

**NORTHWEST SAN PEDRO NEIGHBORHOOD COUNCIL**  
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**Article I            NAME**

The name of this organization shall be the Northwest San Pedro Neighborhood Council, hereinafter referred to as "NWSPNC."

**Article II            PURPOSE**

The NWSPNC is established in accordance with the authorized plan of the City of Los Angeles Department of Neighborhood Empowerment (hereinafter referred to as "the Department"), and shall encourage all stakeholders to participate in all NWSPNC activities. The NWSPNC will not discriminate in any policies, recommendation or actions against any individual or group on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, disability, marital status, income, or political affiliation.

The purpose of the NWSPNC is to:

- A. Provide an open forum to discuss issues of community importance.
- B. Provide a mechanism to communicate community needs with our Elected Officials and the various City Departments.
- C. Solicit opinions from stakeholders regarding issues and events that will affect them.
- D. Inform and educate stakeholders of forthcoming projects, events, and available City resources.
- E. Develop a sense of pride and responsibility for our neighborhood through community participation.

**Article III            BOUNDARIES**

**Section 1: Boundary Description**

The NWSPNC shall be defined as the area approved by the Board of Neighborhood Commissioners. Said area is described generally as included in current U.S. Census tracts 2951, 2963, 2964, 2970. The area is shown in Attachment A.

**Section 2: Internal Boundaries**

Not applicable.

**Article IV            STAKEHOLDER**

A. Neighborhood Council membership is open to all stakeholders. "Stakeholders" shall be defined as any individual who lives, works, or owns property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

B. Voting Stakeholder. A voting stakeholder is a stakeholder who is sixteen (16) years of age or older. Only voting stakeholders may vote for, or are eligible for, election to the Governing Board. Community interest stakeholders shall only be eligible to run and/or vote for the at-large seats.

## **Article V GOVERNING BOARD**

The Board of Directors (hereinafter referred to as "the Board") shall be the Governing Body of the NWSPNC within the meaning of that term as set forth in the Plan for Neighborhood Councils (hereinafter referred to as "the Plan").

### **Section 1: Composition**

The Board shall consist of seventeen (17) stakeholders and shall reflect the diversity of the stakeholders to the extent possible. The seventeen (17) members are to be elected or appointed in the following categories:

1. Two (2) voting stakeholders who live or own property in Census Tract 2951.
2. Two (2) voting stakeholders who live or own property in Census Tract 2963.
3. Two (2) voting stakeholders who live or own property in Census Tract 2964.
4. Two (2) voting stakeholders who live or own property in Census Tract 2970.
5. Two (2) voting stakeholders who own or work at a licensed business doing business within the boundaries of the NWSPNC, or who reside within the boundaries of the NWSPNC and own or work at a business that is a member of the San Pedro Chamber of Commerce.
6. Two (2) voting stakeholders representing Non-Governmental Organizations within the boundaries of the NWSPNC.
7. One (1) voting stakeholder representing a school serving the NWSPNC area.
8. One (1) voting stakeholder under twenty-one (21) years of age at the commencement of his or her term.
9. Three (3) voting stakeholders elected at large.

All candidates for Governing Board must qualify as a Voting Stakeholder as defined in Article IV B and provide the required documentation to meet the requirements for the category that they are seeking at the time of election.

### **Section 2: Quorum**

The quorum shall be nine (9) members of the Board.

### **Section 3: Official Actions**

Unless specified otherwise in these Bylaws, an official action by the Board shall be approved by a majority vote of the Board members present, not including abstentions, at a meeting where there is a quorum. An abstention is not counted as either a "yes" or a "no" vote.

If the youth member is less than eighteen (18) years of age, he or she may not vote on matters where a person of that age would be legally incapable of acting as an individual, such as contracting.

### **Section 4: Terms and Term Limits**

A. Except for the youth member [Article V.1.A.8] whose term shall be one (1) year, the term for all Board members shall be four (4) years (or less if serving the remaining term of a vacant seat). Terms shall be staggered so that half of the board will be elected every two (2) years. Should no one be elected to a seat, the incumbent may remain in the seat until their successor is selected by the Board in accordance with Article V.6.

