

# Van Nuys Neighborhood Council Bylaws

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**NAME**

This organization shall be known as the VAN NUYS NEIGHBORHOOD COUNCIL (VNNC) and shall serve the community of Van Nuys in the city of Los Angeles.

**Article I PURPOSE**

- A. The PURPOSE of the VNNC is to participate as an advisory body on issues of concern to our Neighborhood Council and in the governance of the City of Los Angeles.
- B. The MISSION of the VNNC is to represent all community stakeholders. Its goals are to plan, implement and continue community projects so as to foster the ongoing revitalization of the area, and to improve the quality of life for those who live and work in Van Nuys. In addition, the VNNC is:
  - 1. To be a forum for the discussion and review of community issues and projects;
  - 2. To be an advisory body and advocate to our elected representatives;
  - 3. To monitor and facilitate public services and infrastructure investments;
  - 4. To educate and establish communication in the community and to externally promote Van Nuys;
  - 5. To develop solutions to community issues and to shape the future vision of Van Nuys; and
  - 6. To seek grants and other funds for community projects
- C. The POLICY of the VNNC shall be:
  - 1. To respect the dignity and expression of viewpoints of all individuals, groups, and organizations involved in this Neighborhood Council;
  - 2. To remain non-partisan and inclusive in our operations including, but not limited to, the election process for governing body and the selection of committee members.
  - 3. To utilize the Early Notification System to inform our neighborhood council of matters involving the City of Los Angeles (and our community) in a way that is tailored to provide opportunities for involvement in the decision-making process;
  - 4. To encourage all Community Stakeholders to participate in all activities of this Neighborhood Council;

5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, homeowner/renter status, income, or political affiliation;
6. To have fair, open, and transparent procedures for the conduct of our Neighborhood Council business;
7. The VNNC will establish procedures for communicating with all Neighborhood Council Community Stakeholders on a regular basis in a manner ensuring that information is disseminated evenly and in a timely manner.

## **Article II BOUNDARIES**

### **Section 1: Boundary Description**

The following are the boundaries of the VNNC:

- A. The southern boundary is Burbank Boulevard from the San Diego freeway (Interstate 405) to Hazeltine Avenue except that when it reaches Van Nuys Boulevard it continues south to include the Van Nuys Boulevard commercial corridor to Magnolia Blvd. as defined by the commercial property lines on both the east and west sides of Van Nuys Blvd.
- B. The northern boundary is the railroad tracks just north of Saticoy Street from the 405 freeway to the Tujunga Wash.
- C. The western boundary is the 405 freeway from the railroad tracks just north of Saticoy Street to Burbank Blvd. on the south.
- D. The eastern boundary stretches south along the Tujunga wash from the railroad tracks at Saticoy Street on the north to Sherman Way on the south. The eastern boundary then moves west along Sherman Way to Woodman Avenue where it continues from the north at Sherman Way south along Woodman Avenue to Vanowen Street, then continues west along Vanowen Street to Hazeltine Avenue where it continues from the north at Vanowen Street south along Hazeltine Avenue to Burbank Blvd.

### **Section 2: Internal Boundaries**

There are four (4) voting zones in the VNNC. The following are the boundaries:

- A. **Zone 1** – Bounded by the railroad tracks north of Saticoy Street, Van Nuys Boulevard, Vanowen Street and the 405 freeway.
- B. **Zone 2** – Bounded from the railroad tracks north of Saticoy Street, Tujunga Wash, Sherman Way, Woodman Avenue, Vanowen Street and Van Nuys Boulevard.
- C. **Zone 3** – Bounded by Vanowen Street, the 405 freeway, Burbank Boulevard and Van Nuys Boulevard.
- D. **Zone 4** – Bounded by Van Nuys Boulevard, Burbank Boulevard, Vanowen Street, and Hazeltine Avenue.

The boundaries of the VNNC are set forth in Attachment A - Map of Van Nuys Neighborhood Council.

**Article III STAKEHOLDER**

VNNC Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work or own real property in the neighborhood and also to 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.

**Article IV GOVERNING BOARD**

**Section 1: Composition**

The Board of Directors (Board) shall consist of twenty-one (21) voting members (Directors), and such non-voting, ex-officio members as the Board determines to be necessary. No single Stakeholder group shall comprise a majority of the Board unless extenuating circumstances are warranted and approved by the Department of Neighborhood Empowerment (Department). No elected government official or VNNC staff may serve on the Board.

