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GENERAL MANAGER

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September 25, 2018

North Westwood Neighborhood Council Formation Committee

**SENT VIA EMAIL**

Re: Certification of North Westwood Neighborhood Council

Dear North Westwood Neighborhood Council Formation Committee:

At the August 27, 2018 special meeting of the Board of Neighborhood Commissioners (Commission), the Commission found that the North Westwood Neighborhood Council's bylaws as amended per their comments satisfy Los Angeles Administrative Code Section 22.819(d) and Article III Section 2 of the Plan for a Citywide System of Neighborhood Councils. The approval by the Commission of the bylaws completes the certification process of the North Westwood Neighborhood Council (NWWNC), making the NWWNC the 98th Neighborhood Council in the City of Los Angeles.

Next Steps

We have finalized the NWWNC bylaws and have requested that the Office of the City Clerk set up the funding account for the NWWNC so that the Formation Committee can utilize the funds for the October 25, 2018 selection of the interim board. Please ensure that any expenditures have been approved by the Formation Committee in order to process items quicker. Because of the timeline, our department may have to pay from our account first and be reimbursed once the NWWNC funding account has been established.

Thank you for submitting the attached Selection Procedures Stipulation Worksheet, which has been approved with the clarification that any language referring to a Neighborhood Council or Neighborhood Council board members will mean the Formation Committee and its members instead. Please note as well that the interim board can only be seated after any selection challenges have been resolved. Our department staff will be following up with the Selection Chair to provide any assistance with the selection process.

NWWNC Certification Letter  
September 25, 2018  
Page 2 of 2

If you have any questions, please contact Gibson Nyambura at [Gibson.Nyambura@lacity.org](mailto:Gibson.Nyambura@lacity.org) or via phone at (213) 978-1551.

Thank you very much for all of your time and efforts!

Best,

A handwritten signature in black ink, appearing to read "Grayce", with a stylized flourish at the end.

Grayce Liu  
General Manager  
Department of Neighborhood Empowerment

Attachment

Cc: Semee Park, Director of Neighborhood Council Operations  
Department of Neighborhood Empowerment  
Gibson Nyambura, Neighborhood Empowerment Advocate  
Department of Neighborhood Empowerment  
Melvin Canas, Neighborhood Council Funding Manager  
Office of the City Clerk

#### North Westwood Neighborhood Council (NWWNC) Selection of Interim Board

**Selection Date:** Month: October Day: 25<sup>th</sup> 2018  
(This date should be within two weeks of your 2016 Neighborhood Council election date.)

**Selection Time:** Start Time: 12:30 AM/PM Estimated End Time: 6:30 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:** John Wooden Center Event Lobby

221 Westwood Plaza

Street Address

Los Angeles

City

90095

Zip

312-825-3701

Phone

Mick Deluca

Location Contact Person

mdeluca@saonet.ucla.edu

Location Contact Person's Email

Phone

Is there a cost to use this location?  YES - Amount \$ Up to 900  NO

#### Neutral Third Party

In order to have an open, transparent, and fair selection process, a neutral third party (NTP), who is not a member of the Board or its committees and who shall not participate in the vote, will conduct and oversee the selection process. The Department of Neighborhood Empowerment staff will be the NTP for the NWWNC selection process.

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

Selection Chair: Zahra Hajee zahrahajee@gmail.com (408) 329-3589  
Name Email Phone

Outreach Chair: Joshua Baum joshuabaum93@ucla.edu 949-683-6201  
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. All candidates are verified via documentation.

**Candidate Terms:** The interim board term will be until the NWWNC's 2019 spring or summer election.

**Candidate Presence Required During Selection Day:**  YES  NO

**NO Stakeholder Verification:** SELF-AFFIRMATION

**Minimum Stakeholder Voting Age:** 16 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)

NUMBERED BALLOT (must be numbered and matched up to the registration form to match up the vote and the voter)

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

**Selection Process:** The Standard Selection Process used by the Department of Neighborhood Empowerment shall be used for the NC selection unless the box below is checked and an alternate process is attached.