B. Board members and officers may be re-elected for a new term. There are no term limits.

## **Section 5: Duties and Powers**

- A. The primary duties of the Board shall be to govern the NWSPNC and to carry out its objectives.
- B. The Board and each member shall carry out the purposes of the NWSPNC, as defined in Article II, in good faith. All official positions of the NWSPNC will be decided by the Board, taking into the account comments of the stakeholders. No individual member of the Board shall speak for the Board unless presenting the position adopted by the Board.
- C. Neither the NWSPNC, nor any member purporting to speak for it, shall endorse any candidate for public office or any political party. Membership rosters of the NWSPNC shall not be used for political, commercial, or any other activity not directly related to the NWSPNC.

## **Section 6: Vacancies**

A vacancy on the Board, with the exception of the Youth Seat, shall be filled using the following procedures:

- A. If there is a general election scheduled to occur within sixty (60) days of the vacancy or no application is received within forty-five (45) days of the next general election, the seat shall remain vacant until the general election.
- B. Vacancy and eligibility requirements and application process will be announced along with deadline for submitting applications
- C. Any stakeholder interested in filling a vacant seat shall submit a written application by the deadline set by the board.
- D. All candidates who are determined to be qualified for the seat shall be invited to present themselves at the next regular Board meeting.
- E. Board members will select from among the qualified candidates by voice vote.
  - 1. A majority of votes cast is needed to be elected. If no candidate receives a majority, a second vote shall be taken between the two (2) highest vote getters.
  - 2. In the event that there is only one (1) candidate and that candidate does not receive a majority of the votes cast, then the position will remain vacant and the deadline for applications extended until at least one (1) additional qualified application is received so long as there is at least sixty (60) days until the next general election.
  - 3. The President shall vote only to break a tie.
- F. The selected applicant's term shall be until the next regular election is held.

## **Section 7: Absences**

The Board may, at its discretion, remove any member or officer who has two (2) unexcused absences from regular or special Board meetings within any consecutive twelve (12) month period during their term. An unexcused absence occurs when the Board member fails to notify the President or Secretary that he or she is unable to attend the meeting and states the reason he or she cannot attend. Absences shall be recorded in Board Meeting Minutes and shall reflect whether or not they are excused or unexcused.

## **Section 8: Censure**

The Board can take action to publically reprimand a Board member for actions conducted in the course of NWSPNC business by censuring the Board member at a Board meeting. Censures shall be placed on the agenda for discussion and action.

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## **Section 9: Removal**

A. The President or designee shall consult with the Office of the City Attorney prior to the removal of any Board Member.

B. Reasons for Removal:

1. If a Board Member or officer no longer qualifies as a stakeholder, his/her seat will be declared vacant.
2. The Board may, at its discretion, remove any member or officer who has two (2) unexcused absences in accordance with Article V.7 above.
3. The Board may remove any member or officer who has failed to perform their duties as a Board member or officer.

C. Removal Process:

1. Members may be removed as under Article V.9.1 and V.9.2 above by resolution of the Board adopted by a majority vote of the members present at any meeting where there is a quorum.
2. Members may be removed as provided in Article V.9.3 above only after notice and hearing, by a two-thirds (2/3) vote of the Board members present at a meeting where there is a quorum.
3. The Board Member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.
4. If the vote for removal is affirmative, the position shall be deemed vacant and filled in accordance with Article V.6 above.

## **Section 10: Resignation**

A Board member may resign from the Council, and the position shall be deemed vacant and filled in accordance with Article V.6 above.

## **Section 11: Community Outreach**

The Council shall institute a system of outreach to inform Stakeholders as to the existence and activities of the Council, including its Board elections, and to gather input about issues of concern to stakeholders. The Council shall maintain a website to disseminate information to Stakeholders.

## **Article VI OFFICERS**

### **Section 1: Officers of the Board**

The officers of the Board shall include the following positions: President, Vice-President, Secretary, and Treasurer.

### **Section 2: Duties and Powers**

A. **President.** Solicits items, prepares agenda and presides at all meetings. Creates committees and appoints chairs with concurrence of the Board. Acts as spokesperson and representative of the Board. Receives all communications and presents them promptly to the Board. Determines what items should be posed on NWSPNC web site (or may delegate responsibility to another officer). Enforces bylaws.

