Bylaws
Silver Lake Neighborhood Council
Certified February 11, 2003

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Approved 1-26-14
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Article I Name

Upon certification, the name of the Neighborhood Council will be Silver Lake Neighborhood Council (SLNC), an officially recognized advisory council hereby part of the Los Angeles Citywide system of Neighborhood Councils.

Article II Purpose

A. Mission: The SLNC will work to honor diversity, build community, forge bonds with neighboring communities, and promote participation in city governance and decision-making processes to improve the quality of life for all of Silver Lake’s Stakeholders.

B. Purpose:
   1. To fairly and faithfully represent the interests of all Stakeholders.
   2. To provide an inclusive forum for discussion of Community issues.
   3. To be a source of information for the Community on Community issues and governmental matters.
   4. To educate, encourage, and facilitate in helping make government work better for the Community.
   5. To participate in the City budget-making process to assure that resources are allocated equitably among all communities and within our own community.
   6. To work to improve the delivery of City services to the community.
   7. To advocate for the community on issues of community agreement.
   8. To support the efforts of existing community groups and to encourage cooperation among these groups.
   9. To maintain lines of communication with adjacent Neighborhood Councils and community groups and to work together with them on matters of mutual concern.
  10. To participate in the planning and development process to assure a balance among diverse Stakeholder interests.
  11. To sponsor community projects that enhance the beauty, vitality and cohesion of the community.
  12. To acknowledge, support, preserve and improve the environmental integrity and rich cultural heritage of Silver Lake.
  13. To organize and support social functions and cultural events that bring people together and lift the human spirit.
  14. To conduct other business and act as is typical of other certified Neighborhood Councils.

Article III Boundaries

Section 1: Boundary Description
The boundaries for the SLNC are as follows. This description begins at the southwest corner and travels in a generally clockwise fashion:
- Begin at the intersection of the Hollywood ("101") Freeway and Hoover Ave
- North on Hoover St. to Fountain Ave
- East on Fountain Ave. to Hyperion Ave
• North on Hyperion Ave. to the Los Angeles River
• South on the Los Angeles River to Fletcher Dr
• Southwest on Fletcher Dr. to Riverside Dr
• Southeast on Riverside Dr. to Glenden St
• Southwest on Glenden St. to Riverside Terrace
• South on Riverside Terrace to the Glendale ("2") Freeway
• Southwest on the Glendale Freeway to its terminus at Glendale Blvd
• South on Glendale Blvd. to Clifford St
• West on Clifford St. to its end
• South on the steps to the intersection of Effie St. and Waterloo St
• South on Waterloo St. to Berkeley Ave
• West on Berkeley Ave. to Coronado Terrace
• South on Coronado Terrace to Mayberry St
• East on Mayberry St. to Waterloo St
• South on Waterloo St. to the Hollywood ("101") Freeway
• West on the Hollywood ("101") Freeway to Hoover St. (NOTE: All addresses on the west side of Waterloo St. are in the Greater Echo Park Elysian Neighborhood Council.)

Section 2: Internal Boundaries
There are seven (7) Geographical Regions in the SLNC. The boundaries of the SLNC are set forth in Attachment A – Map of Silver Lake Neighborhood Council.

Article IV Stakeholder

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.

The SLNC and its Governing Board will encourage all Community Stakeholders to participate in its activities and will not discriminate in any of its policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sexual orientation, age, disability, gender, marital status, homeowner/renter status, income, or political affiliation.

Article V Governing Board

Section 1: Composition
The Governing Board (Board) will consist of twenty-one (21) Board members. Fourteen (14) members will be elected from seven (7) Geographical Regions, two (2) members per Region. The Regions are identified by number. Seven (7) members will be elected At-Large.

Section 2: Quorum
The quorum for a Governing Board meeting to take action on an item shall be eleven (11) Board members with Board members from at least four (4) of the Geographical Regions.
Section 3: Official Actions
The Board shall take Official Action by a majority vote of those Board members present (provided there is a quorum). Votes by Stakeholders on Recall of Board Members, Referendums or Grievance Appeals are binding unless overturned by a four-fifth (4/5) vote of the full Board. There shall be no proxy voting.

