committee shall meet at least every two (2) months. Any The Community Officer members may be removed by a majority vote of the Community Officers.

B. Neighborhood Committee: Chaired by the Vice President. Using the eight (8) existing neighborhoods defined in the Venice Specific Plan plus the additional neighborhood east of Lincoln Boulevard as a guide, the Committee shall consist of, at a minimum, nine (9) stakeholders. Stakeholders, one (1) from each neighborhood, plus the Chair. Nine (9) Neighborhood Committee members shall be elected by the Board of Officers from a list of candidates who have formally communicated to the Board their desire to serve on the Neighborhood Committee. The Board shall, within thirty (30) days after beginning their term, hold a Board of Officers meeting with for the election of Neighborhood Committee members on the agenda. The candidate with the highest vote totals in each of the nine (9) neighborhoods districts shall be elected. Other neighborhoods and/or stakeholders Stakeholders representing other neighborhoods or neighborhood interests may then be added at the discretion of the Neighborhood Committee. The committee shall promote greater awareness of available City resources and services and act as a conduit between the Board and Venice neighborhoods, assisting in community outreach and bringing neighborhood issues to the attention of the Board. Committee members selected by the Board may be removed by a majority vote of the full Board.

C. Rules and Selections Committee: Chaired by Community Officer as nominated by the Administrative Committee, subject to approval of the Board of Officers. Proposes Selection Procedures, Bylaws and Standing Rules to the Board of Officers.

D. Budget and Finance Committee: Chaired by Treasurer. Oversees and administers all VNC financial matters, including system of financial accountability as required by the Department of Neighborhood Empowerment (DONE) and the City of Los Angeles.

E. Outreach and Event Planning Committee: Chaired by Community Outreach Officer. Organizes quarterly Town Halls and special events. Performs ongoing outreach to stakeholders. Stakeholders.

F. Land Use and Planning Committee: The Land Use and Planning Committee shall review, take public input, report on and make recommendations of actions to the Board of Officers on any land use and planning issues affecting the community.

The Land Use and Planning Committee (LUPC) shall consist of nine (9) charter stakeholders Stakeholders including the elected Chair. No Board Officer may serve as a LUPC member with the exception of the Land Use and Planning Committee chair, Eight (8) LUPC members shall be selected by the Board of Officers from a list of candidates who have formally communicated to the Board their desire to serve on the Land Use and Planning Committee. The Board shall, within thirty (30) days after beginning their term,

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Commented [L34]: reviewer could not find anything indicating 8 subareas in the Venice Specific Plan

Commented [L35]: There will be other business at the Board meeting

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hold a Board of Officers meeting ~~with~~ for the selection of LUPC members on the agenda. The eight (8) candidates with the highest vote totals shall be selected.

Commented [L39]: the meeting will have other business

A LUPC member may be removed from service by a majority of the full Board of Officers. Vacancies shall be filled in the same manner that committee members were originally selected. ~~Add Neighborhood and add community members in the appropriate spots.~~

Commented [L40]: reviewer did not understand this at all

The Land Use and Planning Committee recommendations to the Board of Officers shall be in the form of a written report, which shall include a project description, pros & cons, a summary of community input and any LUPC findings.

G. **Committee was discontinued**

H. **Ocean Front Walk Committee:** Chaired by a Community Officer nominated by the Administrative Committee, subject to approval of the Board. The ~~committee~~Committee has the general responsibility for addressing the issues, concerns, programs and services that affect the various stakeholders and interests on the Venice Boardwalk and Venice Beach. These include, but are not limited to: free speech, performance, merchants, tourism, sanitation and recycling, public nuisance, public safety, and interaction with law enforcement and other officials of the City and County of Los Angeles.

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I. **Arts Committee:** Chaired by a Community Officer nominated by the Administrative Committee, subject to approval by the Board. The ~~committee~~Committee has the general responsibility to support and encourage the arts in Venice.

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Section 2 Ad Hoc Committees

Ad ~~hoc committees~~ Hoc Committees may be established as deemed appropriate by the Board of Officers. Chairs are appointed by the President. Ad ~~hoc committees~~ Hoc Committees shall be terminated automatically if they have not met in 90 days.