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B. **Vice-President.** Performs the duties of President in the absence of the President or when asked to do so by the President. Assist the President in deciding what issues or problems may require a special or emergency meeting. Coordinates work of committees and tracks items of interest to the Council.

C. **Secretary.** Acts for the president in the event that both the President and the Vice-President are absent. Responsible for ensuring that all minutes and records of the NWSPNC are kept and that all notices are posted in accordance with these Bylaws and as required by law (with assistance of Communication and Outreach Committee). Monitors the actions of the Board to be sure they are implemented, including all correspondence.

D. **Treasurer.** Responsible for all funds belonging to the NWSPNC. Receives and disburses all NWSPNC funds, maintains the book of accounts as prescribed by the Department, and provides monthly financial reports to the Board as required.

### **Section 3: Selection of Officers**

The Board shall elect its officers from among its members at the first meeting of the Board following certification of the Governing Board election. Candidates for an office may be nominated by another Board member or may nominate themselves. A majority of votes cast is needed to be elected. If no candidate receives a majority, a second vote shall be taken between the two (2) highest vote getters.

### **Section 4: Officer Terms**

The term for all officers shall be one (1) year, unless they are filling a vacancy in which case their term shall expire at the same time as the remaining officers. There are no term limits on officers.

## **Article VII COMMITTEES AND THEIR DUTIES**

### **Section 1: Standing Committees**

The Standing Committees of the NWSPNC are the Budget and Finance Committee, the Outreach and Communications Committee, and any other Standing Committees established by the President with the concurrence of the Board.

### **Section 2: Ad Hoc**

The President may create Ad Hoc Committees as needed to deal with temporary issues.

### **Section 3: Committee Creation and Authorization**

A. **Committee Authority.** All committee recommendations shall be brought back to the full Board for discussion and action. The Board based on time requirements, may, by a majority vote, delegate a final decision to a committee after the issue has been discussed at a Board meeting.

B. **Committee structure.** Committees shall be comprised of at least two (2) Board members. Any stakeholder of the NWSPNC is eligible for appointment to any Committee and once appointed, shall have the right to vote on that committee. Committee chairs may be any NWSPNC stakeholder. Committees may be established jointly with other Neighborhood Councils.

C. **Committee Appointment and Removal.** Committee chairs shall be appointed by the President, subject to the approval of the Board and may be removed in the same manner. Committee members shall be appointed by the President in consultation with the Committee chair. Committee members may be removed by the President upon recommendation from the Committee Chair.

D. **Committee Meetings.** Committee meetings shall be conducted in accordance with the Brown Act. The Chairs shall keep a written record of Committee meetings, including attendance, and shall provide regular reports on Committee matters to the Board.

## **Article VIII MEETINGS**

All meetings, as defined by the Brown Act, shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

### **Section 1: Meeting Time and Place**

A. **Regular Governing Board** meetings shall be held on a regularly scheduled day of each month as determined by the Board.

B. **Special Governing Board** meetings may be called at any time by the President or by a majority of the members of the Board. Board members and the public must be notified at least twenty-four (24) hours before the time of the meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the Board.

### **Section 2: Agenda Setting**

A. The President shall set the agenda for each Board meeting in consultation with the Executive Committee.

B. Every agenda shall provide an opportunity for general public comment.

C. No Board or committee vote shall be taken without the opportunity for public comment at the meeting on that item.

D. Public comment shall be limited to three (3) minutes per speaker unless modified by the chair.

E. A maximum length for public comment by all speakers may be established by the chair.

E. In the event that maximum length is established, speakers from all sides of an issue shall be allowed to speak.

### **Section 3: Notifications/Postings**

The board will also adhere to the Commission's Neighborhood Council Agenda Posting Policy. Notice shall be posted at least seventy-two (72) hours in advance of a regular board meeting and twenty-four (24) hours in advance of a special meeting. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council posting policy. An updated listing of the Neighborhood Council's physical posting location/s shall be kept on file with the Neighborhood Council.

### **Section 4: Reconsideration**

The Board may reconsider or amend its actions through a Motion for Reconsideration process as defined in Robert's Rules of Order.

