



agenda

COASTAL SAN PEDRO NEIGHBORHOOD COUNCIL

locally listening & leading ...



BOARD AND STAKEHOLDER MEETING AGENDA

Monday, December 19, 2016 » 6:30 p.m.

CABRILLO MARINA COMMUNITY BUILDING

224 Whalers Walk, Berth 28

San Pedro, CA 90731

The public is invited to speak on issues of general interest during the public comment periods at the beginning and end of the meeting. Comments on specific agenda items will be heard only when those items are considered. To ensure that all are heard, a time limit on public speakers may be set. Those wishing to make comment, but not wanting to speak publicly, may submit written communications to the committee.

1. **CALL TO ORDER** | Pledge of Allegiance and roll call.
2. **PUBLIC COMMENT** | Non-agenda items
3. **BOARD MEMBER COMMENTS** | *board member comments on non-agenda items*
4. **MINUTES** | Approval of minutes of November Meeting
5. **LAPD REPORT** (10 Min)
6. **REPORTS FROM GOVERNMENT AGENCY REPRESENTATIVES** » | *CD15 | Port of LA | US Congress | State Assemblyman | Los Angeles Rec and Parks / Budget Advocate | Others. (5 minutes each)*
7. **BUDGET & FINANCE** | Presentation for approval of Monthly Expenditure Report(s)
Discussion pertaining to remaining budgetary items, etc
 - a. Review and approval of the November 2016 Monthly Expenditure Report and associated bank statement and invoices
 - b. Review and approval of a revised invoice from Perry Mailing Services increasing the cost of their service by \$300 above the previously quoted amount.
 - c. Review and approval of other expenditures and invoices.
 - d. Discussion and possible action item - Expenditures related to upcoming events, outreach activities, projects, and community grants.
8. **ACTION ITEMS:**
 - a. **Stakeholder Motions:**
 - i. **Partner with Central San Pedro NC for a Proposition 64 forum** – Robert Milling:

Whereas, the passage of Proposition 64, which legalizes marijuana usage, is likely to have a large impact on our community; and
Whereas, the City Council has requested input from Neighborhood Councils on handling legalized marijuana usage; and

Whereas, we recognize the importance of having a balanced and public dialog to ensure that stakeholders have full opportunity to contribute to Neighborhood Council responses on this issue; and

Whereas, the Central San Pedro Neighborhood Council is offering to provide a public forum on forming Neighborhood Council positions advising the City on its handling of Proposition 64; **Therefore be it resolved**, that the Coastal San Pedro Neighborhood Council shall partner with Central San Pedro Neighborhood Council to hold a public forum on Proposition 64 issues and shall provide funds not to exceed \$200 to support that forum.

b. Selection Committee Motions:

i. Selections: Neutral Third Party – Dean Pentcheff:

Resolved, the Coastal San Pedro Neighborhood Council shall appoint a Neutral Third Party (NTP) to oversee the 2017 Selection process.

ii. Selections: Choice of Selection date and venue - Dean Pentcheff:

Resolved, based on recommendations from the 2017 Selection Committee, the Coastal San Pedro Neighborhood Council shall select a date and a venue for the 2017 Selection.

iii. Selections: Choice of means of verifying stakeholder status for candidates and voters in the 2017 Selection - Dean Pentcheff:

Resolved, the Coastal San Pedro Neighborhood Council shall choose whether to use self-affirmation or documentation to verify voter status for **voters** in the 2017 Selection; and *Resolved*, the Coastal San Pedro Neighborhood Council shall choose whether to use self-affirmation or documentation to verify voter status for **candidates** in the 2017 Selection. (See attachment (Neighborhood Council Election Acceptable Forms of Documentation))

c. Feedback and final reading of the Coastal San Pedro Neighborhood Council meeting dates and times for 2016–2017

Whereas, the Coastal San Pedro Neighborhood Council affirms its desire to include input from the broadest possible range of stakeholders by reasonably accommodating requests for particular meeting times and dates;

Therefore be it resolved, the Board and committees of the Coastal San Pedro Neighborhood Council (CSPNC) shall respect reasonable requests from Board and committee members for accommodation to change meeting dates; and

Be it further resolved, the CSPNC shall adopt the following tentative calendar for Board and Agenda meetings (which includes accommodations for Federal and State holidays) and shall invite public comment prior to the next Board meeting regarding date adjustments to accommodate other public events; and

Be it further resolved, at its next Board meeting, CSPNC shall consider public comment on date adjustments and adopt a final Board and Agenda meeting calendar.