Section 3: Committee Creation and Authorization

- A. **Committee Creation:** Committees may be created as outlined in Article VII, Sections 1 & 2 above.
- B. **Committee Authority:** Committees may only make recommendations. All committee recommendations shall be brought back to the full Board for discussion and action.
- C. The VNC ~~committee chairs~~ Committee Chairs are responsible for posting agendas and meeting announcements for their committee meetings in accordance with the Brown Act and the Plan for Neighborhood Councils.
- D. The VNC Secretary is responsible for producing accurate minutes of Board of Officers ~~General Board~~ and Administrative Committee meetings. The VNC ~~standing~~ Standing & ad hoc committee ~~Ad Hoc Committees~~ chairs are responsible for producing accurate minutes of their respective ~~committees~~ Committees. The VNC Secretary and the VNC ~~standing & ad hoc committee~~ Standing & Ad Hoc Committees chairs are responsible for

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public posting of minutes on the VNC website no later than seven (7) days after the meeting at which they are approved but not more than 45 days after the meeting at which the minutes were taken.

Article VIII: MEETINGS

Section 1: Meeting Time and Place.

- A. The Board of Officers shall meet at least every two (2) months. Meeting time and location shall be determined by the Board of Officers.
- B. Town Halls shall be held at least quarterly and are under the jurisdiction of the Outreach Committee.

Section 2: Agenda Setting

The Administrative Committee shall establish the ~~agenda~~ Agenda for Board of Officers meetings. Any ~~stakeholder~~ Stakeholder can request that a matter be placed on the ~~agenda~~ Agenda for any Board of Officers meeting by ~~submitting~~ making such a request to the Secretary. If ~~the requested item such an Agenda request~~ is not included on the Agenda by the Administrative Committee, the President shall notify that ~~stakeholder~~ Stakeholder in a timely manner as to why ~~it the item~~ was not ~~included on the Agenda~~. A petition signed by sixty (60) stakeholders may override this determination and require that item to be placed on the Agenda of a Board of Officers meeting within sixty (60) days.

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Committee agendas shall be created by the ~~committee~~ Committee Chair.

Section 3: Notifications/Postings

Meetings shall be open to the public as required with proper notice as mandated by the Department of Neighborhood Empowerment (DONE) and the Brown Act. Ongoing outreach shall be performed to inform ~~stakeholders~~ Stakeholders of meetings. The Board will abide by the ~~Board of Neighborhood Commissioner's Commission's~~ "Neighborhood Council Agenda Posting Policy".

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Section 4: Reconsideration

The VNC shall follow the procedure for reconsideration as described in Robert's Rules.

Article IX: FINANCES

- A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum ~~finding~~ allocation requirements.
- B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the ~~VNC's Council's~~ finances, where the term "appropriate City

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officials” means those officials and/or agencies of the City of Los Angeles who have authority over [neighborhood councils](#).~~Neighborhood Councils.~~

- C. All financial accounts and records shall be available for public inspection and posted on the [VNC Council](#) website, if available.
- D. Each month, the Treasurer shall provide to the Board detailed reports of the [VNC's Council's](#) accounts for their approval.
- E. The VNC will not enter into any contracts or agreements except through the Office of the City Clerk.

Article X: ELECTIONS

Section 1: Administration of Election

The VNC's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to [neighborhood council](#).~~Neighborhood Council~~ elections.

Section 2: **Governing Board Structure and Voting**

Commented [L48]: significant changes to election of community officers

- A. **Executive Officers:** Seven (7) Executive Officers are elected at-large by [charter the non-community interest](#) stakeholders.

B. Community Officers:

- ~~B.~~
 1. ~~Fourteen (14) Thirteen (13)~~ Community Officers are elected at-large, ~~13 of whom must be charter stakeholders!~~ ~~by the non-community interest stakeholders.~~
 2. ~~No more than one (1) One (1)~~ Community Officer can be a community interest Community Officer is elected by all stakeholders.
 3. ~~Only Community interest stakeholders shall be entitled to run for the one (1) community interest Community Officer and may not run for any of the other elected seats.~~

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C. Voting

- ~~C.~~
 1. Voting for election of Officers shall be by ballot.
 2. If more than two (2) candidates are running for an Executive Officer position, a plurality shall be sufficient to elect unless the election procedures direct otherwise.
 3. No voting by proxy is allowed.
 4.
 - a. Each ~~charter stakeholder voting member non-community interest Voting Member~~ shall be entitled to cast votes as follows:
 - One (1) Vote for President
 - One (1) Vote for Vice President