The Board shall consist of the following Stakeholders:

- A. One (1) resident representative from Zone 1, bounded from the railroad tracks north of Saticoy Street, Van Nuys Boulevard, Vanowen Street and the 405 freeway.
- B. One (1) resident representative from Zone 2, bounded from the railroad tracks north of Saticoy Street, Tujunga Wash, Sherman Way, Woodman Avenue, Vanowen Street, and Van Nuys Boulevard.

- C. One (1) resident representative from Zone 3, bounded by Vanowen Street, the 405 freeway, Burbank Boulevard and Van Nuys Blvd.
- D. One (1) resident representative from Zone 4, bounded by Van Nuys Blvd., Burbank Boulevard, Vanowen Street, and Hazeltine Avenue.
- E. Two (2) at-large residents.
- F. Two (2) at-large residential renters.
- G. Two (2) at-large industrial business owners or employees.
- H. Four (4) at-large commercial business owners or employees.
- I. One (1) senior citizen representative (fifty-five (55) years or better).
- J. One (1) representatives of religious institutions within the boundaries of the VNNC.
- K. Two (2) representatives of non-profit community based organizations or service clubs.
- L. One (1) youth representative (sixteen (16) years to twenty-two (22) years of age) or an employee or acknowledged volunteer of a recognized youth organization (e.g. Boy Scouts, Girls Club, etc.). Candidates who are sixteen (16) years to twenty-two (22) years will have priority over adults for the seat, i.e. the highest vote getter among the young people will be elected regardless of whether s/he was the highest overall vote getter in that contest.
- M. One (1) school representative.
- N. One (1) At-Large Representative
- O. The following ex-officio, non-voting members
  - 1. City Council Office
  - 2. Mayor's Office
  - 3. Los Angeles Police Department
  - 4. A representative from the Community Court Advisory Panel
  - 5. The Ex Officio members of the Board are advisory only.

Section 2: **Quorum**

A quorum for the transaction of business at any meeting of the Board shall consist of eleven (11) Directors.

**Section 3: Official Actions**

The Board shall take Official Action by a majority vote of the total number of Directors present and voting, including abstentions, which act as a “yes” vote. A majority vote on any matter on the Board’s agenda cannot be made unless there is a quorum. There shall be no proxy voting.

**Section 4: Terms and Term Limits**

The terms of office for Directors shall be for four staggered (4) years. No Director shall serve on the Board for more than five (5) consecutive full terms. If a Director has served five (5) consecutive terms, the Director cannot serve on the Board again for at least two (2) years.

**Section 5: Duties and Powers**

The powers of the Board shall be those orders usually consistent with the operation of an organization, including, but not limited to, the filling of vacancies among its committees, management of fiscal affairs, the deliberation of issues and establishment of organization position through communication with the membership, the dissemination and implementation of such positions, evaluations of personnel.

**Section 6: Vacancies**

In the event of a resignation, removal or incapacitation of a Director, the Board will elect by a majority vote of the Board, a replacement to serve for the remainder of the term. If there is no qualified stakeholder for the vacancy the Board may replace the Director within the three (3) general categories: resident, business, and service/non-profit/community; i.e. an at-large resident for a zone representative, but not a zone representative for an at-large resident; an at-larger commercial business for an at-large industrial business.

If the vacancy occurs within sixty (60) days of a regularly scheduled election, the Board will take no action to fill the vacancy and the vacancy will be filled at the next regularly scheduled election.

Additional stakeholder representatives may be added by a two-thirds (2/3) vote of the Board subject to Article XIII of these bylaws.

**Section 7: Absences**

Any Director who misses three (3) regular Board meetings in any six (6) month period shall be notified in writing of their removal from the Board, effective immediately. There will be a verbal notification to the public at the close of the third missed meeting. Any meeting of the Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Director attendance.

