



**South Robertson
Neighborhoods Council
2025 Selection Manual**



SORO NC 2025 Board Selection Procedures

This Board Selection Manual shall be reviewed and approved prior to each scheduled Board Selection by the Board, and submitted to the Department of Neighborhood Empowerment (“Department”) for review no later than ninety (90) days prior to the Board Selection. The Neighborhood Council Board’s review will occur at a regularly scheduled Council Meeting that has been duly noticed in accordance with the Brown Act.

BOARD SELECTION DATE

The Neighborhood Council (“Council”) shall hold its Board Selection on Sunday, June 8, 2025.

The Board Selection will take place at the Robertson Library, 1719 S. Robertson Blvd., Los Angeles 90035.

In order to comply with the Brown Act, the Board Selection Day shall be conducted such that no business other than the Selection will take place.

SELECTION COMMITTEE

A Selection Committee (“Committee”) shall be appointed to oversee the Selection process at the beginning of each new Board year, when new board members are installed after a Selection has been certified. Appointment to the Selection Committee shall follow the same rules as those in the CNC Bylaws and standing Board rules that cover all other Board Committees.

Selection Committee Composition:

The committee shall include up to five (5) Boardmembers who have not yet applied as candidates for the Board Selection.

For information on the current NC Selection, contact: ElectionsCommitteeChair@soronc.org

Responsibilities:

This Committee shall be responsible for establishing, overseeing, and implementing all activities related to the Council’s Board Selection, including, but not limited to:

- Reviewing this Board Selection Manual and recommending Board approval
- Designating the date, time and location of the Board Selection in compliance with the Council’s Bylaws, and subject to the Board’s approval.
- Securing the services of a Selection Administrator, who is the Neutral Third Party (NTP), who will oversee the Selection and perform other administrative duties.
- Preparing and distributing all Candidate information.

- Overseeing eligibility and verification of all Candidates and Stakeholders.
- Overseeing notification and outreach of the Selection and all processes connected with the Selection to the community.
- Receiving and resolving any Challenges.

STAKEHOLDERS AND OUTREACH

Stakeholder Definition:

Membership of this Council is open to any and 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.

All Candidates must provide Documentation that is valid as of Candidate Filing Closing Date (May 9, 2025). All Qualified Voters must provide Documentation that is valid as of the Election date (Sunday, June 8, 2025). **(See Attachment C for examples of acceptable forms of identification and documentation.)**

Organizations and Businesses may provide a letter confirming the Candidate’s qualification as part of their documentation.

The minimum age for Candidates is eighteen (18) years of age and for Voters is sixteen (16) years of age on the date of the Selection.

Outreach to Stakeholders:

To be fair and inclusive, efforts will be made to ensure that all Stakeholders are aware of the Board Selection proceedings, and to the best extent possible, have an opportunity to participate.

Outreach efforts shall be made to solicit participation via the following methods:

- Board Selection information will be placed on the soronc.org website and at each of the Council’s designated posting locations.
- Announcements and flyers will target schools, seniors, religious groups, businesses, the library, neighborhood groups, press and media outlets, etc.
- E-blast, social media and other methods will be used.

These outreach methods, among others, will be used to solicit Candidates and Voters.

CANDIDATES

Candidacy Requirements:

The Neighborhood Council consists of twenty-four (24) positions. In even years, there will be twelve (12) board seats open; in odd years there will be twelve (12) board seats open.

All Stakeholders who wish to run for a position on the Board must complete a current Candidate Filing Form available on the soronc.org website. This form shall serve as written acceptance of the Stakeholder's desire to run for a position on the Board.

Candidate Filing Forms must be completed and submitted to the NC, along with documentation of identity and qualification, including acceptable proof that the person is a Stakeholder. Forms must contain a mailing address, e-mail address and phone number. All forms must be received by May 9, 2025 at 11:59PM. All supporting documentation must be received by May 12, 2025 at 11:59PM.

Candidate Filing Forms and other Selection information will be available on the Council website and through the Selection Committee Chair listed above. Printed Forms will also be available at the Robertson Library and at the SORO NC General Board meetings (location and dates available on the soronc.org website).