Coastal San Pedro Neighborhood Board and Agenda Meeting Calendar for 2016–2017

Monday 14 Nov 2016 Agenda Meeting
Monday 21 Nov 2016 6:30pm Board Meeting
Monday 12 Dec 2016 Agenda Meeting
Monday 19 Dec 2016 6:30pm Board Meeting
Monday 09 Jan 2017 Agenda Meeting
Monday 23 Jan 2017 6:30pm Board Meeting [16 Jan = Martin Luther King, Jr. Day]
Monday 13 Feb 2017 Agenda Meeting
Monday 27 Feb 2017 6:30pm Board Meeting [20 Feb = Washington's Birthday / President's Day]
Monday 13 Mar 2017 Agenda Meeting
Monday 20 Mar 2017 6:30pm Board Meeting

Monday 10 Apr 2017 Agenda Meeting
Monday 17 Apr 2017 6:30pm Board Meeting
Monday 08 May 2017 Agenda Meeting
Monday 15 May 2017 6:30pm Board Meeting
Monday 12 Jun 2017 Agenda Meeting
Monday 19 Jun 2017 6:30pm Board Meeting
Monday 10 Jul 2017 Agenda Meeting
Monday 17 Jul 2017 6:30pm Board Meeting

d. **Rules and By-laws Committee:** Final reading and vote on Bylaws change:

Absence Policy:

Be it resolved, the Bylaws of the Coastal San Pedro Neighborhood Council shall be amended by removing the text struck out and adding the text in underlined boldface: Article V — Governing Board, Section 7. Absences. If a Board Member is absent from ~~four (4)~~ **two (2)** consecutive, **or four (4)** regularly-scheduled Board meetings **during the fiscal year**, his or her seat will be forfeited.

e. **First Reading: By-laws changes for elections**

Be it resolved, the Coastal San Pedro Neighborhood Council (CSPNC) make changes to Bylaws in Article V sections 4 and 6; Article VI, section 3 and 4; Article X, sections 1 and 6; **see Attachment B**. These revisions will change the current one-year Board terms of office, and a selection process, to two-year Board term of office, with an election process, including consideration of executive board member terms.

9. **PRESIDENTS REPORT**

10. **REPORTS FROM COMMITTEE CHAIRS**

11. **APPOINTMENT OF COMMITTEE MEMBERS, additions to committees:**

a. Appointment of new member to Education and Cultural Affairs Committee

12. **PUBLIC COMMENT | Non-agenda items**

13. **ANNOUNCEMENTS**

14. **ADJOURNMENT**

For more information, please call 310-918-8650; write to CSPNC, 1840 S. Gaffey Street #34, San Pedro, CA 90731; or visit the Coastal San Pedro Neighborhood Council website at www.cspnc.org.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS --The public can address the Committee on any agenda item before the Committee takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Committee meeting.

THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment at 213.978-1551.

PUBLIC ACCESS OF RECORDS – In compliance with government code section 54957.5, non-exempt writings that are distributed to all or a majority of the Board members in advance of a meeting may be viewed at 1840 S Gaffey St, San Pedro, CA 90731, at our website: www.cspnc.org, or at a scheduled meeting. In addition if you would like a copy of any record related to an item on the Agenda, please contact the Coastal San Pedro Neighborhood Council at 310.918.8650.

PUBLIC POSTING OF AGENDAS – Coastal San Pedro Neighborhood Council agendas are posted for public review as follows: • 1840 S Gaffey St, San Pedro, CA 90731 • www.cspnc.org • You can also receive our agendas via email by subscribing to L.A. City’s Early Noti-cation System at: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

RECONSIDERATION AND GRIEVANCE PROCESS: For information on the Coastal San Pedro Neighborhood Council’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the CSPNC Bylaws. The Bylaws are available at our Board meetings and our website <http://www.cspnc.org>

SERVICIOS DE TRADUCCION -- Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a the CSPNC Secretary, al 213.978-1551 por correo electrónico board@cspnc.org para avisar al Concejo Vecinal.

This is the page from the CSPNC Selection Rules that summarizes how the DONE "documentation" method of stakeholder verification would work. It references pages in the following DONE document.

Verification of stakeholder status

Stakeholder status of prospective voters and candidates shall be established using **documentation voter verification**.

