

**Selection Procedures Stipulation Worksheet**

The following information provides the primary elements for this Neighborhood Council (NC) selection. This worksheet supplements the policies and procedures in the [Neighborhood Council 2025 Election Manual](#). **Please complete and take board action to approve the information in this worksheet.** This worksheet supersedes any conflicting bylaws language, and the Department of Neighborhood Empowerment (EmpowerLA) may update the bylaws accordingly. Please return this worksheet via email to [ncsupport@lacity.org](mailto:ncsupport@lacity.org) to indicate that you will not be participating in the 2025 Elections. Final Selection details must be submitted at least 90 days prior to the selection date for approval.

**NEIGHBORHOOD COUNCIL**

**Selection Date:** Month: June Day 8, 2025

**Selection Time:** Start Time: 1:30 PM Estimated End Time: 4:30 PM

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

**Facility Name:** Robertson Library

Street Address:  
 1719 S. **Robertson** Boulevard.

City: Los Angeles	Zip: 90035	Phone: 310-840-2147
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Location Contact Person:  
 Hillary Perelyubskiy

Location Contact Person’s Email: hPerelyubskiy@lapl.org	Phone: 310-840-2150
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**Alternate Facility Name:** Reynier Park

Street Address:  
 2803 Reynier Ave.

City: Los Angeles	Zip: 90034	Phone:
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Location Contact Person

Location Contact Person’s Email	Phone
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In order to have an open, transparent, and fair selection process, the NC will appoint a neutral third party (NTP), who is not a member of the board or its committees and who shall not participate in the vote, to conduct or oversee the selection process.

**NTP Name:** Lydia Grant

<a href="mailto:fivegrants@msn.com">fivegrants@msn.com</a>	818-470-6629
Location Contact Person’s Email	Phone

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

Selection Chair: Michael Lynn	<a href="mailto:michaellynn@soronc.org">michaellynn@soronc.org</a>	310-845-9595
Name	Email	Phone

Outreach Chair: Michael Lynn	<a href="mailto:michaellynn@soronc.org">michaellynn@soronc.org</a>	310-845-9595
Name	Email	Phone

**NEIGHBORHOOD COUNCIL VOTER QUALIFICATION/ELIGIBILITY**

The NC boundaries, map, open board seats and qualifications for candidates and voters for this selection will be taken from the NC's approved bylaws.

**Candidate Verification is done with Documentation.**

**Stakeholder Verification:** DOCUMENTATION

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

**VOTE COUNT METHOD:**

**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 cast and the eligible voter)

**STAKEHOLDER ENGAGEMENT**

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

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

Selection Day Outreach – Within thirty (30) days of the Selection information about the selection process and the candidates shall be on the NC posting locations. The Board and candidates will conduct outreach throughout the NC boundaries about the Selection Day to encourage stakeholders to participate in the Board selection.

**STANDARD SELECTION PROCESS**

**Selection Process:** The Standard Selection Process used by EmpowerLA shall be used for the NC selection unless the NC checks the box below and provides an alternate process.

In lieu of the Standard Selection Process, the NC is submitting the attached selection process, which addresses all subheadings below. EmpowerLA will review and approve the selection process prior to taking effect. **(See SORO NC 2025 Board Selection Manual)**

Candidate Application - Candidates may apply on an application developed by the Board, which, at a minimum, will require the applicant's name, address, age verification, contact information, how they qualify for the Board and a candidate statement. The application should note that the information on the application is public information. The Board shall designate a person(s) who will receive the application and who shall send a written acknowledgement via email to the candidates within one (1) day after receiving the application. This acknowledgment shall include the date of the Selection, the selection process, general candidate outreach information and any other procedures necessary for the Selection Day. The Board shall provide the same information and shall provide the same filing period to all candidates. Within two (2) days of the candidate application deadline, all candidate applications shall be given to the NTP. The NTP shall have ten (10) days after the candidate application deadline to determine which candidates are qualified for the Board.