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- One (1) Vote for Secretary
 - One (1) Vote for Treasurer
 - One (1) Vote for Communications Officer
 - One (1) Vote for Community Outreach Officer
 - One (1) Vote for Land Use and Planning Committee Chair
 - One (1) vote for any only one (1) Community Officer regardless of the candidate's stakeholder status. This may either be a Community interest Community Officer or a Community Officer.
- b. Each community interest voting member ~~Voting Member~~ shall be entitled to cast one (1) vote for any community interest ~~Community Officer~~ candidate who is a community interest stakeholder.
- c. The Community Officer candidates with the fourteen (14) thirteen (13) highest vote totals and the Community Interest Community Officer with the highest vote total shall be elected. EXCEPT, no more than one (1) community interest stakeholder can be elected. If more than one (1) community interest stakeholder is in the top 14, the one with the greatest number of votes shall be elected and the charter stakeholders with the thirteen (13) highest vote totals shall be elected. If there is no community interest candidate, the Community Officer candidates with the fourteen (14) highest vote totals shall be elected.

Section 3: Minimum Voting Age

Any stakeholder ~~Stakeholder~~ who is sixteen (16) years or older, or a junior or senior in high school, may vote.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their stakeholder status by providing documentation acceptable to the City of Los Angeles and/or City Clerk—Election Division supporting that declaration. To become a voting member, every stakeholder, whether charter or community interest, must produce proof of identity and proof of why they are a stakeholder. The City of Los Angeles and/or City Clerk—Election Division will determine what documentation is acceptable as such proof. Community interest stakeholders will also be required to provide a form of documentation to substantiate their community interest claim.

Commented [L49]: reviewer suggestion

Section 5: Restrictions on Candidates Running for Multiple Seats

An individual may not run for more than one (1) seat in the same election.

Section 6: Other Election Related Language

Not applicable.

Section 7: Initiatives

VENICE NEIGHBORHOOD COUNCIL (VNC) BYLAWS

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An ~~initiative~~ ~~Initiative~~ is a procedure by which stakeholders may directly petition for a proposal and secure its submission to the Board for approval. The initiative process does not apply to ~~amendment~~ ~~Amendment~~ of these ~~bylaws~~ ~~Bylaws~~. Any stakeholder may put forth an ~~initiative~~ ~~Initiative~~ by presenting a petition to the Secretary with ~~no less than~~ one-hundred (100) signatures of ~~charter~~ stakeholders ~~in favor of using the initiative process.~~ ~~supporting the motion.~~ The petition shall include a paragraph of fifty (50) words or less outlining the purpose and content of the ~~initiative~~ ~~Initiative~~.

- A. Receipt of this completed petition by the Secretary shall trigger this item being scheduled as ~~the~~ ~~an~~ action item on the ~~agenda of Agenda~~ at a ~~special separate~~ ~~Board of Officers meeting~~ ~~Election Meeting~~ to be held not less than thirty (30) days or more than ninety (90) days following receipt of the completed petition. Notice of the ~~initiative~~ ~~Initiative~~, including the outline paragraph of fifty (50) words or less, shall be made in all public meeting notices and announcements for the upcoming meeting at which the ~~initiative~~ ~~Initiative~~ shall be voted on.
- B. Passage of the ~~initiative~~ ~~Initiative~~ requires a majority vote of the Board ~~Officers~~ ~~Members~~ present and voting at the ~~meeting~~ ~~Election Meeting~~.
- C. If the ~~initiative~~ ~~Initiative~~ passes, the stakeholder(s) who put ~~it~~ forth ~~the Initiative~~ must be willing to chair and/or organize an ~~ad hoc committee~~ ~~Ad Hoc Committee~~ (when appropriate) to carry out the action of the ~~initiative~~ ~~Initiative~~, if so directed by the Administrative Committee or the Board of Officers.

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Article XI: GRIEVANCE PROCESS

Any ~~stakeholder~~ ~~Stakeholder~~ who ~~considers~~ ~~himself or herself is~~ adversely affected by a decision of the Board of Officers may submit a written ~~grievance~~ ~~Grievance~~ to the Secretary. All grievances shall be referred to the Department of Neighborhood Empowerment (~~DONE~~) with a copy sent to the Rules and Selections Committee ~~chair~~ ~~Chair~~.