Candidate Information:

After submitting a Candidate Filing Form, all Candidates shall receive links to the following information:

- Neighborhood Council Board Selection Procedures
- Neighborhood Council Bylaws
- Information on Candidate statements, campaigning rules, Candidate Forum and any other Candidate events
- Any additional information that may be pertinent to the Selection process.

Eligibility/Qualifications:

Candidate Qualifications can be viewed on the [SORO NC Bylaws- Appendix B](#) .

Verification:

Designated Selection Committee members and/or the NTP shall review each and every Candidate Filing Form and required documentation to verify that the individual meets the Stakeholder eligibility qualifications.

Candidate Filing Forms shall include a line that requires the Stakeholder to verify that all information provided is true and correct under penalty of perjury.

Upon receipt of a Stakeholder's Candidate Filing Form and documentation, the form and associated documentation shall be used as written verification of a Stakeholder's eligibility to run for a Board position.

A potential Candidate shall be notified via e-mail if their Candidate Filing Form is incomplete. Steps necessary and the time limit to complete the filing process will be provided.

Verification of all Candidates shall be completed within three (3) calendar days after the close of the Nomination Period.

The final list of certified candidates will be released 25 days before the Selection. Names on the ballot may not include any professional designation.

Disqualification:

Candidates who do not meet eligibility requirements shall be disqualified. Candidates who are disqualified shall be notified by e-mail within two (2) calendar days after the close of the Verification Process. Notification shall include the specific reason why the Candidate has been disqualified.

Candidates who are disqualified may submit an e-mail no later than two (2) calendar days after the deadline of disqualification asking for a reconsideration of their candidacy. E-mails must include a specific rationale of why the Candidate feels they have been disqualified in error along with any other pertinent information that will be of assistance to the Selection Committee in order to reconsider the matter.

Reconsideration:

A decision on reconsideration of a Candidate shall be made within one (1) calendar day after the deadline for Reconsideration. The Candidate shall be notified immediately by e-mail.

Withdrawals:

Any Candidate who wishes to withdraw and have their name removed from the ballot must do so **by email (electioncommitteechair@soronc.org)** to the Selection Committee Chair no later than fifteen (15) calendar days after the close of the Nomination Period.

In the event a Candidate withdraws after the ballots are printed, any votes cast for that Candidate will not be counted.

TERM OF OFFICE

The term of office is four (4) years.

CAMPAIGNING

Candidate Statements:

Each Candidate shall be given the opportunity to write a maximum 250-word statement that lists their qualifications and explains to Stakeholders their reasons for wishing to serve as a Boardmember on the South Robertson Neighborhoods Council. Each Candidate may also submit a headshot photo of the person alone, in the form of a JPG, PNG or TIFF (file size between 150-1000KB). These statements and photos will be posted on the Council website as they are submitted, and may be used in printed material, as well.

Candidate Forum:

At a noticed monthly Council Meeting, or at a separate date and time set by the Selection Committee, a Candidate Forum shall be conducted. Each candidate shall be given an equal amount of time to express why they should hold a Board position. A question and answer period shall follow. Rules shall be provided to all Candidates prior to the Candidate Forum.

The Neutral Third Party shall facilitate the Candidate Forum in order to ensure the fairness of the process. Order of presentation shall be determined by random drawing of Candidate names.

Campaign Tactics:

Candidates should not engage in any type of character defamation (i.e. mudslinging), assault, or attack on any other Candidate or Stakeholder. Proof of the use of character defamation, assault, or attack by a Candidate may result in disqualification. Such disqualification will be determined by the NTP in consultation with the City Attorney.

Candidates may not use the Neighborhood Council logo or City Seal on **any** campaign materials they produce. Persons violating this requirement will be asked to immediately remove the NC logo and/or City Seal. Failure to do so may result in disqualification.

On the scheduled day of the Board Selection, there shall be no electioneering within 100 feet of the polling place. Any person violating this requirement will be asked to leave the Selection site/area; any Candidate violating this rule may be subject to disqualification.