## **Article IX FINANCES**

A. The Board shall establish a budget each fiscal year and oversee its expenditures in accordance with the Department requirements.

B. 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 Department requirements.



C. The Board shall adhere to all rules and regulations promulgated by those officials and/or agencies of the City who have authority over Neighborhood Councils.

D. All financial accounts and records shall be available for public inspection.

E. Each month, the Treasurer shall provide detailed reports of the Council's accounts to the Board.

F. At least once each quarter at least one (1) individual, other than the Treasurer, designated by the Board shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

## **Article X            ELECTIONS**

### **Section 1: Administration of Election**

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

B. **Elections Committee.** An Elections Committee shall be appointed by the Board. The Committee shall be comprised of members who are not themselves candidates for the Board. The Committee shall recruit potential candidates (with the assistance of the Communication and Outreach Committee for advertising the election) and shall work with the City to ensure a fair and open election.

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

The number of Board seats, the eligibility requirements for holding any specific Board seat, and eligibility for voting for each seat is shown in Attachment B.

### **Section 3: Minimum Voting Age**

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

### **Section 4: Method of Verifying Stakeholder Status**

#### **Candidate and Stakeholder Documentation List.**

A. **Documentation.** All candidates and voting stakeholders shall be required to provide the appropriate documentation. Documentation may include photo identification (such as California Drivers License/Identification Card, U.S. Passport, or Credit Card containing a person's photograph), or one item from the appropriate category/categories.

B. **Census Tract Seat.** California Drivers License/Identification Card, residential utility bill, rent receipt, property tax bill/property insurance bill.

C. **Business Seat.** Business Owner: Business tax registration certificate and a) either proof of business address within NWSPNC, b) certification that they conduct substantial business within the boundaries of the NWSPNC, or c) evidence that they reside within the boundaries of NWSPNC and proof of their businesses' membership in the San Pedro Chamber of Commerce. Employee: Employment records, W2 forms, wage payment stub with name and address of employer, worker ID, letter from employer or business letterhead, and/or proof of residency and businesses' membership in the San Pedro Chamber of Commerce.

D. **Non-Governmental, Religious, or Community Organization:** Membership Roster, or letter on organization letterhead signed by officer of organization affirming membership, with a facility address within NWSPNC.

E. **Youth.** Proof of age such as birth certificate, California driver's license, or passport and proof of residency within the boundaries of NWSPNC (see census tract seat).

F. **Education.** Letter from school on school letterhead indicating that the individual represents the school and that the school serves the NWSPNC area.

G. **At Large.** Must qualify as a voting stakeholder.

## **Section 5: Restrictions on Candidates Running for Multiple Seats**

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

## **Section 6: Other Election Related Language**

A. **Voting.** All voting shall be done in person on the day and within the hours specified by the City, or using the Vote By Mail process as set forth in instructions from the City.

### **B. Campaigning.**

1. Any written material paid for by anyone other than the candidates themselves, must identify the source of the funds.
2. All certified candidates will be invited to submit a written statement for publication. Statements received by the deadline and in the format specified by the Neighborhood Council will be printed and posted on the Neighborhood Council website.
3. At least one opportunity will be provided for certified candidates to give a brief oral presentation at a public meeting prior to the election.

C. **Youth Seat Appointment.** The youth seat shall be appointed by the Board under the following process:

Following the annual election of officers, the President shall appoint a committee to oversee the youth seat appointment process. The committee shall set the deadline for qualified applicants, solicit applications, interview all qualified applicants, and make a recommendation subject to a final vote at the next Board meeting.

The incumbent youth appointee shall continue in the seat until a replacement is appointed. In the event that the incumbent cannot or does not want to continue, an interim person may be appointed. Should the interim be interested in serving the new term, they will need to apply in accordance with the established process.

## **Article XI GRIEVANCE PROCESS**

The Board shall establish a procedure by which an individual stakeholder or group of stakeholders can address matters involving procedural disputes such as the Board's failure to comply with its bylaws. The grievance procedure is not intended as a substitute or an addition to any matter properly treated as a Motion for Reconsideration, although the Board shall be entitled to resolve a grievance through a properly addressed motion for reconsideration.