Commented [L51]: the process includes determining whether the stakeholder was adversely affected, and what to do about it if so

Article XII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order (current version) shall serve as the ~~governing parliamentary authority~~ ~~Governing Parliamentary Authority~~ of the VNC. An unbiased Parliamentarian may be appointed by the President to assist in the resolution of parliamentary issues. In the case of conflict between these ~~bylaws~~ ~~Bylaws~~ and the ~~governing parliamentary authority~~ ~~Governing Parliamentary Authority~~, these ~~bylaws~~ ~~Bylaws~~ shall prevail.

Standing Rules may be adopted by the Board of Officers to supplement these ~~bylaws~~ ~~Bylaws~~. Such rules shall be in addition to these ~~bylaws~~ ~~Bylaws~~ and shall not be construed to change or replace any ~~bylaw~~ ~~Bylaw~~. In the case of conflict between these ~~bylaws~~ ~~Bylaws~~ and a Standing Rule, these ~~bylaws~~ ~~Bylaws~~ shall prevail. Standing Rules may be adopted, amended, or repealed by a simple majority vote of the Board of Officers.

Article XIII: AMENDMENTS

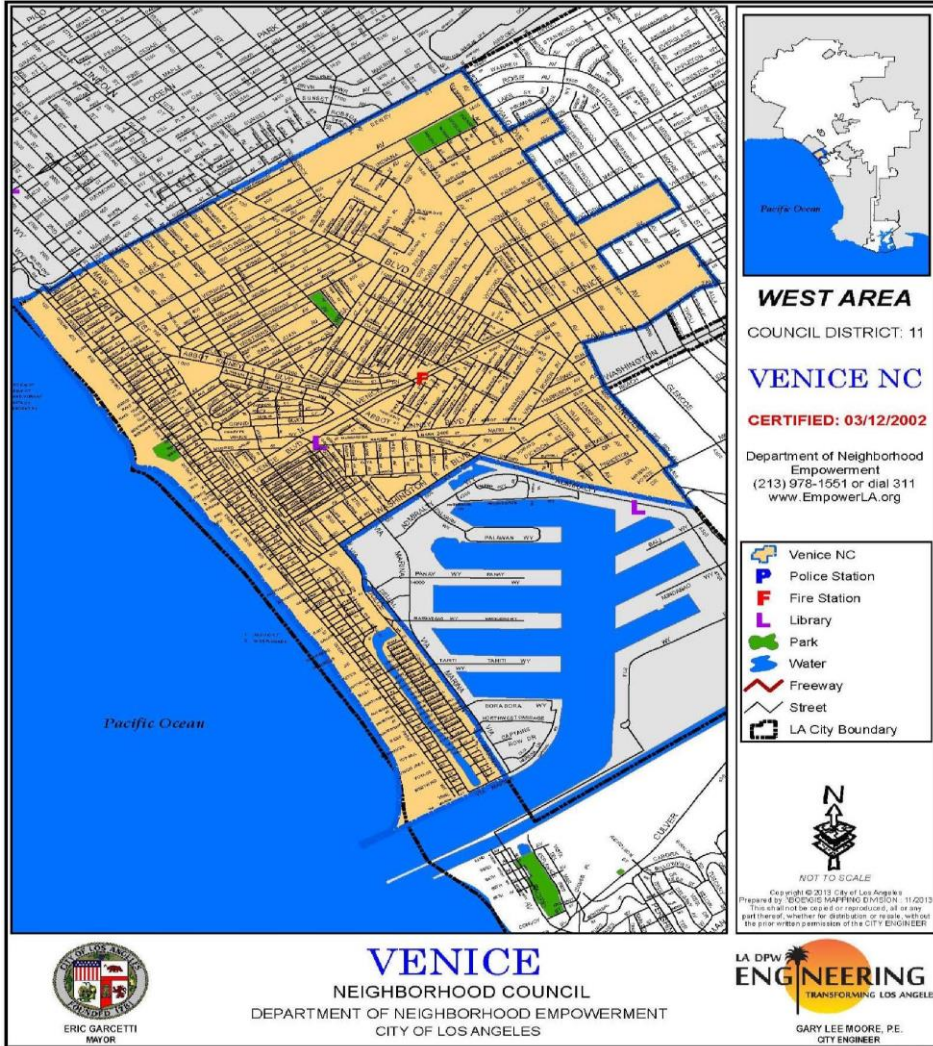
Amendment of these ~~bylaws~~ ~~Bylaws~~ shall be in writing. ~~All proposed revisions to the bylaws shall be based on the current version, without markups from any previous version, and shall use~~