**Section 8: Censure**

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Section 9: **Removal**

- A. A Director may be removed by the submission of a written petition which (1) identifies the Director to be removed, (2) describes in detail the reason for removal, and (3) includes the signature of fifty (50) Stakeholders. The Secretary shall then have the matter placed on the agenda for a vote of the Board at the next regular meeting of the Board. A vote of No Confidence by two-thirds (2/3) of the Board shall be necessary to remove the identified Director forthwith. The Director that is the subject of the removal action shall not take part in the vote on this matter, but will be allowed to speak at the meeting to the Board prior to the vote. If an adequate number of Directors are not present to take the vote on removal, the matter shall be placed on the agenda for the next regular meeting, and every meeting thereafter, until such time as a vote is taken.
- B. Directors selected by a specific organization as defined in these bylaws shall be deemed ineligible for, and removed from membership on the Board upon written notice, having been received by an officer of the Board, that the person representing the selecting organization is no longer authorized to act for the organization. Such notice shall be on a form and in a manner prescribed by the organization and should clearly state that such action was taken by a vote of the selecting organization membership at a general meeting. This request for removal of a Director selected by a specific organization must be ratified by a majority vote of the Board of Directors. In addition, Directors by a specific organization may be removed by action of the VNCC through the process described in Article 5, Section 7. When removal occurs by action of VNCC, the selecting organization shall elect a replacement Director to fill the end of the term.
- C. Directors representing a resident community or zone shall become ineligible, and removed from membership on the Board, sixty (60) days after moving their primary residence out of the VNCC district or the zone they were elected to represent.
- D. An Officer may be removed following the procedure as stated above.

Section 10: **Resignation**

Any Director may resign at any time by delivering a written resignation to the President or Secretary of the VNCC; the resignation shall be effective as of the date of receipt by such officer. Any Director who becomes ineligible shall resign immediately.

Any Officer may resign at any time by delivering a written resignation to the President or Secretary of the VNCC. The resignation shall be effective as of the date of receipt by such Officer and shall not constitute a resignation as a Director or a member of the VNCC.

**Section 11: Community Outreach**

An individual representing a group of stakeholders shall communicate with those stakeholders. All meeting agendas and minutes from previous meetings will be posted on a web site. Each zone will have its own mail stop, as well as one mail stop for the businesses constituents and another for other stakeholder group, a roster of phone numbers of the representatives will be made available to members of the community.

**Article V OFFICERS**

**Section 1: Officers of the Board**

The VNNC has four (4) Officers: President, Vice President, Secretary and Treasurer.

**Section 2: Duties and Powers**

- A. The President shall be the Chief Administrator and Executive Officer of the VNNC. The President shall preside over all meetings of the Executive Committee, the Board and the general membership.
- B. The Vice-President shall, in the absence of the President, function as the presiding officer and shall carry out the duties and responsibilities of the President.
- C. The Secretary shall be responsible for the minutes of all meetings of the Executive Committee, the Board and general membership; for all notices; and for the organization's policy manual, Bylaws and papers.
- D. The Treasurer shall be responsible for verification and review of all funds and accounts of receipts and disbursements belonging to the VNNC, monthly written reports to the Board, and a written financial report to be distributed annually.

**Section 3: Selection of Officers**

The Board shall elect Officers from among the at the first regular meeting of the Board following the election of the Directors.

**Section 4: Officer Terms**

The Officers shall serve a term of one (1) year. An Officer may hold the same office for a maximum of two (2) consecutive full terms. However, no person shall remain on the Executive Committee for a more than five (5) consecutive full terms.

**Article VI COMMITTEES AND THEIR DUTIES**

The Board may establish or dissolve standing and ad hoc committees as deemed necessary to facilitate and further the intent to the VNNC.

Section 1: **Standing**

Executive Committee - The Officers of the VNNC shall constitute the Executive Committee, which shall be responsible for the administration of the VNNC.

Additional Standing Committees shall be listed in the Standing Rules.

Section 2: **Ad Hoc**

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

Section 3: **Committee Creation and Authorization**

All committee work is to be reported to the Board and no actions can be taken on behalf of the VNNC without a vote by the Board.

**Article VII MEETINGS**

Meetings shall be held and conducted in accordance with the Ralph M. Brown Act and in compliance with City of Los Angeles Neighborhood Council Posting Policy.

Section 1: **Meeting Time and Place**

The Board shall conduct a Board meeting no less than once per calendar quarter.