Prospective voters and candidates must qualify as a "stakeholder" according to one of the four possible stakeholder categories, and must provide documentation of that status as described in *Neighborhood Council Acceptable Forms of Documentation (Revised December 2, 2015)*, referred to below as *DONE Documentation*.

In all cases, documentation must consist of either:

- one proof from List A (below) **and** one proof from a relevant category list below;
- OR**
- two proofs from one of the relevant category lists below.

List A (applies to all four stakeholder categories)

- Valid CA Driver's License
- Valid CA Identification Card
- Valid Passport
- Valid picture ID (school, work, gym, club, credit card, etc.)

Lives in the neighborhood

- Renter/Tenant *DONE Documentation page 3*
- Residential *DONE Documentation page 4*
- Homeless *DONE Documentation page 13*

Works in the neighborhood

- Business/Commercial *DONE Documentation page 5*

Owens real property in the neighborhood

- Homeowner *DONE Documentation page 2*

Declares 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

- CSPNC does not require a predetermined number of group meetings within a predetermined period.*
- CSPNC does require that the organization or group has a physical address within CSPNC boundaries.*
- Community Interest *DONE Documentation page 6*
- Religious Institutions/Schools/Community Based Organizations *DONE Documentation page 7*
- Miscellaneous Group such as Volunteer or Service Group *DONE Documentation page 8*



Neighborhood Council Election Acceptable Forms of Documentation

***Note: Voters and candidates may be required to show more than one form of documentation to verify eligibility as a stakeholder. Contained in this document are just a sample of some (not all) of the acceptable forms of documentation that candidates and voters may use to establish their stakeholder status. This list will be updated periodically to incorporate any new forms that are deemed acceptable. The City of Los Angeles, Department of Neighborhood Empowerment and the City Clerk have sole discretion on the acceptability of any document presented.**

NEIGHBORHOOD COUNCIL ELECTION

LIST OF ACCEPTABLE FORMS OF DOCUMENTATION

In general, all candidates will have to provide documentation to substantiate the stakeholder requirements (as defined by the Neighborhood Council) for the position they are seeking. Stakeholders for Neighborhood Councils that require documentation for identifying stakeholders must show documentation that substantiates their claimed stakeholder status. The following items will constitute acceptable forms of documentation for establishing stakeholder status. Different categories may require different forms of documentation.

Neighborhood Councils that have chosen the “self-affirmation” method for identifying stakeholders will not require documentation in order to vote, unless your Neighborhood Council is participating in an online election. For all online elections, self-affirmation voters must provide a photo identification to verify their identity.”

HOMEOWNER REPRESENTATIVE

The following forms of documentation shall be acceptable proofs of home ownership to run or vote for Homeowner Representative for those Neighborhood Councils that require stakeholders to own residential property within the Neighborhood Council’s boundaries. You will need to show one proof from List A and one proof from List B (document must prove stakeholder status claim), or two from List B. At least one document from List B must prove that you own a residential property within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder’s name and the address of the residential property in question.

List A

- † Valid CA Driver’s License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Social Security Card
- † Mail with your name and the address within the boundaries
- † Letter from local Neighborhood Watch
- † Current utility bill
- † Los Angeles (L.A.) County property tax bill*
- † Mortgage statement*
- † Home Owner’s Association bill*
- † Home owner’s insurance documentation*
- † Assessor’s Identification Number (AIN) for home within the boundaries
- † Other similar documentation proving occupancy/tenancy
- † County Assessor Parcel Information printout from: http://cityweb.ci.la.ca.us/lupams/main_inquiry.cfm

RENTER/TENANT REPRESENTATIVE

The following forms of documentation shall be acceptable proofs of renter status to run or vote for Renter/Tenant Representative for those Neighborhood Councils that require stakeholders to rent within the Neighborhood Council’s boundaries. You will need to show one proof from List A and one proof from List B (document must prove stakeholder status claim), or two from List B. At least one document from List B must prove that you rent within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder’s name and the address of the rental property in question.