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VENICE NEIGHBORHOOD COUNCIL (VNC) BYLAWS

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ATTACHMENT A – Map of Venice Neighborhood Council



VENICE NEIGHBORHOOD COUNCIL (VNC) BYLAWS

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Office	Number	ELECTED or APPOINTED?	Who may run	Who may vote
President Term: 2 Years	1	Elected	Stakeholders who live, perform works or owns real property within the VNC boundaries who is 16 years or older.	Stakeholders who live, perform work, or own real property within the VNC boundaries who are 16 years or older.
Vice-President Term: 2 Years	1	Elected	Stakeholders who live, perform works or owns real property within the VNC boundaries who is 16 years or older.	Stakeholders who live, perform work or own real property within the VNC boundaries who are 16 years or older.
Secretary Term: 2 Years	1	Elected	Stakeholders who live, perform works or owns real property within the VNC boundaries who is 16 years or older.	Stakeholders who live, perform work or own real property within the VNC boundaries who are 16 years or older.
Treasurer Term: 2 Years	1	Elected	Stakeholders who live, perform works or owns real property within the VNC boundaries who is 16 years or older.	Stakeholders who, live, perform work or own real property within the VNC boundaries who are 16 years or older.
Chair of Land Use and Planning Committee Term: 2 Years	1	Elected	Stakeholders who live, perform works or owns real property within the VNC boundaries who is 16 years or older.	Stakeholders who live, perform work or own real property within the VNC boundaries who are 16 years or older.
Communications Officer Term: 2 Years	1	Elected	Stakeholders who live, perform works or owns real property within the VNC boundaries who is 16 years or older.	Stakeholders who live, perform work or own real property within the VNC boundaries who are 16 years or older.
Outreach Officer Term: 2 Years	1	Elected	Stakeholders who live, perform works or owns real property within the VNC boundaries who is 16 years or older.	Stakeholders who live, perform work or own real property within the VNC boundaries who are 16 years or older.

VENICE NEIGHBORHOOD COUNCIL (VNC) BYLAWS

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Commented [L55]: summary of new Community Officer election rules

At-Large Community Officers Term: 2 Years	14 13	Elected	All stakeholders 16 years or older Stakeholders who live, work or own real property within the VNC boundaries who are 16 years or older.	All stakeholders 16 years or older Stakeholders who live, work or own real property within the VNC boundaries who are 16 years or older.
Community Interest/ Community Officer Term: 2 Years	4	Elected	Stakeholders who do not live, work or own real property within the VNC boundaries who are 16 years or older and who affirm 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	All Stakeholder 16 years or older

VENICE NEIGHBORHOOD COUNCIL (VNC) BYLAWS

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ATTACHMENT C – BALLOT MODELS

The objective is to present the voter with a ballot that is easy to read and understand.

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Ballot Model 1 - Executive Officers and Community Officer

This model is to be used if presentation of all executive and community officer choices will fit on one page, with the restrictions given below.

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1. All choices for an office shall appear in a single box.
2. There shall be no visible marks, placement, or editing type of difference that make one or more candidates stand out from the rest. This includes, but is not limited to lines, spacing, different font type or size, underlining, italicizing, or creating by using bold or regular print.
3. The candidate list for each office shall be randomized.
4. The stakeholder status of Community Officer candidates shall in no way be revealed, nor shall candidates who are community interest stakeholders be grouped.
5. The candidate list for each office shall be in a single column.
6. This ballot is to be given only to voting members who are charter stakeholders.