Electioneering includes, but is not limited to:

- Soliciting a vote or speaking to a Voter on the subject of marking the ballot
- Placing any sign relating to any Candidate
- Distributing or wearing material relating to any Candidate
- Placing a sign, distributing material or talking with a Voter on the subject of their qualifications to vote.

There can be no posted Candidate signage (for example, flyers) within 100 feet of the Selection location on the day of the Board Selection. Signage posted in violation of this requirement will be removed. No audio equipment may be used to project Candidate information on the day of the Board Selection. Any violators will be asked to cease and desist and may be asked to leave the voting area.

STAKEHOLDER REGISTRATION

All Stakeholders, including Candidates, who meet the criteria for the definition of a Stakeholder, as listed in the Council Bylaws and above, shall be eligible to vote on the day of the Selection. All Stakeholders, including Candidates, will be required to show acceptable forms of identification and documentation. **(See Attachment C for examples of acceptable forms of identification and documentation for voters.)**

Stakeholders may register to vote at the Polling Place on the day of the Selection.

VOTING PROCESS

All ballots will be numbered.

The NTP shall use a documented random process, such as drawing from a hat, to determine order of Candidates' names on the ballot. Order on the ballot shall be determined no later than May 29, 2025. The ballots shall clearly state that each Stakeholder may cast only one vote per category. Any ballot with votes for more than the specified number of seats to be filled will be disqualified.

No write-in Candidates shall be allowed. No absentee or proxy voting shall be allowed.

Procedures:

After entering the Polling Place, Stakeholders will start at the Registration Station. Each Stakeholder must fill out a current Voter Registration Form and present acceptable identification and documentation **(See Attachment C)**. Registered Stakeholders will receive a numbered ballot at the Ballot Table. The ballot number shall be noted on the Voter Registration Form.

The Stakeholder is then admitted to the voting room. Candidate photos and statements shall be available for viewing by Stakeholders to assist in their selection.

Poll Volunteers shall monitor the voting room and assist Stakeholders with any questions regarding procedures, **but not Candidates.** The NTP shall be notified of any violations or disruptions in the voting process.

Completed ballots shall be deposited into the Ballot Box. A Poll Volunteer shall monitor the Ballot Box at all times. The Ballot Box shall be unsealed only after the closing of the poll and in the presence of the NTP.

Curbside voting will be provided for voters with a disability or who are otherwise unable to access the polling place.

No Candidate may participate in any way in the handling or counting of ballots, Voter or Candidate registration or verification, and/or assisting voters in the act of voting in translating or interpreting the voting materials or explaining the voting process.

Vote Counting:

The NTP shall unseal the Ballot Box after voting has concluded and shall oversee the entire counting process. Counting requires a minimum of six (6) volunteers, who shall be divided into pairs, resulting in a minimum of three (3) pairs of counters. Ballots shall be counted in batches of approximately 50 ballots by at least two (2) pairs of volunteers, and recounted separately by each of the pairs. Any discrepancy in the tally by the groups shall result in an additional recount of that batch of ballots. Each ballot shall be counted multiple times, as necessary, to assure accuracy. The public, including candidates, may observe the ballot count in person or virtually, as allowed, but may not interfere.

After the count is completed to the satisfaction of the NTP, the results shall be tabulated and posted. A recount conducted by the NTP may be requested within four (4) calendar days after the Selection only if there is a vote difference of 10% or less between candidates.

Ties:

In the event of a tie, the winner shall be determined by a coin toss, with that process overseen by the NTP.

Provisional ballots:

A Voter may cast a provisional ballot if the Voter's eligibility cannot be determined in favor of the Voter on Selection Day. The only acceptable basis for challenging a Voter's right to vote at the polling place will be that the person is not a valid Stakeholder as defined by the Neighborhood Council Bylaws.

If a Voter is challenged on the basis of insufficient documentation, the Voter may produce any of the documentation outlined in these Selection Procedures, at which time the Voter will be issued a regular ballot.

If a Voter cannot produce the required documentation, the Voter will be offered the opportunity to submit a provisional ballot. The provisional ballot will be the same as a regular ballot, except that prior to being placed in the ballot box the provisional ballot will be put inside a specially marked envelope. On the outside of the envelope, the Voter shall provide:

1. The voter's name.
2. The voter's address.
3. The voter's stakeholder status.
4. The voter's telephone number.
5. The voter's email address.