The procedures shall provide for factual determinations and recommendations to be made by non-Board member(s) and for further determinations to be made by the Board. The Board will make an attempt to settle grievances internally. Said grievances may be referred to the Department if no

resolution can be reached. The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances.

## **Article XII PARLIAMENTARY AUTHORITY**

Board meetings shall be conducted in accordance with Robert's Rules of Order Newly Revised, latest revision, and the Brown Act except where otherwise stated herein or in Board adopted standing rules.

Additional rules and/or policies and procedures regarding the conduct of the Board and /or the Council meetings may be developed and adopted by the Board.

## **Article XIII AMENDMENTS**

Amendments may be proposed by any Board member and may be adopted at the next Board meeting by a two-thirds (2/3) roll call vote of members present, provided the wording of the proposed change(s) is included in the agenda of the required notice of the meeting. All proposed changes in the bylaws are subject to approval by the Department before taking effect. Once approved, any changes to the Bylaws shall become effective immediately.

## **Article XIV COMPLIANCE**

The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan, the City Code of Conduct, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.2), the Ralph M Brown Act (California Government Code Section 54950.5 et seq) the Public Records Act, the Americans with Disabilities Act, and all laws and governmental policies pertaining to Conflict of Interest.

### **Section 1: Code of Conduct**

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

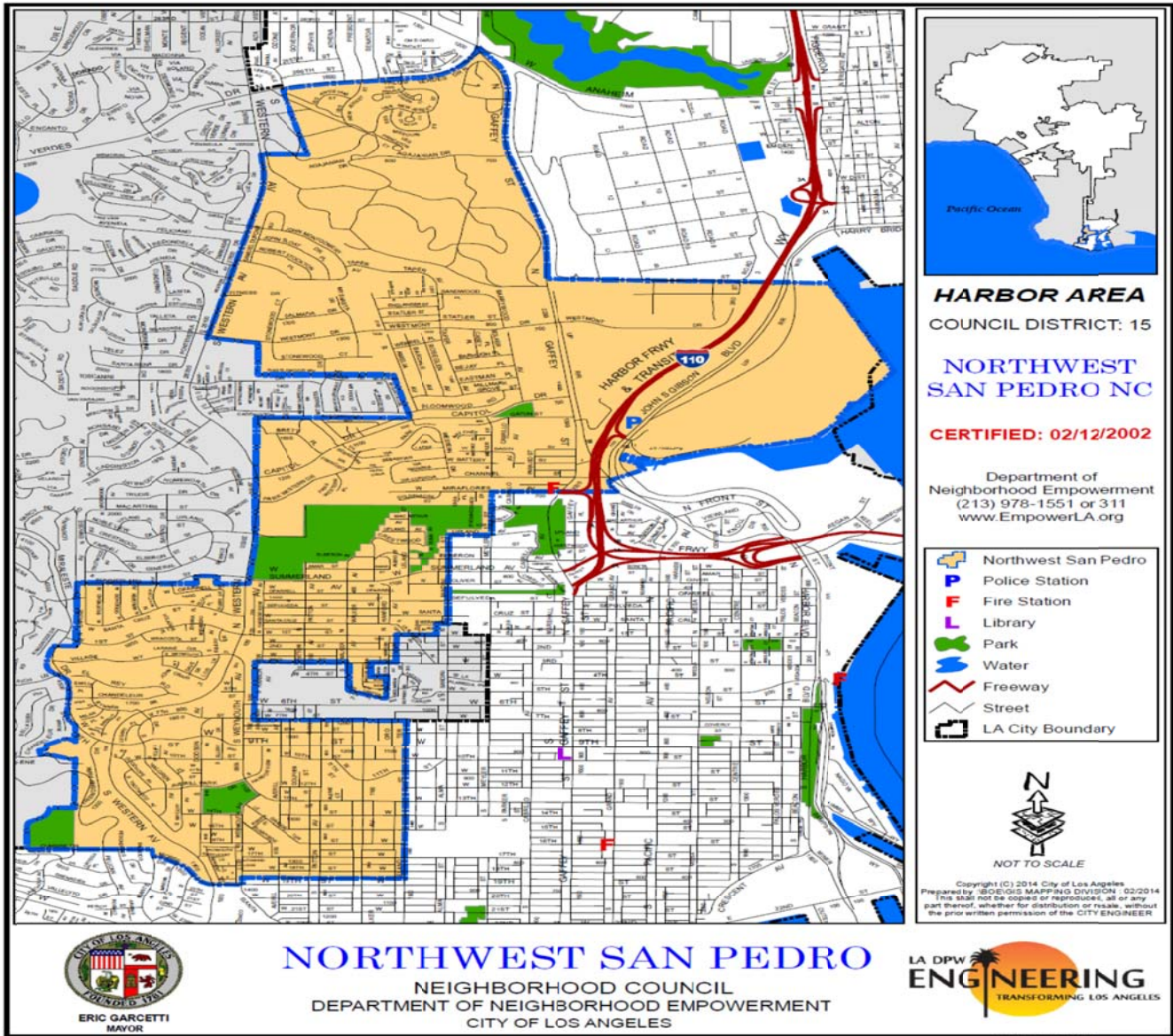
### **Section 2: Training**

All Board members shall take training in the fundamentals of Neighborhood Councils, including, but not limited to, ethics and fiscal training provided by the City, within forty-five (45) days of being seated. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