List A

- † Valid CA Driver’s License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Social Security Card
- † Mail with your name and the address
- † Letter from local Neighborhood Watch
- † Residential lease or rental agreement*
- † Rent payment receipt*
- † Renter’s insurance documentation*
- † Letter from landlord confirming renter/tenant status*
- † Other similar documentation proving occupancy/tenancy

RESIDENTIAL REPRESENTATIVE

The following forms of documentation shall be acceptable proofs of residency to run or vote for Residential Representative for those Neighborhood Councils that require stakeholders to reside within the Neighborhood Council's boundaries. You will need to show one proof from List A, or two from List B. At least one document from List B must prove that you reside within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the residence in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Social Security Card
- † Residential lease or rental agreement*
- † Los Angeles (L.A.) County property tax bill
- † Mortgage statement or rent receipt*
- † Home owner's or renter's insurance documentation*
- † Current utility bill*
- † Home Owner's Association bill
- † Letter from landlord confirming renter/tenant status*
- † Mail with your name and address*
- † Letter from local Neighborhood Watch
- † Other similar documentation proving occupancy/tenancy*
- † County Assessor Parcel Information printout from:
http://cityweb.ci.la.ca.us/lupams/main_inquiry.cfm

**Some Neighborhood Councils may require candidates running for Resident/Owner Seat to both live and own their place of residency. These candidates must show proof of both ownership and occupancy in order to be eligible to run for the seat. Please refer to the Homeowner Representative or Renter/Tenant Representative lists for proof of ownership or rental status.*

BUSINESS/COMMERCIAL

The following forms of documentation shall be acceptable proofs of employment or ownership in a business within the Neighborhood Council's boundaries (if required to vote or run for a business/commercial representative). You will need to show one proof from List A and one from List B or two from List B. At least one document from List B must prove that you work at or own a business within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the business in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Business lease or rental agreement*
- † Commercial mortgage statement or lease receipt*
- † Current City of LA Business license*
- † Los Angeles (LA) County property tax bill*
- † Social Security Card
- † Work permit
- † Staff roster*
- † Personal business card*
- † Printed advertisement or web page of business
- † Letter from employer on business letterhead verifying employment*
- † California (CA) State Board of Equalization resale certificate*
- † Pay check or stub*
- † Letter/documentation from Business Improvement District (BID) or Chamber of Commerce*
- † Billing statements from vendors*
- † Current utility bill*
- † Mail with your name and the name and address of the business
- † Assessor's Identification Number (AIN) for business property within the boundaries
- † Other similar documentation proving employment or business ownership*
- † County Assessor Parcel Information printout from:
http://cityweb.ci.la.ca.us/lupams/main_inquiry.cfm

COMMUNITY INTEREST

A Community Interest Stakeholder is one who affirms a substantial and ongoing stake within the Neighborhood Council's boundaries and who may be in the community organizations such as, but not limited to education, non-profit and/or religious.

In determining the factors used to evaluate whether a person has qualified as a Community Interest Stakeholder, documentation is based on the plain meaning of the terms "substantial" and "ongoing," referring to an interest in a Neighborhood Council that is measurable, important, weighty and continuous. In addition, the documentation must satisfy City Council's intent by precluding those stakeholders with a fleeting outside interest from participating as candidates or voters in a Neighborhood Council election.

Receipts from businesses in the neighborhood will not be accepted.

Some Neighborhood Councils may require the community based, senior, youth, environmental, service or volunteer organization or group to meet at least a predetermined number of times within a predefined period of time. In like manner, some Neighborhood Councils will require that the organization or group have a physical address within the boundaries.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the Community Interest in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Any documentation previously listed in this document based on the type of stakeholder qualification to run and vote for the seat

RELIGIOUS INSTITUTIONS/SCHOOLS/COMMUNITY BASED ORGANIZATIONS

The following forms of documentation shall be accepted as proof of employment/participation in a religious institution, school, or community-based organization. You will need to show one proof from List A and one from List B or two from List B. At least one document from List B must prove that you participate or work in a community-based organization, school or religious institution within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the community-based organization, school or religious institution in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Pay check or stub*
- † A letter on letterhead stating that you are a substantial and ongoing active participant* (Refer to sample letter on page 15)
- † Personal business card, membership card or participation certificate*
- † Receipt of membership dues*
- † Staff/membership roster*
- † A flyer, weekly calendar, or newsletter
- † Printed advertisement or web page
- † Other similar documentation proving that you work or participate in a substantial and ongoing manner in a community-based organization*, school, or religious institution*

MISCELLANEOUS GROUP SUCH AS VOLUNTEER OR SERVICE GROUP

The following forms of documentation shall be accepted as proof of employment, participation, and membership in a volunteer or service group. You will need to show one proof from List A and one from List B or two from List B. At least one document from List B must prove that you participate or work in a volunteer or service group within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the volunteer or service group in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Pay check or stub*
- † A letter on letterhead stating that you are a substantial and ongoing active participant* (Refer to sample letter on page 15)
- † Personal business card, membership card or participation certificate*
- † Receipt of membership dues*
- † Staff/membership roster*
- † Other similar documentation proving that you work or participate in a substantial and ongoing manner in a volunteer or service group*