<p><u>PRESIDENT – VOTE FOR ONE (1)</u></p> <p><input type="radio"/> <u>CANDIDATE 1</u></p> <p><input type="radio"/> <u>CANDIDATE 2</u></p> <p><input type="radio"/> <u>CANDIDATE 3</u></p>	<p><u>COMMUNITY OFFICER – Vote for one (1)</u></p> <p><u>The fourteen (14) with the highest number of votes will be elected EXCEPT no more than one (1) candidate who is a community interest stakeholder can be elected.</u></p>
<p><u>VICE PRESIDENT - VOTE FOR ONE (1)</u></p> <p><input type="radio"/> <u>CANDIDATE 1</u></p> <p><input type="radio"/> <u>CANDIDATE 2</u></p> <p><input type="radio"/> <u>CANDIDATE 3</u></p>	<p><input type="radio"/> <u>CANDIDATE 1</u></p> <p><input type="radio"/> <u>CANDIDATE 2</u></p> <p><input type="radio"/> <u>CANDIDATE 3</u></p> <p><input type="radio"/> <u>CANDIDATE 4</u></p>
<p><u>SECRETARY – VOTE FOR ONE (1)</u></p> <p><input type="radio"/> <u>CANDIDATE 1</u></p> <p><input type="radio"/> <u>CANDIDATE 2</u></p> <p><input type="radio"/> <u>CANDIDATE 3</u></p>	<p><input type="radio"/> <u>CANDIDATE 5</u></p> <p><input type="radio"/> <u>CANDIDATE 6</u></p> <p><input type="radio"/> <u>CANDIDATE 7</u></p>
<p><u>TREASURER – VOTE FOR ONE (1)</u></p> <p><input type="radio"/> <u>CANDIDATE 1</u></p> <p><input type="radio"/> <u>CANDIDATE 2</u></p>	<p><input type="radio"/> <u>CANDIDATE 8</u></p> <p><input type="radio"/> <u>CANDIDATE 9</u></p> <p><input type="radio"/> <u>CANDIDATE 10</u></p> <p><input type="radio"/> <u>CANDIDATE 11</u></p>
<p><u>COMMUNICATIONS OFFICER – VOTE FOR ONE (1)</u></p> <p><input type="radio"/> <u>CANDIDATE 1</u></p> <p><input type="radio"/> <u>CANDIDATE 2</u></p> <p><input type="radio"/> <u>CANDIDATE 3</u></p>	<p><input type="radio"/> <u>CANDIDATE 12</u></p> <p><input type="radio"/> <u>CANDIDATE 13</u></p> <p><input type="radio"/> <u>CANDIDATE 14</u></p> <p><input type="radio"/> <u>CANDIDATE 15</u></p>
<p><u>COMMUNITY OUTREACH OFFICER – VOTE FOR ONE (1)</u></p> <p><input type="radio"/> <u>CANDIDATE 1</u></p> <p><input type="radio"/> <u>CANDIDATE 2</u></p>	<p><input type="radio"/> <u>CANDIDATE 16</u></p> <p><input type="radio"/> <u>CANDIDATE 17</u></p> <p><input type="radio"/> <u>CANDIDATE 18</u></p> <p><input type="radio"/> <u>CANDIDATE 19</u></p> <p><input type="radio"/> <u>CANDIDATE 20</u></p>
<p><u>CHAIR OF LAND USE AND PLANNING – VOTE FOR ONE (1)</u></p> <p><input type="radio"/> <u>CANDIDATE 1</u></p> <p><input type="radio"/> <u>CANDIDATE 2</u></p>	<p><input type="radio"/> <u>CANDIDATE 21</u></p> <p><input type="radio"/> <u>CANDIDATE 22</u></p> <p><input type="radio"/> <u>CANDIDATE 23</u></p> <p><input type="radio"/> <u>CANDIDATE 24</u></p>

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Ballot Model 2 – Executive Officers Only

If there are too many Executive Officer or Community Officer candidates to use ballot model 1, the Executive Officers will be alone on one ballot.

1. All choices for an office are to appear in a single box.
2. There shall be no visible marks, placement, or editing type of difference that make one or more candidates stand out from the rest. This includes, but is not limited to lines, spacing, different font type or size, underlining, italicizing, or creating by using bold or regular print.
3. The candidate list for each office must be in a single column.
4. The candidate list for each office is to be randomized.
5. All voting members who are charter stakeholders shall receive ballots 2 and 3, if ballot 1 is not used.