When a Voter casts a provisional ballot, the Voter will be issued instructions that explain what steps the Voter must take to qualify the provisional ballot, including documentation required to be submitted, where the documentation is to be submitted, and a contact number to request assistance or seek additional information. The deadline for submission of acceptable documentation shall be three (3) calendar days after the Selection by email (electioncommitteechair@soronc.org). The Selection Committee and/or the NTP will be responsible for verification of provisional ballots.

CHALLENGES

Contesting the Selection:

Stakeholders who wish to contest the eligibility of a Candidate must submit a written Challenge to the NTP within two (2) days of the close of the Nomination Period.

Stakeholders who wish to contest the Board Selection or some part of the Board Selection process (stakeholder status, violations of Selection Procedures or Council Bylaws) must submit a written Challenge to the NTP, within five (5) calendar days following the Board Selection. Any Challenge must be received by the NTP, or by email (electioncommitteechair@soronc.org). Challenges must include a specific rationale of why the Stakeholder feels the Board Selection or Selection Process has been violated along with any other pertinent information that will be of assistance.

The Selection Committee shall review and investigate all Challenges. The Committee shall have the authority to interpret these Selection Procedures and to act as arbitrator to resolve any disputes which may arise.

Ruling:

A ruling shall be made within ten (10) calendar days of the deadline to receive a Challenge. Written notice of the decision shall be issued immediately. Decisions of the Selection Committee are final.

ANNOUNCEMENTS OF RESULTS

The Board Selection unofficial results shall be posted at the Polling Location and on the soronc.org website within 24 hours following the voting.

Certification of Board Selection Results:

The Selection Committee shall certify the Board Selection results as officially valid after six (6) calendar days following the Selection if no written Challenges have been received.

In the event of a contested Board Selection, the Committee shall certify the Board Selection as officially valid immediately after the resolution of any and all Challenges to the Selection.

RECORD RETENTION

All Board Selection records shall be kept by the Neighborhood Council within a NC storage area for at least one year following the date of the scheduled Board Selection. Records are open to the public pursuant to the California Public Records Act (CPRA) and available for viewing upon request.

POST-SELECTION TIMELINE

The Selection Committee shall provide the Department with a copy of the Board Selection results on the day the official certified results are released.

The Selection Committee shall hold a debriefing meeting within thirty (30) calendar days following the Board Selection to evaluate the proceedings. This evaluation shall be written and presented as a Selection Committee report to the Board.