DISTRICT/AREA/ZONE REPRESENTATIVE

The following forms of documentation shall be proofs of residency/ownership/employment or participation within a district/zone/area (to run or vote for a district/zone/area representative for those Neighborhood Councils that require stakeholders to reside, work or participate in a certain district/zone/area.) You will need to show one proof from List A and one from List B or two from List B. Please refer to other applicable categories in this document that can be used to prove your claim within the district/zone/area inside the boundaries of the Neighborhood Council. At least one document from List B must prove your status within the district/zone/area within the boundaries of the Neighborhood Council. These documents may be found in other applicable stakeholder categories below.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the property in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- † Documents from List B under *Homeowner Representative*
- † Documents from List B under *Residential Representative*
- † Documents from List B under *Business/Commercial Based Organizations*
- † Documents from List B under *Religious Institutions/Schools/Community Based Organizations*
- † Documents from List B under *Miscellaneous Group Such As Volunteer/Service Group*
- † Other similar documentation proving that you participate in the district/area/zone of the Neighborhood Council

SENIOR REPRESENTATIVE

Age Specific Category: The following forms of documentation can be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Senior Seat). You will need to show one proof from List A or two from List B. At least one document from List B must prove your age.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport

List B

- † Birth Certificate
- † Senior pass or discount cards
- † Medicare or AARP membership card
- † Senior club/center membership card
- † Other similar documentation proving that you are a senior citizen

Participation Requirement Category: The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that only require proof of participation, employment, and membership in an organization that serves seniors in order to vote or run for the Senior Seat. You will need to show one proof from List A and one from List B or two from List B. At least one document from List B must prove that you participate, work at, or are a member in an organization that serves senior citizens within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the senior citizen organization in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Picture ID (work, school, club, credit card, etc.)

List B

- † Pay check or stub*
- † A letter on letterhead stating you are a substantial and ongoing active participant* (Refer to sample letter on page 15)
- † Personal business card, membership card or participation certificate*
- † Receipt of membership dues*
- † Staff/membership roster*
- † Other similar documentation proving that you work or participate in substantial and ongoing manner in a senior citizen service group or organization

YOUTH REPRESENTATIVE

Age Specific Category: The following forms of documentation shall be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Youth Seat). You will need to show one proof from List A or two from List B. At least one document from List B must prove your age.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid school ID with address and date of birth (DOB)

List B

- † Birth Certificate
- † Other similar documentation proving that you meet the youth age qualifications

Participation Requirement Category: The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that require proof of participation, employment, and membership in an organization that serves youth in order to vote or run for the Youth Seat. You will need to show one proof from List A and one from List B or two from List B. At least one document from List B must prove that you participate, work at, or are a member in an organization that serves youths within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the youth organization in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

List B

- † Pay check or stub*
- † A letter on letterhead stating that you are a substantial and ongoing active participant* (Refer to sample letter on page 15)
- † Personal business card, membership card or participation certificate*
- † Receipt of membership dues*
- † Staff/membership roster
- † Other similar documentation proving that you work or participate in a substantial and ongoing manner in a youth organization

PARK ADVOCATE/ENVIRONMENT REPRESENTATIVE

The following forms of documentation shall be accepted as proof of park advocacy or employment, participation, or membership in an environmental group or organization. You will need to show one proof from List A and one from List B or two from List B. At least one document from List B must prove that you are a park advocate or participate, work at, or are a member in an environmental organization within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and the name and address of the park advocacy group or environmental organization in question.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

List B

- † Environmental magazine subscription
- † Pay check or stub*
- † A letter on letterhead stating that you are a substantial and ongoing active participant*
- † Personal business card, membership card or participation certificate*
- † Receipt of membership dues*
- † Staff roster*
- † Other similar documentation proving that you work or participate in a substantial and ongoing manner in a park advocacy group or environmental organization

HORSE OWNER REPRESENTATIVE

The following forms of documentation shall be accepted as proof of horse ownership. You will need to show one proof from List A and one from List B or two from List B. At least one document from List B must prove horse ownership within the boundaries of the Neighborhood Council. These documents are marked with an asterisk.