<u>PRESIDENT – VOTE FOR ONE (1)</u>
<input type="radio"/> <u>CANDIDATE 1</u>
<input type="radio"/> <u>CANDIDATE 2</u>
<input type="radio"/> <u>CANDIDATE 3</u>
<u>VICE PRESIDENT - VOTE FOR ONE (1)</u>
<input type="radio"/> <u>CANDIDATE 1</u>
<input type="radio"/> <u>CANDIDATE 2</u>
<input type="radio"/> <u>CANDIDATE 3</u>
<u>SECRETARY – VOTE FOR ONE (1)</u>
<input type="radio"/> <u>CANDIDATE 1</u>
<input type="radio"/> <u>CANDIDATE 2</u>
<input type="radio"/> <u>CANDIDATE 3</u>
<u>TREASURER – VOTE FOR ONE (1)</u>
<input type="radio"/> <u>CANDIDATE 1</u>
<input type="radio"/> <u>CANDIDATE 2</u>
<u>COMMUNICATIONS OFFICER – VOTE FOR ONE (1)</u>
<input type="radio"/> <u>CANDIDATE 1</u>
<input type="radio"/> <u>CANDIDATE 2</u>
<input type="radio"/> <u>CANDIDATE 3</u>
<u>COMMUNITY OUTREACH OFFICER – VOTE FOR ONE (1)</u>
<input type="radio"/> <u>CANDIDATE 1</u>
<input type="radio"/> <u>CANDIDATE 2</u>
<input type="radio"/> <u>CANDIDATE 3</u>
<u>CHAIR OF LAND USE AND PLANNING – VOTE FOR ONE (1)</u>
<input type="radio"/> <u>CANDIDATE 1</u>
<input type="radio"/> <u>CANDIDATE 2</u>
<input type="radio"/> <u>CANDIDATE 3</u>

VENICE NEIGHBORHOOD COUNCIL (VNC) BYLAWS

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Ballot Model 3 – Community Officer Only

If there are too many Executive Officer or Community Officer candidates to use ballot model 1, the Community Officer candidates will be alone on one ballot, with the following criteria.

1. There shall be no visible marks, placement, or editing type of difference that make one or more candidates stand out from the rest. This includes, but is not limited to lines, spacing, different font type or size, underlining, italicizing, or creating by using bold or regular print.
2. The voter shall be able to view all the candidates without turning pages.
3. The candidate list for the office shall be randomized.
4. Community Officer candidates who are community interest stakeholders shall be neither grouped nor identified as such in any way.
5. All voting members who are **charter stakeholders** shall receive ballots 2 and 3, if ballot 1 is not used.

COMMUNITY OFFICER – Vote for one (1)

The fourteen (14) with the highest number of votes will be elected EXCEPT no more than one (1) candidate who is a community interest stakeholder can be elected.