In lieu of the Standard Selection Process, the Formation Committee is submitting the attached selection process, which addresses all subheadings below and which is to be approved by the Department of Neighborhood Empowerment a month before the date of the selection.

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**NWWNC**  
**Special**  
**Selection**  
**Process**

The NC shall use a traditional voting-booth-style selection process for their interim Governing Board. At the polling place, each stakeholder will affirm their stakeholder status and receive whichever ballot they are eligible to cast, in addition to a sheet or booklet that lists the candidates, along with their candidate statements and slate affiliations, if any. In addition to allowing stakeholders to state an address associated with their stakeholder status, those affiliated with any entity within the NWWNC boundaries who feel that there is a likelihood that stakeholders may not know an address associated with their stakeholder status may email the selection chair no less than seven (7) days before the selection begins to ask that the name of their entity be included in a list of entity names that may be substituted for their physical address. For instance, someone affiliated with Westwood Presbyterian Church could send the chair an email stating that Westwood Presbyterian Church is located at 10822 Wilshire Blvd. and then stakeholders at the polls could then verify their address by simply affirming that they have a substantial and ongoing interest in Westwood Presbyterian Church. Each stakeholder (including the candidates) present may vote for the seats they are eligible to vote

## NEIGHBORHOOD COUNCIL 2018 SELECTIONS

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.

Board Slates - A group of candidates that agree to campaign together, typically on shared materials and with a shared message. All members of a slate must agree to be on the slate and notify the selection chair by the candidate application deadline.

### IX. Campaigning

1. The use of the City of Los Angeles Seal, the Department, City Clerk or Neighborhood

Council logo or any other official Neighborhood Council designation created by the Department is prohibited for use on candidate materials.

1. A logo is a graphic mark and/or emblem used by the City, a City department, or a Neighborhood Council that serves to facilitate immediate public recognition. A logo can consist of purely graphic symbols or icons, but can also consist of a logotype or word mark.
2. Any use of a logo, regardless of intent, will be considered a violation of this article and the Neighborhood Council Election Procedures unless the logo is used as part of outreach material produced by the City, a City department, or the Neighborhood Council for the sole purposes of promoting the election. If such outreach material contains candidate names, all qualified candidates must be listed on the material.
3. The purpose of this provision is to prevent candidates or supporters of candidates from campaigning under the expressed or implied endorsement or authorization of the City, a City department, or a Neighborhood Council and prevent voter confusion. Please note that any logo that is substantially similar to a City, City department, or Neighborhood Council logo may lead to voter confusion and may be subject to a challenge.
2. The governing Board of a Neighborhood Council, acting in their official capacity as the governing Board, is prohibited from endorsing or campaigning for any candidate or group of candidates running for the governing Board of the Neighborhood Council. This provision does not restrict the right of individual Board members, acting as individual stakeholders, or any other stakeholders, from endorsing or campaigning for any candidate or group of candidates.
3. No City facilities, equipment, supplies or other City resources shall be used for campaigning activities except:
  1. to hold a Candidate Forum sponsored by a Neighborhood Council Formation Committee;
  2. to hold a Neighborhood Council election; or
  3. if the individual has obtained approval from an authorized representative of a City Department or Commission (if managing a Department) for use of the facility.
4. City resources may be used by a Neighborhood Council or Neighborhood Council Formation Committee for impartially communicating with voters through the printing and mailing of a voter information pamphlet, which includes candidate statements and/or the posting of candidate statements on its website. To the extent that the Neighborhood Council provides candidate statements to the voters or Neighborhood Council mailing lists to candidates, all candidates shall be given access in a timely and uniform manner

Electioneering

## NEIGHBORHOOD COUNCIL 2018 SELECTIONS

No campaigning or electioneering activities will be allowed within 75 feet of the Polling Place, which is measured from the door of the Polling Place where voters sign the roster and cast their ballots. Polling Place staff must place signs indicating where the 75 foot mark is located.

