

**DOWNTOWN L.A. NEIGHBORHOOD COUNCIL**

**Selection Date:** Month: \_\_\_\_\_ Day \_\_\_\_\_ 2012

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

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

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

\_\_\_\_\_

Street Address

\_\_\_\_\_

City Zip Phone

\_\_\_\_\_

Location Contact Person

\_\_\_\_\_

Location Contact Person's Email Phone

In order to have an open, transparent, and fair selection process, the NC will appoint a neutral third party (NTP), who is not a member of the Board or its committees and who shall not participate in the vote, to conduct or oversee the selection process.

**NTP Name:** \_\_\_\_\_

\_\_\_\_\_

Location Contact Person's Email Phone

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

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

Name Email Phone

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

Name Email Phone

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

**Candidate Verification:**       SELF-AFFIRMATION       DOCUMENTATION

**Candidate Presence Required at Town Hall:**       YES       NO

**Stakeholder Verification:**       SELF-AFFIRMATION       DOCUMENTATION

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

**Vote Count Method:**       SHOW OF HANDS (may not be possible for complex Board structures in which case a signed ballot shall be used instead)

SIGNED BALLOT (must have a signature line and an area for voters to print their name or some other method to match up the vote and the voter)

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

**Current Board Roster:** Please include a current Board roster using the information in the attached template. Please note that the personal contact information will be kept private and should not be the Neighborhood Council's mailing address and contact number.

**Selection Process:** The Standard Selection Process used by the Department of Neighborhood Empowerment (Department) shall be used for the NC selection unless the NC checks the box and provides an alternate process.

In lieu of the Standard Selection Process, the NC is submitting the attached selection process, which addresses all subheadings below and which is to be approved by the Department before it takes effect.

---

**Standard Selection Process**

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

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

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

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

**Outreach for Candidates** – The NC shall conduct outreach for candidates as described in its Outreach Plan for a period of no less than fifteen (15) days.

**Town Hall Outreach** – Within fifteen (15) days of the town hall, information about the town hall selection process and the candidates shall be on the NC posting locations. The Board and candidates will conduct outreach throughout the NC boundaries about the town hall to encourage stakeholders to participate in the Board selection.

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

---

## DECLARATION

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

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

**Board Vote:** \_\_\_\_yes \_\_\_\_no \_\_\_\_abstentions

President/Chair Signature: \_\_\_\_\_

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

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

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

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

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

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

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

Please contact Grayce Liu with any questions or if you require electronic support in submitting this document: (213) 978-1551 or [grayce.liu@lacity.org](mailto:grayce.liu@lacity.org).

**DOWNTOWN L.A. NEIGHBORHOOD COUNCIL  
SELECTION OUTREACH PLAN**

**PLEASE PROVIDE INFORMATION** below on how your Neighborhood Council will conduct Stakeholder Outreach for the 2013 Selection. The Department recommends incorporating Selection Outreach into your existing outreach methods and planned events as well as working with other Neighborhood Councils in your region to maximize outreach funds.

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

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

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

● Digital/Online Campaign    Website    E-mail Database    E-Newsletter    Twitter    YouTube    Facebook  
 Other: \_\_\_\_\_

● Print Campaign    Newsletters    Flyers    Direct Mail    Street Banners    Postings    A-Frames  
 Other: \_\_\_\_\_

● Media Campaign    Cable Channel 35    Radio Spots    Public Service Announcements  
 Other: \_\_\_\_\_

● Canvassing Campaign    Council Meeting Announcements    Neighborhood Walks    Telephone Chain  
 Other: \_\_\_\_\_

● Regional Campaign    No    Yes, please explain: \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6). **Other information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach any pertinent outreach materials. Thank you!**