Section 4: Terms and Term Limits
Board members shall serve a two (2) year term commencing after being seated. Board members may serve a maximum of four (4) consecutive terms. Members that have served four (4) consecutive terms may not serve again until two (2) years after their last day of service. There is no limit to the number of four (4) consecutive terms with two (2) year hiatuses that any person can serve.

Section 5: Duties and Powers
The Governing Board shall make available, at least once every 6 months, a summary report of Board activities.

The SLNC and its Governing Board may not endorse candidates for political office or spend money under its control to support or oppose candidates for office. There are no restrictions on individual SLNC or Board members making personal endorsements, working for or against, or contributing personal funds for or against candidates, as long as this is being done as a member of the public and not on behalf of the SLNC.

Section 6: Vacancies
When there is a vacancy on the Board, the Board will fill the vacancy by appointment. In such a case, the Board will make a public announcement to solicit applicants. The Board will appoint a person to fill the vacancy from the list of solicited candidates in a timely fashion and in a process consistent with the Brown Act and the Department of Neighborhood Empowerment (Department) guidelines. The appointee must qualify for the position under the provisions of Attachment B and will hold office only until the next election.

Section 7: Absences
See Section 9.

Section 8: Censure
A Motion to Censure against a Board member can be made by a three-quarter (3/4) vote of the Board. The motion must: a) identify the Board member to be censured; and b) describe in detail the reasons for the Censure. The Censure Motion may, at the discretion of the Board, include a suspension of privileges related to the censurable offense.

The implementation of a Censure shall not occur without the consent and authorization of the City Attorney.

Section 9: Removal
A. Removal by the Board. Removal is a grave matter but may be considered for the following:
1. Embezzlement of NC funds.
2. Misappropriation of NC funds.
3. Buying or selling votes in Board member elections.
4. Making or soliciting bribes for votes on particular issues.
5. Four (4) unexcused meeting absences within a one (1) year period of time.
6. No longer a Stakeholder.
7. No longer a Stakeholder in the Region from which one was elected.

A Motion to Remove by the Board places this matter on the agenda of the next regular Board meeting. The motion must: a) identify the Board member to be removed; and b) describe in detail the reasons for the removal. A three-quarter (3/4) vote of the full Board is necessary to remove a Board member. Any party that is dissatisfied with the outcome of a Board member removal may appeal this decision through Article XI Grievance Process.

B. Recall by Stakeholders: This process requires the submission of a Recall petition containing at least five (500) Stakeholder signatures for an At-Large Board member or at least two hundred and fifty (250) signatures for a Regional Board member. The petition shall also: a) identify the Board member to be recalled; and b) describe in detail the reason for the recall.

Upon receipt of said petition, the Board will convene a meeting. At this meeting, a two-third (2/3) majority of at least two hundred (200) Stakeholders for an At-Large Board member or at least one hundred (100) Stakeholders for a Regional Board member is required for the Recall to pass.

If the Recall involves a Regional Board Member, only Stakeholders of the represented constituency can participate in the Recall process. Any party that is dissatisfied with the outcome of a Recall vote may appeal this decision through Article XI Grievance Process.

The implementation of a Removal or Recall shall not occur without the consent and authorization of the City Attorney.

Section 10: Resignation
If a Board Member resigns, the office will be filled in accordance with Section 6 Vacancies.

Section 11: Community Outreach
A. The SLNC shall communicate on a regular basis with Stakeholders through Community postings, notices in local newspapers, and by e-mail.

B. The Board is specifically committed to developing a system whereby pertinent information transmitted through the City’s Early Notification System (as it becomes available) will be disseminated or made available to every Stakeholder in a timely and responsible fashion.
Article VI Officers

Section 1: Officers of the Board
The Officers will consist of two (2) Co-Chairs, a Vice-Chair, a Secretary, and a Treasurer.