Electioneering includes:

- ● soliciting a vote or speaking to a voter on the subject of marking his or her ballot;
- ● placing any sign relating to any candidate;
- ● distributing or wearing material relating to any candidate; or
- ● placing a sign, distributing material, or conversing with a voter on the subject of the

voter's qualifications to vote.

In addition, excessive noise and audio equipment that creates a nuisance to voters or staff within the 75 foot mark will amount to a violation of this policy. Vehicles that have a banner or placard soliciting a vote or recommending any candidate shall remain 75 feet beyond the building where voters are voting, except for the discharge or loading of passengers. Activities beyond the 75 foot mark are subject to the rules of the particular property owner and should be respected.

*gms*  
~~The sole exception to this provision shall be that stakeholders may wear or carry material related to a candidate within 75 feet of a polling place for the sole purpose of casting their own votes.~~

**Selection Procedures Stipulation Worksheet – Page 3**

Candidate Application - Candidates will apply on an application which shall require the applicant's name, address, age verification, contact information, how they qualify for the Board and a candidate statement not to exceed 250 words. The application should note that the information on the application is public information. The Selection Chair will receive the application and shall send a written acknowledgement via email to the candidates within two (2) days 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. The application deadline shall be noon on October 10th. Within one (1) day of the candidate application deadline, all candidate applications shall be given to the NTP. The NTP shall have six (6) 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 a meeting of the North Westwood Formation Committee to be conducted on October 25th.

Outreach for Candidates – The outreach chair and any stakeholders designated by the outreach chair to assist in outreach shall conduct outreach for candidates as described in its Outreach Plan for a period of no less than fourteen (14) days.

Selection Outreach – Within seven (7) days of the selection, information about the selection process and the candidates shall be posted online and at multiple physical locations within the boundaries to be determined by the outreach chair. The outreach chair and any stakeholders designated by the outreach chair to assist in outreach as well as the candidates and their supporters will conduct outreach throughout the NC boundaries about the selection 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.

Challenges – Challenges will be reviewed by a Challenges Committee which shall include Roxane Stern, Eric Hu, and Aidan Arasasingham. Any stakeholder who voted in the election may file a challenge to the conduct of that election no later than 5 p.m. on the 3rd calendar day after that election by emailing [roxane.stern@gmail.com](mailto:roxane.stern@gmail.com).

The written request must meet the following requirements:

1. Identify the basis for the challenge to the election.
2. Identify the person(s) issuing the challenge and their contact information.
3. Identify up to 3 witnesses and provide their statements.
4. Provide all supporting documentation, including any witness statements (none will be accepted after the request is filed)
5. The supporting documentation must prove that the alleged challenge is not only valid, but would also have made a difference in the election outcome. Challenges without such supporting documentation will automatically be rejected.

All challenges will be reviewed by the committee within five (5) days. The committee findings will be sent to the Department of Neighborhood Empowerment for final review and acceptance.

The following is a list of challenges that the Challenges Committee will and will not process:

Challengeable:

## NEIGHBORHOOD COUNCIL 2018 SELECTIONS

- Incorrect Ballots (which caused voters to vote either significantly more or less for a qualified or incorrect candidate)
- Electioneering
- Ballot Duplication (by a candidate or stakeholder)
- Explicit Use of City logo(s) for Campaign Materials by Candidate(s) - (including LA City, EmpowerLA logo, Neighborhood Council logo, and any other City department logo)
- Neighborhood Council Board Endorsement of a Candidate or Slate of Candidates
- Neighborhood Council Outreach Materials Where Only Existing Board Member Candidates Are Mentioned after Candidates Are Certified
- Americans with Disabilities Act (ADA) Accessible Facility (if curbside voting was not available)
- Multiple Voting - any voter who casts multiple ballots in one Neighborhood Council election illegally.