Special Meetings - A special meeting is any meeting of the Board, which is not a regularly scheduled monthly meeting of the Board. Special meetings may be called at any time by the President or Vice President or by a quorum of the Board or by a petition signed by fifty (50) of the Stakeholders.

Section 2: **Agenda Setting**

The Executive Committee shall set the agenda for each VNNC meeting.

Section 3: **Notifications/Postings**

Notification of all meetings shall include, at a minimum, posting on the Early Notification (ENS) System, vnnc.org website, and at locations as listed in the public roster as submitted with the certification application and in a local publication tailored to reach the largest number of identifiable Stakeholders in the VNNC.

Notice of time, place, and purpose of all meetings of the Board of Directors except as otherwise herein provided shall be mailed or delivered to each director at least three (3) days prior to the time set for that meeting.

Section 4: **Reconsideration**

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two (2) days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear

the matter and Take an Action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two (2) items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a Proposed Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting.

## **Article VIII FINANCES**

- A. The VNNC shall keep a book of accounts according to generally accepted accounting principles.
- B. The VNNC shall submit all of its accounting books to the when requested. Refusal to submit accounting books in a timely manner shall subject the VNNC to de-certification by the Board of Neighborhood Commission.
- C. The VNNC shall discuss its finances at regular business meetings.
- D. The VNNC will comply with the Public Records Act. Accordingly, Stakeholders may obtain a copy of the VNNC books and records.
- E. The VNNC will not enter into any contracts or agreements except through the Department.

## **Article IX ELECTIONS**

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

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

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

All Stakeholders of the VNNC are eligible to vote. Each Stakeholder shall be able to vote once in each Director category. The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

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

All Community Stakeholders aged sixteen (16) years old and above at the time of the election shall be entitled to vote in the VNNC elections.

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

Voters will verify their Stakeholder status through written self-affirmation.

**Section 4: 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 cycle.

**Section 5: Other Election Related Language**

The Board shall establish an election committee to determine the process and date of the election. Any meetings held to facilitate the election process shall be held in compliance with the Brown Act.

**Article X Grievance Process**

Any grievance by a Stakeholder must be submitted in writing to the Board. The Board shall then refer the matter to an ad hoc grievance panel comprised of seven (7) Stakeholders who are randomly selected by the VNNC Secretary from a list of Stakeholders who have previously expressed an interest in serving from time-to-time on such a grievance panel. The Secretary will coordinate a time and a place for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall prepare a written report within two (2) months to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Directors until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Except as permitted under the City's grievance policy, Directors are not permitted to file a grievance against another Director or against the VNNC. Those grievances can be aired at Board meetings. The Neighborhood Council will follow the City's policy and/or rules regarding the handling of grievances. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department consideration or dispute resolution in accordance with the Plan for a Citywide System of Neighborhood Councils.

**Article XI PARLIAMENTARY AUTHORITY**

Roberts Rules of Order Revised shall decide all questions of normal order not otherwise provided for by the Bylaws.

**Article XII AMENDMENTS**

These Bylaws may be amended by a two thirds (2/3) vote of the Board, and such vote may only be taken after proper public notification as described in the Bylaws. Any Bylaw changes recommended by the Board shall be posted and available for public review at least thirty (30) days

prior to the meeting. Any Board meeting where modification of the Bylaws is to be considered must be noticed to the public, in a manner consistent with the Brown Act and at least thirty (30) days prior to such meeting.

Thereafter, and within fourteen (14) days after a vote recommending adjustment or amendment to the Bylaws, a Bylaw Amendment Application shall be submitted to the Department. Amendments are not effective until approved by the Department.

### **Article XIII COMPLIANCE**

The VNNC shall be subject to any or all applicable sections of the City of Los Angeles Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1). All applicable laws of local, state and federal government shall be the minimum ethical standard for the VNNC, its Board and Community Stakeholders.

#### **Section 1: Code of Civility**

The VNNC, its representatives, and all Community Stakeholders shall conduct all VNNC business in a civil, professional and respectful manner.

Board members will abide by the Board of Neighborhood Commissioners' Neighborhood Council Board Member Code of Conduct Policy.