- | | | |
|---|---|---|
| <input type="radio"/> <u>CANDIDATE 1</u> | <input type="radio"/> <u>CANDIDATE 26</u> | <input type="radio"/> <u>CANDIDATE 51</u> |
| <input type="radio"/> <u>CANDIDATE 2</u> | <input type="radio"/> <u>CANDIDATE 27</u> | <input type="radio"/> <u>CANDIDATE 52</u> |
| <input type="radio"/> <u>CANDIDATE 3</u> | <input type="radio"/> <u>CANDIDATE 28</u> | <input type="radio"/> <u>CANDIDATE 53</u> |
| <input type="radio"/> <u>CANDIDATE 4</u> | <input type="radio"/> <u>CANDIDATE 29</u> | <input type="radio"/> <u>CANDIDATE 54</u> |
| <input type="radio"/> <u>CANDIDATE 5</u> | <input type="radio"/> <u>CANDIDATE 30</u> | <input type="radio"/> <u>CANDIDATE 55</u> |
| <input type="radio"/> <u>CANDIDATE 6</u> | <input type="radio"/> <u>CANDIDATE 31</u> | <input type="radio"/> <u>CANDIDATE 56</u> |
| <input type="radio"/> <u>CANDIDATE 7</u> | <input type="radio"/> <u>CANDIDATE 32</u> | <input type="radio"/> <u>CANDIDATE 57</u> |
| <input type="radio"/> <u>CANDIDATE 8</u> | <input type="radio"/> <u>CANDIDATE 33</u> | <input type="radio"/> <u>CANDIDATE 58</u> |
| <input type="radio"/> <u>CANDIDATE 9</u> | <input type="radio"/> <u>CANDIDATE 34</u> | <input type="radio"/> <u>CANDIDATE 59</u> |
| <input type="radio"/> <u>CANDIDATE 10</u> | <input type="radio"/> <u>CANDIDATE 35</u> | <input type="radio"/> <u>CANDIDATE 60</u> |
| <input type="radio"/> <u>CANDIDATE 11</u> | <input type="radio"/> <u>CANDIDATE 36</u> | <input type="radio"/> <u>CANDIDATE 61</u> |
| <input type="radio"/> <u>CANDIDATE 12</u> | <input type="radio"/> <u>CANDIDATE 37</u> | <input type="radio"/> <u>CANDIDATE 62</u> |
| <input type="radio"/> <u>CANDIDATE 13</u> | <input type="radio"/> <u>CANDIDATE 38</u> | <input type="radio"/> <u>CANDIDATE 63</u> |
| <input type="radio"/> <u>CANDIDATE 14</u> | <input type="radio"/> <u>CANDIDATE 39</u> | <input type="radio"/> <u>CANDIDATE 64</u> |
| <input type="radio"/> <u>CANDIDATE 15</u> | <input type="radio"/> <u>CANDIDATE 40</u> | <input type="radio"/> <u>CANDIDATE 65</u> |
| <input type="radio"/> <u>CANDIDATE 16</u> | <input type="radio"/> <u>CANDIDATE 41</u> | <input type="radio"/> <u>CANDIDATE 66</u> |
| <input type="radio"/> <u>CANDIDATE 17</u> | <input type="radio"/> <u>CANDIDATE 42</u> | <input type="radio"/> <u>CANDIDATE 67</u> |
| <input type="radio"/> <u>CANDIDATE 18</u> | <input type="radio"/> <u>CANDIDATE 43</u> | <input type="radio"/> <u>CANDIDATE 68</u> |
| <input type="radio"/> <u>CANDIDATE 19</u> | <input type="radio"/> <u>CANDIDATE 44</u> | <input type="radio"/> <u>CANDIDATE 69</u> |
| <input type="radio"/> <u>CANDIDATE 20</u> | <input type="radio"/> <u>CANDIDATE 45</u> | <input type="radio"/> <u>CANDIDATE 70</u> |
| <input type="radio"/> <u>CANDIDATE 21</u> | <input type="radio"/> <u>CANDIDATE 46</u> | |
| <input type="radio"/> <u>CANDIDATE 22</u> | <input type="radio"/> <u>CANDIDATE 47</u> | |
| <input type="radio"/> <u>CANDIDATE 23</u> | <input type="radio"/> <u>CANDIDATE 48</u> | |
| <input type="radio"/> <u>CANDIDATE 24</u> | <input type="radio"/> <u>CANDIDATE 49</u> | |
| <input type="radio"/> <u>CANDIDATE 25</u> | <input type="radio"/> <u>CANDIDATE 50</u> | |

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Ballot Model 4 – Community Officer Candidates who are Community Interest Stakeholders

This ballot shall list only the Community Officer candidates who are community interest stakeholders, and shall meet the following criteria.

1. There shall be no visible marks, placement, or editing type of difference that make one or more candidates stand out from the rest. This includes, but is not limited to lines, spacing, different font type or size, underlining, italicizing, or creating by using bold or regular print.
2. All choices for the office are to appear in no box or a single box.
3. The candidate list shall be randomized.
4. This ballot shall be given only to voting members who are **community interest stakeholders**.
5. This the only ballot that voting members who are **community interest stakeholders** shall receive.

COMMUNITY OFFICER CANDIDATES WHO ARE COMMUNITY INTEREST STAKEHOLDERS – Vote for (1)

No more than one (1) Community Officer candidate who is a community interest stakeholder can be elected.

- o **CANDIDATE 1**
- o **CANDIDATE 2**
- o **CANDIDATE 3**
- o **CANDIDATE 4**
- o **CANDIDATE 5**
- o **CANDIDATE 6**
- o **CANDIDATE 7**
- o **CANDIDATE 8**
- o **CANDIDATE 9**
- o **CANDIDATE 10**

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