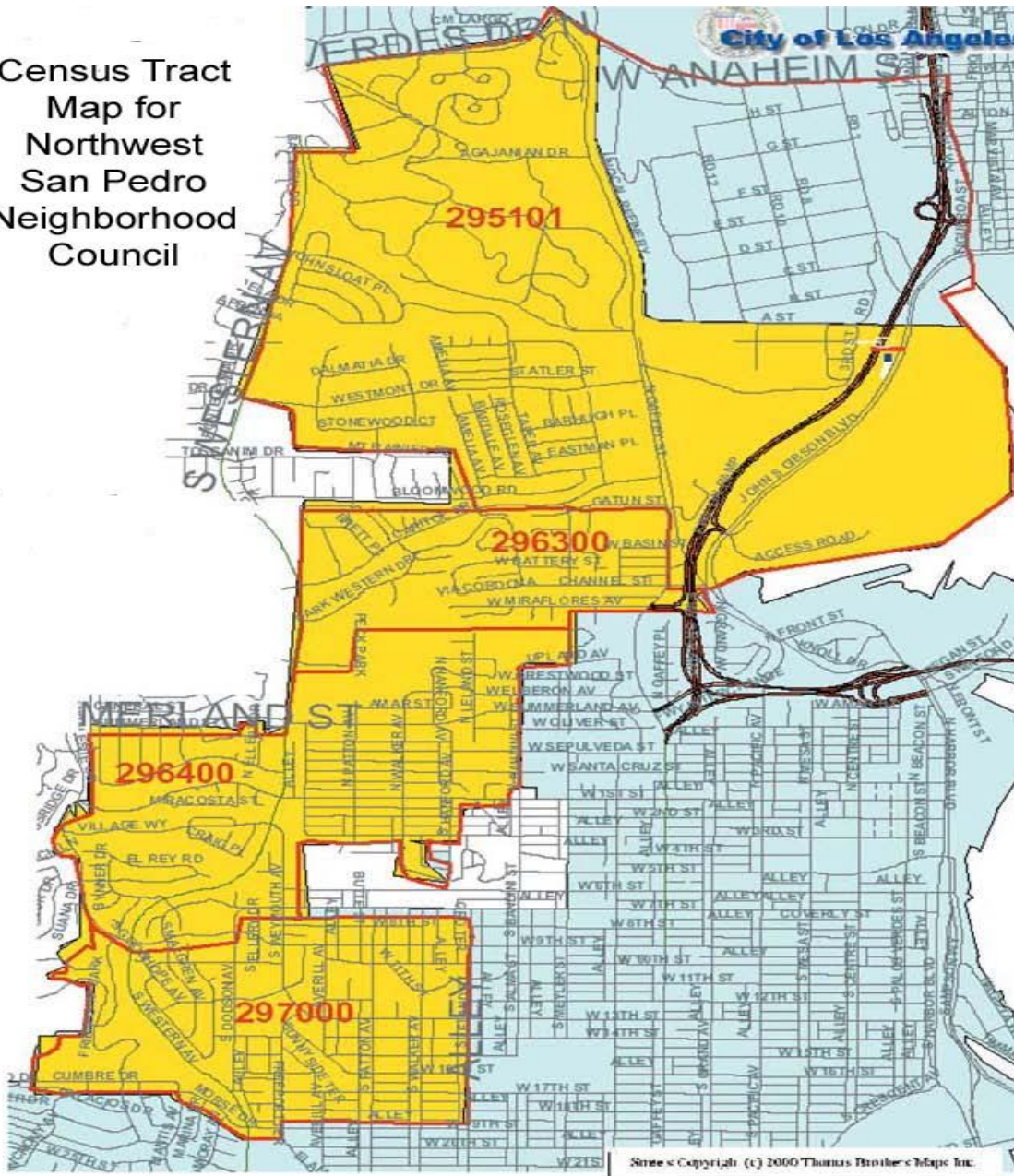
### **Section 3: Self-Assessment**

Every year the Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan.

**ATTACHMENT A – Map of Northwest San Pedro Neighborhood Council**



Census Tract  
Map for  
Northwest  
San Pedro  
Neighborhood  
Council



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**ATTACHMENT B – Governing Board Structure and Voting**

**Northwest San Pedro Neighborhood Council – 17 Board Seats**

<b>Board Position</b>	<b># of SEATS</b>	<b>Elected or Appointed?</b>	<b>Eligibility to Run for the Seat</b>	<b>Eligibility to Vote for the Seat</b>
Census Tract 2951 Seats Term: 4 years	2	Elected	Any stakeholder who is at least 16 years of age on the day of the election and lives or owns property in Census Tract 2951.	Any stakeholder who is at least 16 years of age on the day of the election who lives, works or owns property in Northwest San Pedro.
Census Tract 2963 Seats Term: 4 years	2	Elected	Any stakeholder who is at least 16 years of age on the day of the election and lives or owns property in Census Tract 2963.	Any stakeholder who is at least 16 years of age on the day of the election who lives, works or owns property in Northwest San Pedro.
Census Tract 2964 Seats Term: 4 years	2	Elected	Any stakeholder who is at least 16 years of age on the day of the election and lives or owns property in Census Tract 2964.	Any stakeholder who is at least 16 years of age on the day of the election who lives, works or owns property in Northwest San Pedro.
Census Tract 2970 Seats Term: 4 years	2	Elected	Any stakeholder who is at least 16 years of age on the day of the election and lives or owns property in Census Tract 2970.	Any stakeholder who is at least 18 years of age on the day of the election who lives, works or owns property in Northwest San Pedro.