Section 2: Duties and Powers
The basic duties of the Officers are the following:

A. Co-Chairs: The Co-Chairs will preside at meetings, prepare agendas for meetings, and will perform other duties as prescribed by the Board. The Co-Chairs will divide these duties equitably between themselves. In the case of a dispute between the Co-Chairs regarding their respective roles, the Board will determine the role that each Co-Chair shall play in the performance of their duties.

B. Vice Chair: The Vice Chair will perform duties in the absence of one (1) or both of the Co-Chairs, and will perform other duties as prescribed by the Board.

C. Secretary: The Secretary will prepare and maintain full and correct minutes and records of all meetings; will maintain a complete and accurate archive of past meetings that will be kept on file at the SLNC Office and made readily available to all Stakeholders upon request; will receive materials and prepare information as necessary for informed and efficient meetings; and will give, as prescribed by the Ralph W. Brown Act and these Bylaws, proper notice of all meetings of the Board and of the SLNC.

D. Treasurer: The Treasurer, under the control and direction of the SLNC, will establish an accounting system that complies with Generally Accepted Accounting Principles, and will provide and maintain full and complete records of all the assets and liabilities of the SLNC.

Subject to limitations and controls imposed by the Board, the Treasurer will have custody of all funds, financial documents, and other financial assets of the SLNC.

Section 3: Selection of Officers
The SLNC Board shall elect its Officers at the first Board meeting following the Board election. Co-chairs must have served as a Board member for at least one (1) year prior to being elected by the Board. All other Officers may serve without having previously served on the Board.

Section 4: Officer Terms
The term for all Officers will be one (1) year. Term limits for Officers are the same as for Board members - four (4) consecutive Board terms. The Officers serve at the will of the Board and may be removed by a two-thirds (2/3) vote of the full Board. Officer resignations must be submitted in writing to either of the Chairs. In case of removal or resignation, the Board shall elect a replacement for the remaining term of office by majority vote no later than the next scheduled Board meeting.
Article VII  Committees and Their Duties

The Board will establish Standing and Ad Hoc Committees as deemed necessary for the accomplishment of the SLNC’s Mission and Purpose, as stated in Article II. Any Standing Committees added by Amendment to these Bylaws are subject to the Department approval.

Section 1: Standing Committees

A. Executive Committee: comprised of the Officers of the Board. The Executive Committee plans and organizes Board meetings and performs other duties as may be prescribed by the Board.

B. Outreach Committee: works to expand, broaden and intensify Community involvement in the SLNC, especially among Stakeholder groups that may be under-represented in the voting membership and on the Board.

C. Governmental Affairs Committee: administers the Early Alert Notification System (when it becomes available), monitoring and transmitting pertinent information to the Board and the Community; acts as a liaison between the Board, the City Council and other governmental agencies; oversees the City Council budget-making process to assure that resources are allocated equitably among Council Districts and within our Community; otherwise works to facilitate and improve the delivery of City services to the Community.

D. Community Liaison Committee: acts as a liaison between the Board and the Community, providing information to the Community, fielding questions, suggestions and complaints, and referring these to the appropriate party(ies).

Section 2: Ad Hoc Committees – Additional Ad Hoc Committees may be established at the Board’s discretion to deal with temporary issues.

Section 3: Committee Creation and Authorization
Non-Board Members are strongly encouraged to serve on Committees. At least one (1) Board Member must sit on each Standing Committee. The Committees will select their own chairs.

Article VIII  Meetings

Board meetings are convened and run by the Board to conduct Board and SLNC business. Meetings will be noticed and conducted in accordance with the Ralph W. Brown Act. In particular, meetings shall be open to all Stakeholders. Stakeholders will be given an opportunity to speak on agenda items and on non-agenda items relevant to the SLNC. No secret ballots will be allowed at SLNC meetings. The Board shall comply with the requirements of the Brown Act on matters not on the agenda of Board meetings.
Section 1: Meeting Time and Place
All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year. The Principal Office of the SLNC will be designated by the SLNC Governing Board and will be within the geographical boundaries of Silver Lake.