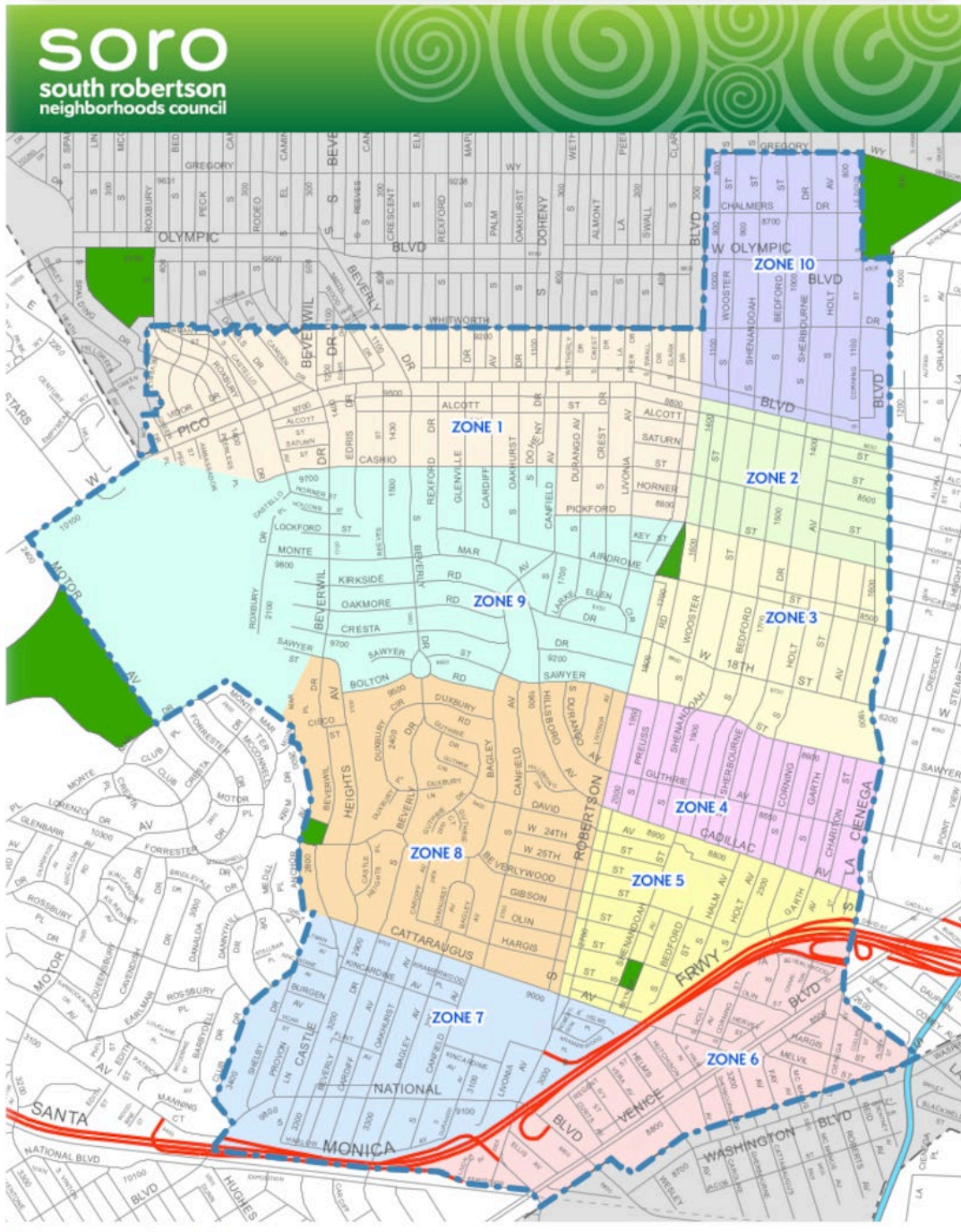
The newly selected Board shall be installed as a group at the next scheduled monthly meeting of the Neighborhood Council. A representative of the Department of Neighborhood Empowerment (DONE) shall preside over the installation process.

NC Selection Committee and NTP will refer to the City Clerk’s “2025 Neighborhood Council Election Handbook” for guidance on any policies or issues not covered in these Selection Procedures. These procedures are deemed approved ten (10) days after submittal to the Department of Neighborhood Empowerment unless written notice is given to the Election Committee Chair (electioncommitteechair@soronc.org) before that time.

Due to the uncertainty associated with the unpredictability of natural and manmade disasters that may occur between the time this Selection Manual is submitted, and the Selection process is completed, the Neighborhood Council reserves the right to make any reasonable modifications, if necessary, to comply with rules, regulations and guidelines from the City, County, State, and/or Federal governments. In the event that an in-person Selection is not allowed in 2025, a Vote By Mail Selection will be conducted.