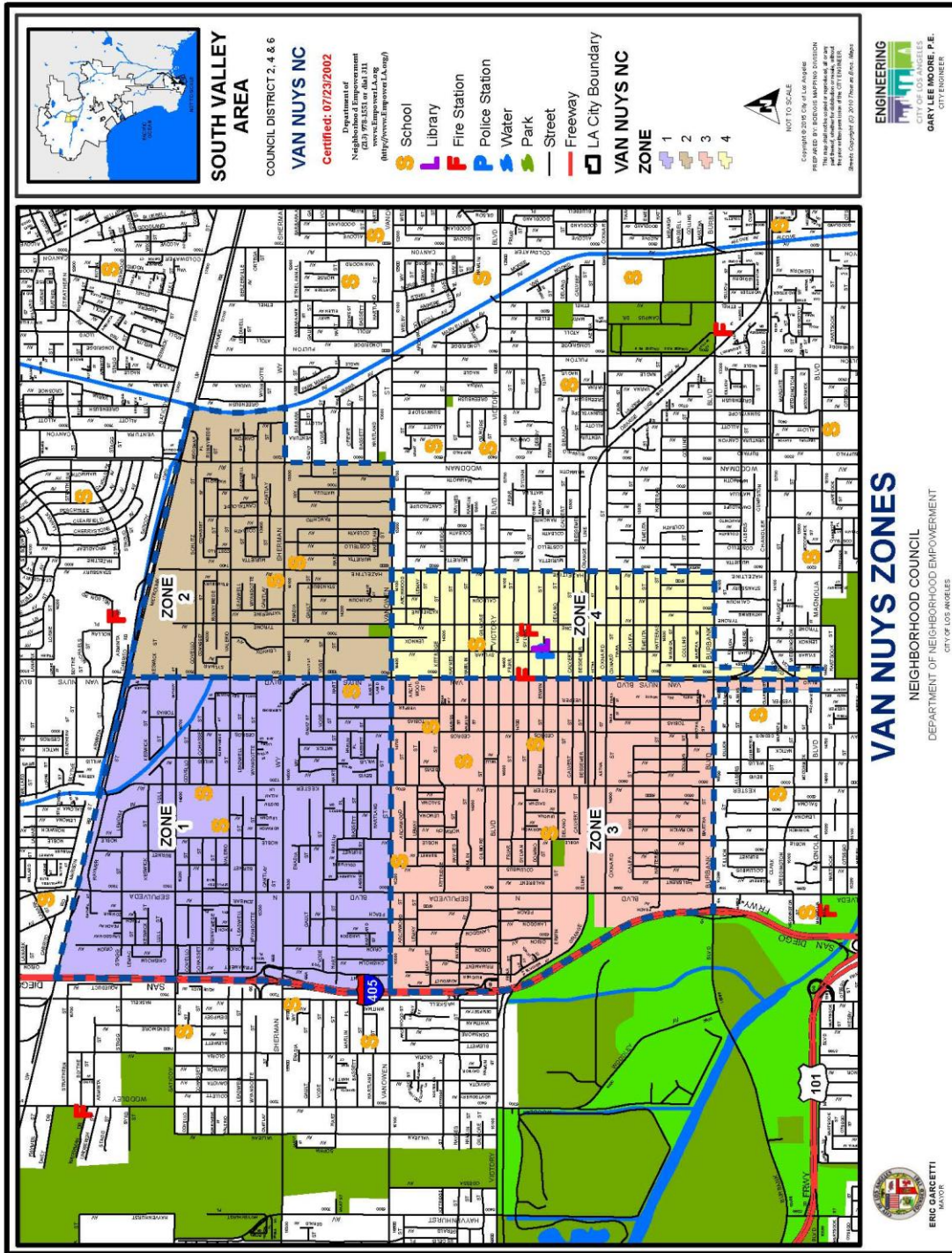
#### **Section 2: Training**

All board members must take ethics and funding training prior to making motions and voting on funding-related matters

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

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# ATTACHMENT A – Map of Van Nuys Neighborhood Council