1. The NC shall use a town hall style selection process for their permanent Governing Board. At the town hall, each qualified candidate shall have two (2) minutes to make a statement and two (2) minutes to answer any questions.
2. The candidates shall speak in alphabetical order of their last names. The NTP shall ensure an equal amount of time is allocated for each candidate.
3. After all the candidates have made their statements and answered any questions, the NTP shall take the vote for each candidate. Each stakeholder (including the candidates) present may vote for the seats they are eligible to vote for based on the bylaws.
4. Votes shall be counted openly by the NTP 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 will be seated according to the Department Board Seating Policy.
5. The NTP has the discretion to enact any procedures necessary to conduct the selection process so long as the procedures do not conflict with the bylaws.

#### **Vote-by-Mail Process:**

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

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

Candidate Forum - Each qualified candidate shall have two (2) minutes to make a statement and have time to answer any questions. The candidates shall speak in alphabetical order of their last names. The NTP shall ensure an equal amount of time is allocated for each candidate. NTP must make sure to notify all candidates the date and time of the candidate forum. Candidate forum may be held at the Selection Town Hall, virtually, or at candidate forum event.

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

Board Affirmation – If the NTP determines that all the Board seats are uncontested, i.e. have only one or no candidates, after the candidate verification period, the NTP will hold a board affirmation town hall instead of a selection for the NC at its next regularly scheduled meeting unless the NTP determines that a special meeting must be called before the next regularly scheduled meeting.

Vacancies – In the case of Board seats remaining unfilled at the end of the selection process, the selected Board members shall fill the vacancies pursuant to the vacancy clause. If the selected Board comprises less than a quorum of the Board, then the Board shall follow the Loss of Quorum policy enacted by the Board of Neighborhood Commissioners.

**DECLARATION**

We, the persons authorized by the above-named Neighborhood Council to execute this Selection Stipulation Worksheet, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the information in this document and attachment(s) was approved as an official action of the Board per the Neighborhood Council’s bylaws. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the approval of this document.

**Date of Board Action:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Board Vote:** \_\_\_\_yes\_\_\_\_no\_\_\_\_abstentions

President/Chair Signature: \_\_\_\_\_

2<sup>nd</sup> Signatory Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**NEIGHBORHOOD COUNCIL  
 SELECTION OUTREACH PLAN**

**PLEASE PROVIDE INFORMATION** below on how your Neighborhood Council will conduct Stakeholder Outreach for the 2025 Selection. The Department recommends incorporating Selection Outreach into your existing outreach methods and planned events as well as working with other Neighborhood Councils in your region to maximize outreach funds.

1). What is your Neighborhood Council's **Selection Outreach BUDGET**: \$ 6500.00

2). **Selection GOALS**: # of Candidates: 40 # of Voters in the Selection: 5 0 0

3). **Selection PUBLICITY**: How will your Neighborhood Council recruit candidates and publicize the selection?  
*(Please check all boxes that apply)*

• Digital/Online Campaign  Website  E-mail Database  E-Newsletter  Twitter  YouTube  Facebook  
 Other: Instagram, NextDoor

• Print Campaign  Newsletters  Flyers  Direct Mail  Street Banners  Postings  A-Frames  
 Other: Lawn Signs

• Media Campaign  Cable Channel 35  Radio Spots  Public Service Announcements  
 Other: Press Releases to local media

• Canvassing Campaign  Council Meeting Announcements  Telephone Chain  
 Other: \_\_\_\_\_

• Regional Campaign  No  
 Yes, please explain: \_\_\_\_\_

4). **Which of these organizations will your Neighborhood Council enlist to help publicize the selection?**  
*(please check all that apply)*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> CPAB   | <input checked="" type="checkbox"/> Social Services/Food Banks | <input checked="" type="checkbox"/> Homeowners/Residential Associations |
| <input type="checkbox"/> Chamber of Commerce                                  | <input checked="" type="checkbox"/> Religious Institutions     | <input checked="" type="checkbox"/> Local Parent-Teacher Associations   |
| <input checked="" type="checkbox"/> Local Library                             | <input type="checkbox"/> Historical Associations               | <input checked="" type="checkbox"/> Community Based Organizations       |
| <input type="checkbox"/> Other Organizations <i>(Please describe)</i> : _____ |  |   |

5). **How will your Neighborhood Council incorporate Selection Outreach into your existing outreach events?**  
 See 2025 SORO NC Selection Outreach Plan

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

**Please attach any pertinent outreach materials. Thank you!**