Any area not listed above is non-challengeable, including, but not limited to:

- Lack of Outreach (outreach performed by a Neighborhood Council, the Department, or any other City entity)
- Published Articles (challenges based on election information published in media such as the Internet [including blogs], newspaper[s], or any other type of media)
- Translated Election Material
- Candidate Forums
- Polling Place or Pop Up Poll Location Selection
- Change of Polling Place or Pop Up Poll Location
- Email Forwarding of Neighborhood Council “Get Out To Vote Material” or Emails.
- Ballot Design
- Neighborhood Council Endorsed Election Procedures/Policies
- Neighborhood Council Bylaws (Received from the Department by deadline)
- Neighborhood Council Endorsed Polling Place or Pop Up Poll Suggestions
- Stakeholder Qualifications to Vote (Neighborhood Council Bylaws or Election Procedures Stipulation Worksheet)
- Department Approved Outreach Material
- Candidate Slate(s)/Slate Flyers
- Campaign Expenditure(s)



## NEIGHBORHOOD COUNCIL 2018 SELECTIONS

- Volunteer Poll workers or Poll worker Bias
- Use of Police and/or Security at Polling Place or Pop Up Poll
- Error in Voting Instructions
- Lack of Necessary Voting Materials
- Voter Instructions
- Known Factors Prior to Election Day (such as: polling place bias because a candidate works at the location, language translators, etc.)
- Language assistance or lack thereof at Polling Place or Pop Up Poll
- Use of LA City, EmpowerLA logo, or Neighborhood Council logo when it is used on a website as identification purposes for an active link to click through to the City, EmpowerLA or Neighborhood Council website, social media page, etc. for more information
- Endorsements and Sample Ballots created by and/or distributed by stakeholders or candidates that ask voters to vote for a specific candidate or candidates

Challenge Remedies--If a challenge is found to be valid, remedies will be narrowly interpreted to affect only the voters, candidates, or seats affected. Redoing the entire Neighborhood Council election is not a remedy unless the challenge affected every seat on the ballot. Remedies can include, but are not limited to, letters of correction/reprimand, and disqualification of candidates or voters.

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### DECLARATION

We, the persons authorized by the NWWNC Formation Committee to execute this Selection Stipulation Worksheet, under penalty of perjury, declare that the information in this document and attachment(s) was approved as an official action of the committee.

Date of Action: <u>09/23/18</u>	Vote: <u>4</u> yes <input checked="" type="checkbox"/> no <input type="checkbox"/> abstentions <span style="float: right;"><i>gnab GM</i></span>
Signature: <u>Michael D. Skiles</u>	2nd Signatory Signature: <u><i>[Signature]</i></u>
Print Name: <u>Michael D. Skiles</u>	Print Name: <u>Gabriela Meza</u>
Email: <u>Skiles@ucla.edu</u>	Email: <u>gmeza1997@g.ucla.edu</u>
Phone: <u>210-218-6577</u>	Phone: <u>(408) 830-4666</u>

**NEIGHBORHOOD COUNCIL  
 SELECTION OUTREACH PLAN**

**PLEASE PROVIDE INFORMATION** below on how you will conduct Stakeholder Outreach for the 2018 Selection. The Department of Neighborhood Empowerment will obtain access to the NWWNC funding to pay for the outreach plan developed by the committee.

1). What is your Neighborhood Council's **Selection Outreach BUDGET**: \$ 1,900

2). **Selection GOALS**: # of Candidates: 25 # of Voters in the Selection: 1100

3). **Selection PUBLICITY**: How will you 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 you enlist to help publicize the selection?**  
*(please check all that apply)*

- CPAB  Social Services/Food Banks  Homeowners/Residential Associations
- Chamber of Commerce  Business Improvement District  Religious Institutions
- Local Parent-Teacher Associations and/or Schools
- Local Library  Historical Associations  Community Based Organizations

Other Organizations *(Please describe)*: \_\_\_\_\_

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