All documentation provided must, to a reasonable extent, show the stakeholder's name and an address corresponding to horse ownership within the Neighborhood Council.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

List B

- † Membership card from a horse owner's club or similar organization*
- † Certificate of horse ownership*
- † A copy of a horse stable boarding agreement with the horse owner's name and the name and address of the stable*
- † Receipt from veterinarian with the horse owner's name*

HOMELESS REPRESENTATIVE

A stakeholder who is homeless within the neighborhood may run or vote for this seat. You will need to show one proof from List A and one proof from List B (document must prove stakeholder status claim), or two from List B.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

List B

- † Birth certificate
- † Social Security Card
- † A letter from shelter with your name and the name and address of the shelter (Refer to sample letter on page 15)
- † A letter sent to them at a post office within the boundaries
- † Receipt for a motel within the boundaries
- † Membership card or participation certificate

AT-LARGE SEAT

A stakeholder within the NC's boundaries may run or vote for this seat. For some NCs this seat may also be the Community Interest Stakeholder Seat. You will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B.

List A

- † Valid CA Driver's License
- † Valid CA Identification Card
- † Valid Passport
- † Valid picture ID (school, work, gym, club, credit card, etc.)

List B

- † Any documentation previously listed in this document based on the type of stakeholder qualification to run and vote for the seat

SAMPLE LETTER

(Please prepare letter on the entity's letterhead with address and contact information)

Date

City of Los Angeles
Neighborhood Council Elections

To Whom It May Concern:

_____ (name of stakeholder) has been a
_____ (insert relationship, e.g. volunteer, customer, participant, etc.) in
our organization (or business) from _____ (date) _____ to the present. We consider her/him to be a
substantial and ongoing participant (or customer) in our activities (or business).

(Please describe details of the stakeholder's participation that shows a substantial and ongoing
engagement with your organization or business.)

Sincerely,

Name
Title

ATTACHMENT B - FOR AGENDA ITEM 8e.

ARTICLE V — GOVERNING BOARD

Section 4. Terms and Term Limits. For the 2017–2018 term only, the term of office for Governing Board members shall be for a period of one (1) year commencing July 1, 2017 and ending June 30, 2018. The regular terms of office for Governing Board members shall be for a period of ~~one (1) year~~ two (2) years commencing July 1, 2018 of even-numbered years and ending June 30 of the following even-numbered year. There shall be no term limits.

Section 6. Vacancies. Any vacancy on the Governing Board may be filled by vote of a majority of the serving Governing Board members. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board following acceptance of the letter of resignation. Members so elected will immediately take office and serve until the next ~~selection process~~ stakeholder election. Any stakeholder may nominate an individual to serve, including themselves. Nominations may be received from the floor or via written communication. Nominees must accept nomination either personally or via written communication prior to the Board's vote. If no candidate receives a majority, the Board may continue to vote. In the event no candidates are nominated, or the Board is unable to choose an individual to serve, the Board may postpone the election to fill the vacancy or declare the seat vacant until the next stakeholder election.

ARTICLE VI — OFFICERS

Section 3. Selection of Officers. Officers shall be selected annually after each election at the regularly scheduled Governing Board meeting in July.

ARTICLE X — ELECTIONS

Section 1. Administration of Election. For the 2017–2018 term only, t The Council shall hold a selection process instead of an election to fill the Governing Board. The Governing Board will be chosen at an annual meeting which will be held during month of May. The Governing Board shall, no later than February 1, set the date of the annual meeting. A selection committee consisting of stakeholders, who can- not be candidates, shall be appointed by the Governing Board no later than ninety (90) days prior to the date of the annual meeting. The selection committee shall promulgate procedures for the conduct of the annual meeting and selection of Governing Board members. The selection committee shall also choose an independent and neutral third party to monitor the selection process and certify the result. All selection procedures shall be in conformity with the selection rules established by the City of Los Angeles and shall be approved by the Department of Neighborhood Empowerment.

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

Section 6. Other Election Related Language. Except for the requirements of stakeholder status and minimum age, the Council does not discriminate on any basis for eligibility to **vote at the annual meeting** or to be a candidate for a seat on the Governing Board.

**ATTACHMENT B — GOVERNING BOARD STRUCTURE
AND VOTING**

Coastal San Pedro Neighborhood Council — 17 Board Seats

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Board Member	Selected at Annual Meeting Elected	Stakeholder 18 and Older	Stakeholder 18 and Older