## ATTACHMENT B - Governing Board Structure and Voting

### Van Nuys Neighborhood Council – 21 Board Seats

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Resident Representative Zone 1 Term: 4 Years	1	Elected	Resident from Zone 1, bounded from the railroad tracks north of Saticoy Street, Van Nuys Boulevard, Vanowen Street and the 405 Freeway, who is 16 years or older.	Stakeholders who are 16 years or older.
Resident Representative Zone 2 Term: 4 Years	1	Elected	Resident from Zone 2, bounded from the railroad tracks north of Saticoy Street, Tujunga Wash, Sherman Way, Woodman Avenue, Vanowen Street, and Van Nuys Boulevard, who is 16 years or older.	Stakeholders who are 16 years or older.
Resident Representative Zone 3 Term: 4 Years	1	Elected	Resident from Zone 3, bounded by Vanowen Street, the 405 Freeway, Burbank Boulevard, and Van Nuys Boulevard, who is 16 years or older.	Stakeholders who are 16 years or older.
Resident Representative Zone 4 Term: 4 Years	1	Elected	Resident from Zone 4, bounded by Van Nuys Boulevard, Burbank Boulevard, Vanowen Street, and Hazeltine Avenue, who is 16 years or older.	Stakeholders who are 16 years or older.
At-Large Resident Representative Seat 1 Term: 4 Years	1	Elected	Residents within the VNNC boundaries who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Resident Representative Seat 2 Term: 4 Years	1	Elected	Residents within the VNNC boundaries who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Residential Renter Representative Seat 1 Term: 4 Years	1	Elected	Resident renters within the boundaries of the VNNC who are 16 years or older.	Stakeholders who are 16 years or older.



<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>
At-Large Residential Renter Representative Seat 2 Term: 4 Years	1	Elected	Resident renters within the boundaries of the VNNC who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Industrial Business Owner or Employee Representative Seat 1 Term: 4 Years	1	Elected	Industrial business owners or employees within the boundaries of the VNNC who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Industrial Business Owner or Employee Representative Seat 2 Term: 4 Years	1	Elected	Industrial business owners or employees within the boundaries of the VNNC who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Commercial Business Owner or Employee Representative Seat 1 Term: 4 Years	1	Elected	Stakeholders who are commercial business owners or employees within the boundaries of the VNNC and who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Commercial Business Owner or Employee Representative Seat 2 Term: 4 Years	1	Elected	Stakeholders who are commercial business owners or employees within the boundaries of the VNNC and who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Commercial Business Owner or Employee Representative Seat 3 Term: 4 Years	1	Elected	Stakeholders who are commercial business owners or employees within the boundaries of the VNNC and who are 16 years or older.	Stakeholders who are 16 years or older.
At-Large Commercial Business Owner or Employee Representative Seat 4 Term: 4 Years	1	Elected	Stakeholders who are commercial business owners or employees within the boundaries of the VNNC and who are 16 years or older.	Stakeholders who are 16 years or older.
Senior Representative Term: 4 Years	1	Elected	A stakeholder 55 years of age or better.	Stakeholders who are 16 years or older.

<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>
Religious Institution Representative Term: 4 Years	1	Elected	A stakeholder who is a member of a religious institution within the boundaries of the VNNC and who is 16 years or older.	Stakeholders who are 16 years or older.
Non-Profit Community Based Organization or Service Club Representative Seat 1 Term: 4 Years	1	Elected	Members of a community based organization or service club that is located within or includes Van Nuys within its service area and who are 16 years or older.	Stakeholders who are 16 years or older.
Non-Profit Community Based Organization or Service Club Representative Seat 2 Term: 4 Years	1	Elected	Members of a community based organization or service club that is located within or includes Van Nuys within its service area and who are 16 years or older.	Stakeholders who are 16 years or older.
Youth Representative Term: 4 Years	1	Elected	A stakeholder between the ages of 16 and 22 years or an employee or acknowledged volunteer of a recognized youth organization. Candidates who are 16 years to 22 years will have priority over adults for the seat, i.e., the highest vote getter among the young people will be elected regardless of whether s/he was the highest overall vote getter in that contest.	Stakeholders who are 16 years or older.
School Representative Term: 4 Years	1	Elected	Employee of a school located within the VNNC boundaries or that services the VNNC boundaries and who is 16 years or older.	Stakeholders who are 16 years or older.
At-Large Representative Term: 4 Years	1	Elected	Stakeholders who are 16 years or older.	Stakeholders who are 16 years or older.