ATTACHMENT A

NC Boundaries Map



ATTACHMENT B

2025 Selection Timeline – In Person Voting

Days Before (-) After (+) Selection	Deadline/ Date/Time	Event
		NC Board meeting to consider 2025 Selection Procedures for approval
S-90	March 9, 2025	Last day to submit approved 2025 Selection Procedures to Department of Neighborhood Empowerment
S-90	March 9, 2025	Send e-blast, social media, and other digital outreach
S-60	April 9, 2025	First day to file Candidate Filing Form
S-60	April 9, 2025	Candidate Filing made available on SORO NC website and at each Council and meeting
S-60	April 9, 2025	Selection information posted at SORO NC posting locations
S-60	April 9, 2025	Distribute postcards to schools, seniors, religious groups, businesses, library, neighborhood groups, etc.
S-30	May 9, 2025	Last day to submit Candidate Statements/Photos
S-30	May 9, 2025	Last day to file Candidate Filing Form
S-27	May 12, 2025	Deadline for Selection Committee/NTP to verify all Candidates
S-27	May 12, 2025	Deadline for Selection Committee/NTP to notify disqualified candidates
S-25	May 15, 2025	Deadline for Selection Committee/NTP to release List of Verified Candidates
S-23	May 17, 2025	Last day to file candidate eligibility Challenges
S-23	May 17, 2025	Last day for disqualified candidates to request reconsideration
S-21	May 18, 2025	Deadline for Selection Committee/NTP to reconsider and to notify disqualified candidates
S-17	May 22, 2025	Candidate Forum at NC Board meeting
S-15	May 24, 2025	Last day for candidates to withdraw and have name removed from ballot. Final List of Candidates to be released
S	June 8, 2025	SORO NC Selection, Robertson Library, 1719 S. Robertson Blvd. (Noon-4PM)
S+1	June 9, 2025	Deadline to post unofficial Selection vote results
S+3	June 11, 2025	Last day for Provisional Voters to submit documentation
S+4	June 12, 2025	Last day to request recount
S+5	June 13, 2025	Last day to file a Challenge to the Selection process
S+6	June 14, 2025	Deadline for Selection Committee to certify results if no Challenges have been filed*
S+11	June 14, 2025	Deadline for Selection Committee to rule on Challenges and certify results
	July 17, 2025	*New Board seated at NC Board meeting
S+30		Deadline for Selection Committee to hold debriefing meeting

ATTACHMENT C

Acceptable forms of documentation for candidates and voters for SORO NC Board seats

At least one form of documentation must show a street address within the boundaries of the South Robertson Neighborhoods Council. No P.O. Boxes are acceptable. No store receipts are acceptable. In addition to a photo ID, acceptable forms of documentation for SORO NC candidates and voters include, but are not limited to:

STAKEHOLDER, all require an address in the NC Boundaries.

- Current CA Driver's License/Identification Card with a street address. If a P.O. Box is listed, additional documentation from the appropriate list below must be provided.
- A valid Passport may be used as a photo ID but additional documentation from the appropriate list below must be provided.

RESIDENT

- Mail with name and street address
- Current utility bill (gas, water, cable, etc.)
- L.A. County property tax bill
- Home mortgage statement
- Rental/lease agreement
- Homeowners' association (HOA) bill/agreement
- Homeowner or rental insurance

BUSINESS/COMMERCIAL, all require a street address in NC Boundaries

- Badge/identification card from employment
- Letter from employer verifying employment
- Personal business card
- Current business utility bill
- Mail showing a business name and street address
- Commercial mortgage statement or receipt
- Commercial lease agreement or receipt
- City of Los Angeles business license
- L.A. County property tax bill
- Member of Chamber of Commerce

NON-PROFIT, EDUCATIONAL, RELIGIOUS, COMMUNITY ORGANIZATIONS

- PTSA membership from a school in NC Boundaries
- Students at least 16 or older with ID from a school within NC Boundaries
- Letter from a school showing enrollment or volunteer participation
- Parent showing report card or school ID of child attending a school within NC Boundaries
- Member of a community or religious organization with proof of membership (personalized letter, ID badge/card, membership roll/list, program with your name, etc.)
- Membership or ongoing participation in community organizations (*for example*, Kiwanis, Rotary, etc...)

ATTACHMENT D

Duties of the Selection Administrator

The Selection Administrator, who is the Neutral Third Party (NTP), in coordination with the Selection Committee of the Neighborhood Council (NC), shall be responsible for the following duties:

- Conducting the NC Selection according to the SORO NC Bylaws, Selection Procedures and any other applicable legal documents.
- Processing Candidates, including verification of eligibility.
- Processing Voters, including verification of eligibility as applicable.
- Distributing and receiving ballots from the Voters on Selection Day.
- Verifying any provisional ballots.
- Counting all ballots.
- Issuing Selection results.
- Securing and submitting all Selection materials for record retention in accordance with the Selection Procedures.
- Other duties as necessary to conduct the Selection and finalize results.