EMPOWER LA
Department of NEIGHBORHOOD EMPOWERMENT

NEIGHBORHOOD COUNCIL 2027 SELECTIONS

Selection Procedures Stipulation Worksheet

The following information provides the primary elements for this Neighborhood Council (NC) selection. This worksheet supplements the policies and procedures in the 2027 Neighborhood Council Election Handbook. Please complete and take board action to approve the information in this worksheet. This worksheet supersedes any conflicting bylaws language, and the Department of Neighborhood Empowerment (EmpowerLA) may update the bylaws accordingly. Please return this worksheet via email to ncsupport@lacity.org to indicate that you will not be participating in the 2027 Neighborhood Council Elections. Final Selection details must be submitted at least 90 days prior to the selection date for approval.

SUNLAND-TUJUNGA **NEIGHBORHOOD COUNCIL**

Selection Date: Month:_____ Day_____, 2027

Selection Time: Start Time: 12:00 AM/PM Estimated End Time: 4:00 AM/PM

Selection Location/Drop Box - Provide a location (and an alternate) within your NC boundaries to be used as a drop-off location for NC ballots or Selection Town Hall. The location must comply with the Americans with Disabilities Act and have adequate parking. The NC is responsible for confirming the location's availability during the period of the selection.

Facility Name: ELKS LODGE

10137 COMMERCE AVENUE
Street Address

TUJUNGA 91042 818-3522098
City Zip Phone

Location Contact Person

DIANA MINER, SECRETARY
Location Contact Person's Email Phone

Alternate Facility Name: AMERICAN LEGION

10039 PINEWOOD AVENUE
Street Address

TUJUNGA 91042
City Zip Phone

Location Contact Person

OLGA SEGURA OGSEGURA@GMAIL.COM 323-422-3448
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, is not a candidate, and will not participate in the vote to conduct or oversee the selection process. The neutral third party will not be a member of the Department of Neighborhood Empowerment.

NTP Name: Michael Lynn

michaellynn@soronc.org 248-521-4518
NTP Contact Person's Email Phone

NC Selection/Outreach Contact Information (if applicable)

Selection Chair: Cindy Cleghorn stnc.secretary2019@gmail.com 818-429-6699
Name Email Phone

Outreach Chair:_____
Name Email Phone

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NEIGHBORHOOD COUNCIL VOTER QUALIFICATION/ELIGIBILITY

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 is done with Documentation.

Stakeholder Verification: □ SELF-AFFIRMATION □ DOCUMENTATION

Minimum Stakeholder Voting Age: Except with respect to a Youth Board seat, a stakeholder must be at least **16 years of age on the day of the selection** to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

VOTE COUNT METHOD

(Choose one vote count method)

□ SHOW OF HANDS (may not be possible for complex Board structures, in which case a signed ballot shall be used)

□ SIGNED BALLOT/NUMBERED BALLOT (must have a signature line and an area for voters to print their name or numbered ballot that matches to voter registrations.

☐ SIGNED VOTE-BY-MAIL 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)

STAKEHOLDER ENGAGEMENT

Outreach Plan: Please complete and return the attached outreach plan with this worksheet (page 5).

Outreach for Candidates – The NC shall conduct outreach for candidates as described in its Outreach Plan for a period of no less than thirty (30) days prior to the selection.

Selection Day Outreach – Within thirty (30) days of the Selection information about the 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 Selection Day to encourage stakeholders to participate in the Board selection.

STANDARD SELECTION PROCESS

Selection Process: The Standard Selection Process used by EmpowerLA shall be used for the NC selection unless the NC checks the box below 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. EmpowerLA will review and approve the selection process prior to taking effect.*

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. The Board shall designate a person(s) who will receive the application and who shall send a written acknowledgment via email to the candidates within one (1) day after receiving the application. This acknowledgment shall include the date of the Selection, the selection process, general candidate outreach information, and any other procedures necessary for the Selection Day. 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.

1. The NC shall use a town hall-style selection process for its 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.
2. 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.
3. 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.
4. Votes shall be counted openly by the NTP which 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 will be seated according to the Department Board Seating Policy.
5. 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.

Vote-by-Mail Process - If the NC chooses a vote-by-mail style selection process for their Governing Board.

1. Stakeholders (including candidates) need to register for the vote-by-mail for the seats they are eligible to vote for based on the bylaws.
2. Votes shall be counted openly via livestream by the NTP and shall note the number of votes on a tally sheet of all the candidates' names.
3. The candidates with the most votes for each seat shall be selected for that seat and will be seated according to the Department Board Seating Policy.
4. The NTP has the discretion to enact any procedures necessary to conduct the vote-by-mail selection process so long as the procedures do not conflict with the bylaws.

Candidate Forum - Each qualified candidate shall have two (2) minutes to make a statement and have time 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. NTP must make sure to notify all candidates of the date and time of the candidate forum. Candidate forum may be held at the Selection Town Hall, virtually, or at a candidate forum event.

Virtual Tie Breakers - If two (2) candidates receive the same number of votes, a coin toss by the NTP shall determine the winner. Tie breakers will take place in public view (virtually) by the NTP following the vote.

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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.

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 comprises 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:_____ 2nd Signatory Signature:_____

Print Name:_____ Print Name:_____

Email:_____ Email:_____

Phone:_____ Phone:_____

Please contact NC Support with any questions or if you require electronic support in submitting this document: (213) 978-1551 or ncsupport@lacity.org.

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Selection Procedures Stipulation Worksheet - Attachment

NEIGHBORHOOD COUNCIL
SELECTION OUTREACH PLAN

PLEASE PROVIDE INFORMATION below on how your Neighborhood Council will conduct Stakeholder Outreach for the 2027 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 ☐ 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)

☐ CPAB ☐ Social Services/Food Banks ☐ Homeowners/Residential Associations

☐ Chamber of Commerce ☐ Religious Institutions ☐ Local Parent-Teacher Associations

☐ Local Library ☐ Historical Associations ☐ Community Based Organizations

☐ Other Organizations *(Please describe)*: _____

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!