Special meetings may be called at a previously scheduled Board meeting by a majority of those voting. Between scheduled meetings, a Special meeting may only be called by either of the Board Co-Chairs. Special meeting are held to conduct business that requires immediate attention.

Section 2: Agenda Setting
Agendas shall be prepared by the Co-Chairs, allowing for input from other Board members and the Community. Agendas for such meetings may be devoted to regular business, to discussion of specific issues, to Recall, Referendum, Grievance Appeal and Bylaw Amendments, as well as to workshops and social gatherings.

Section 3: Notifications/Postings
Agendas shall be posted on the Early Notification System (ENS) (when it becomes available) and at a minimum of seven (7) public places (at least one (1) in each Region) at least seventy-two (72) hours in advance of all (except Special, which will posted at least twenty-four (24) hours) meetings. Agendas shall also be posted on its website and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration
The Board may reconsider and amend actions 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 to Reconsider and, if approved, 2) hear the matter and take an action.

If the Motion to Reconsider 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 to Reconsider on the described matter and, 2) a Proposed Action should the Motion to Reconsider be approved.

A Motion to Reconsider can only be made by a Board member who has previously voted on the prevailing side of the original action. If a Motion to Reconsider 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.

Referendum: A Referendum is a vote by the Community to reconsider a matter previously voted up or down by the Board, or to consider a matter presented to the Board but on which the Board has not, in a timely manner, taken a position. Such action requires a petition
containing at least five hundred (500) Stakeholder signatures.

Upon receipt of this petition, the Board will convene a meeting. At this meeting, a two-third (2/3) majority of at least two hundred (200) Stakeholders is required for the Referendum to pass. The Board may overturn a Community-passed Referendum with a four-fifth (4/5) majority of the full Board.

The aforesaid shall be in compliance with the Brown Act.

Article IX      Finances

A. The SLNC’s financial records and account books will be open and available for inspection by Stakeholders and the general public.

B. The Treasurer will present a quarterly financial report to the Board, will submit accounting statements to the Department at least once each year, and will prepare an annual budget for approval by the Board.

C. All expenditures by the SLNC must be within the annual budget previously approved by a majority of the Board.

D. Specific expenditures of $250 or more must have pre-approval by a majority of the Board. Specific expenditures of less than $250 can be made without pre-approval by a majority of the Board.

E. The Council will not enter into any contracts or agreements except through the Department.

F. In the event that the SLNC becomes inactive or dissolves, all funds will be returned to the City.

Article X      Elections

Section 1: Administration of Election
The SLNC’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
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 fourteen (14) and above shall be entitled to vote in the SLNC’s elections.
Section 4: Method of Verifying Stakeholder Status
Voters will verify their Stakeholder status by providing acceptable documentation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation supporting that declaration.

Section 5: Restrictions on Candidates Running for Multiple Seats
A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language
An Election Committee, consisting of seven (7) Stakeholders (one (1) from each Region) will be selected by the Board. Board members may not make up a majority of the Committee. The Election Committee will assure that the elections are conducted in a fair and open manner.

Article XI    Grievance Process

Any Stakeholder may file a grievance with the Board at any time. The grievance must be submitted in writing, and may concern any matter reasonably relating to the SLNC.

Such grievance will be referred by the Board at its next regularly scheduled meeting, to a Grievance Committee, established by the Board, comprised of three (3) impartial Stakeholders who are not Board members. This Committee is responsible for investigating the grievance and issuing a written report to the Board, in a timely manner, with recommendations for resolving the grievance.

The Board will act on the grievance at the Board meeting following the issuing of the report. The Stakeholder filing the grievance has the right to review the report prior to this meeting, and to address the Board prior to any action.

If the Stakeholder filing the grievance is not satisfied with the Board’s decision, that Stakeholder may appeal the decision following the same basic procedures required for a Recall or Referendum. Stakeholders may also appeal a grievance decision to the Department.