Business Representative Seats Term: 4 years	2	Elected	Any stakeholder who is at least 16 years of age on the day of the election and who owns or works at a licensed business doing business within the boundaries of the NWSPNC, or who resides within the boundaries of NWSPNC and owns or works at a business that is a member of the San Pedro Chamber of Commerce.	Any stakeholder who is at least 16 years of age on the day of the election who lives, works or owns property within the boundaries of the NWSPNC.
Non-Government Organization Representative Seats Term: 4 years	2	Elected	Any stakeholder who is at least 16 years of age on the day of the election and who represents a Non-Government Organization within the boundaries of the NWSPNC.	Any stakeholder who is at least 16 years of age on the day of the election who lives, works or owns property within the boundaries of the NWSPNC.

<b>Board Position</b>	<b># of SEATS</b>	<b>Elected or Appointed?</b>	<b>Eligibility to Run for the Seat</b>	<b>Eligibility to Vote for the Seat</b>
School Representative Seat Term: 4 years	1	Elected	Any stakeholder who is at least 16 years of age on the day of the election and who represents a school serving stakeholders within the boundaries of the NWSPNC.	Any stakeholder who is at least 16 years of age on the day of the election who lives, works or owns property within the boundaries of the NWSPNC.
Youth Representative Seat Term: 1 year	1	Appointed	Any stakeholder who is at least 16 and under 21 years of age on the commencement of his or her term.	Appointed by the Board
At-Large Representatives Term: 4 years	3	Elected	Any voting NWSCPNC stakeholder who is at least 16 years of age on the day of the election.	Any voting NWSCPNC stakeholder who is at least 16 years of age on the day of the election.