Article XII    Parliamentary Authority

The Board will follow all local, state, and federal laws, as well as its own Bylaws. When not in conflict with such laws, the Board shall adopt its own rules for conducting meetings. Where the Board has not adopted its own rules for conducting meetings, the Board shall follow Robert’s Rules of Order Newly Revised.
Article XIII Amendments

Any Stakeholder may propose an Amendment, providing the Stakeholder has a petition signed by at least one (100) Stakeholders supporting this Amendment. The Board may also propose Amendments by majority vote.

The proposed Amendment must be in writing, provide supporting arguments, and be presented for placement on the agenda of the next regular Board meeting for discussion.

The Amendment must be distributed at least fourteen (14) days before the meeting. The Secretary of the Board will prepare a summary of the discussion on the amendment for distribution to the Community.

The Board will make the proposed Amendment, together with supporting or opposing arguments, available to the Community at least fourteen (14) days before a meeting to decide the matter. The Amendment must be approved by a two-thirds (2/3) vote of the Board members present.

Within fourteen (14) days after an Amendment is approved, a Bylaw Amendment Application must be submitted to the Department along with a copy of the existing Bylaws for review and approval by the Department.

Article XIV Compliance

The SLNC and its Governing Board will comply with all DONE guidelines, and with all local, state, and federal laws, including but not limited to the Ralph W. Brown Act regarding Open Meeting Forum Laws, all applicable Conflict of Interest Laws, the Political Reform Act, and all applicable regulations including the City of Los Angeles Governmental Ethics Ordinance.

Section 1: Code of Civility – The SLNC and its Board will endeavor to conduct business in a professional, respectful and democratic manner.

Section 2: Training – Intentionally left blank.

Section 3: Self Assessment – Intentionally left blank.
## ATTACHMENT B – Governing Board and Structure

### Silver Lake Neighborhood Council – 21 Board Seats

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<td>Region 1 Representative</td>
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<tr>
<td>Region 5 Representative</td>
<td>1</td>
<td>Elected</td>
<td>A Stakeholder in Region 5 who is 14 years or older.</td>
<td>A Stakeholder in Region 5 who is 14 years or older.</td>
</tr>
<tr>
<td>Seat 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term: 2 Years</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Region 5 Representative</td>
<td>1</td>
<td>Elected</td>
<td>A Stakeholder in Region 5 who is 14 years or older.</td>
<td>A Stakeholder in Region 5 who is 14 years or older.</td>
</tr>
<tr>
<td>Seat 2</td>
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<td></td>
<td></td>
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<tr>
<td>Term: 2 Years</td>
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<td></td>
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</tr>
<tr>
<td>BOARD POSITION</td>
<td># OF SEATS</td>
<td>ELECTED OR APPOINTED?</td>
<td>ELIGIBILITY TO RUN FOR THE SEAT</td>
<td>ELIGIBILITY TO VOTE FOR THE SEAT</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------</td>
<td>-----------------------</td>
<td>-------------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Region 6 Representative</td>
<td>1</td>
<td>Elected</td>
<td>A Stakeholder in Region 6 who is 14 years or older.</td>
<td>A Stakeholder in Region 6 who is 14 years or older.</td>
</tr>
<tr>
<td>Seat 1 Term: 2 Years</td>
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<td></td>
</tr>
<tr>
<td>Region 6 Representative</td>
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<td>Elected</td>
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<td>A Stakeholder in Region 6 who is 14 years or older.</td>
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<td>Seat 2 Term: 2 Years</td>
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</tr>
<tr>
<td>Region 7 Representative</td>
<td>1</td>
<td>Elected</td>
<td>A Stakeholder in Region 7 who is 14 years or older.</td>
<td>A Stakeholder in Region 7 who is 14 years or older.</td>
</tr>
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<td>Seat 1 Term: 2 Years</td>
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<tr>
<td>Region 7 Representative</td>
<td>1</td>
<td>Elected</td>
<td>A Stakeholder in Region 7 who is 14 years or older.</td>
<td>A Stakeholder in Region 7 who is 14 years or older.</td>
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<tr>
<td>Seat 2 Term: 2 Years</td>
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