



PROCEDURES FOR SELECTION OF APPOINTED BOARD MEMBERS – MAY 2011

The Greater Griffith Park Neighborhood Council (GGPNC) Governing Board has adopted the following procedures for the selection of District and Community Interest Representatives in May 2011, consistent with Bylaws as amended and approved by the Governing Board on February 15, 2011. These procedures include a timeline, a form of notice for candidate applications, form of application, Community Interest and District Representative Seat Descriptions, Declaration of Community Interest and Neighborhood Stake, plus candidate presentation and voting procedures.

I. TIME LINE:

Week ending March 4, 2011	Post in posting places and email notice to general list.
April 22, 2011	Deadline for applications to be received at P.O. Box or by e-mail.
May 03, 2011	Circulation of candidate statements received to Governing Board; posting on website (within 3 days of receipt).
May 16, 2011	5:00 P.M. deadline for receipt of written “candidate advocacy” statements.
May 17, 2011	Governing Board Meeting, Selection of Appointed Board Members.

II. CANDIDATE APPLICATION PROCEDURE:

A. Choice of Position

Prospective candidates may choose to stand for only one (1) of the nine (9) appointed Board Member positions eligible for selection at the time of application.

B. Candidate's Information

Any printed or electronically posted forms, lists, ballots, etcetera of candidates standing for GGPNC Governing Board appointment shall only contain the candidate's full name, absent of any titles, honorariums, achieved degrees, etcetera.

III. CANDIDATE PRESENTATIONS AND VOTING PROCEDURES:

A. Neighborhood Stake and Community Interest Declaration

Candidates shall complete a Declaration of Community Interest affirming their factual basis stake within the neighborhood's five (5) geographical boundaries, and confirming the information on his or her previously completed application.

If a candidate observes their position sought has been recorded and/or listed incorrectly, they shall immediately inform the GGPNC President, the meeting's Presiding Officer or the Secretary, where it will be compared to the candidate's original application, and if necessary the voting ballots will be adjusted accordingly before the time any appointment selection process begins.

B. Optional Candidate Advocacy Statements

Written statements by others attesting to a candidate's qualifications and worthiness for appointment no more than one 8.5" x 11" page, single spaced, in a typeface no smaller than 12 point can be submitted to the Board for consideration.

Statements must contain the name, signature, legal address, attestation of the author's factual basis stake in the neighborhood, plus current contact information for verification purposes.

Statements must be received no later than 5:00 PM, May 16th 2011, sent either by e-mail to info@ggpnc.org or mailed to: Greater Griffith Park Neighborhood Council (GGPNC), P.O. Box 27003, Los Angeles, CA 90027.

C. Public Comment

Any public comment regarding the meeting's Board Member appointment process agenda item, but not specific to a candidate's advocacy will be limited to two (2) minutes per stakeholder, and at the Presiding Officer's discretion may be reduced to

one (1) minute in the interest of time if deemed to be warranted by the number of public speakers requesting audience.

D. Order of Selection

Positions will be decided first as to the District Representatives, A – E, and then as to the individual Community Interest Representatives in the order they appear in the Bylaws: (a) Education; (b) Recreation; (c) Public Safety; (d) Business.

E. Use of “Tellers”

Impartial volunteer “Tellers” shall be selected by the President and will assist in the conduct of the Board Member appointment process in accordance with the Parliamentary Authority’s (Robert’s Rules of Order, newly revised) description contained on pages 400-404.

F. Candidate Presentations

1. The order of candidate presentations within each appointed group, i.e., District Representatives and Community Interest Representatives, and each subgroup, i.e., Districts A - E and the Education, Recreation, Business and Public Safety Interest positions will be determined by a random drawing of candidate names from a “hat” by the Order of Selection described above, and then labeled numerically with “01” being the first candidate’s name pulled and so on. Candidates absent from the meeting but who have not formally withdrawn their candidacy by the time of the appointment selection process shall also have their names included in the drawing and will stand for appointment in absentia. Any candidate who cannot be present at the meeting may submit a prepared statement no longer than three (3) minutes to be read aloud by a person of his or her choosing, or in absence thereof, the Presiding Officer.
2. Any stakeholder wishing to pose a general question regarding an appointed position shall fill out a special appointment process “Speaker Card” completely and submit it before any discussion or debate of a specific appointed position begins. Special public comment during the selection of GGPNC Governing Board appointees will be limited to two (2) stakeholders with each allotted one (1) minute of speaking time. In instances where there are multiple speaker cards submitted for an appointed position, two (2) will be randomly selected by a Teller and delivered to the Presiding Officer, and those stakeholders will be called upon.
3. Each candidate will have three (3) minutes to make a presentation stating their qualifications for the position being sought, identifying the nature and any source of support in the community for their candidacy, describing what they

would like to accomplish if appointed, and address any other matters relating to their candidacy.

4. The Presiding Officer shall conduct a question and answer period, where he or she shall identify any of the optional written candidate advocacy statements previously received, and the number thereof. In the interest of time, such statements will not be read aloud but shall be circulated amongst the Board with personal contact information redacted, in order to enable thoughtful review before the appointments takes place. They will also be made available for Stakeholder review at the meeting where the appointment process is agendized. All statements of advocacy circulated and made publicly available shall also be published on the GGPNC website as special addendums incorporated into the meeting minutes, which will also contain the official vote tallies as recorded by the Secretary.
5. All Board Members and the appointed candidates shall be able to participate in the question and answer period. Candidates shall have the opportunity to respond to a general question in the order previously determined for candidate presentation, unless in the case where a question is directed to a specific candidate, in which event that candidate shall be given the opportunity to respond. Board Members will be limited to one (1) general question for all candidates with the Presiding Officer ruling whether any multipart questions posed violates the spirit of the one-question condition. Candidate responses shall be limited to one (1) minute.
6. Candidates will not be permitted to address or ask each other questions in any way. However, during this question and answer period, any Board Member shall be free to seek a candidate's commentary on any issue raised by the public or by the candidates themselves with their allotted question.

G. Voting

1. Voting will be conducted in accordance with the Bylaws and will proceed by written ballots with the candidates' names listed in alphabetical order by last name.
2. The Tellers will record which Board Member voted for whom during each round and will tabulate the votes to determine the outcome, but they will be instructed to deliver only the final result to the presiding officer, who will announce the result and tally of each voting round, and ultimately the name of each prevailing candidate for the appointed position.
3. During a vote, if no candidate receives a majority of the votes cast, then the name of the candidate with the fewest votes cast will be dropped from the candidate's list and a new round of voting will proceed. The process will continue until one candidate attains a majority of the votes being cast.

4. In the event of a tie between two or more candidates facing possible elimination and/or selection, there will be a special round of voting to attempt to break the tie (not including any candidate with a greater number of votes than the tied candidates) where the tied candidates will be allotted an additional minute of presentation. If, after this special vote the tie remains, the vote shall be declared deadlocked and the tie will be broken by a coin flip.

After the completion of the appointed Board Member process the Secretary shall post for public inspection, the specifics of each appointed position's voting rounds, including the total number of votes and which voting Board Member cast them as determined by the Tellers. The information shall also be incorporated into the meeting minutes so it may become part of the public record.

5. In the event any voting Board Member is a candidate for an appointed position, that Member must abstain from the voting on that position due to the inherent conflict of interest.

H. Closing of the Appointment Process

At the conclusion of the final round of voting on the last appointed Board Member position in the order as described herein, the Presiding Officer shall call for a motion to close the appointed Board Member process.

IV. FORM OF NOTICE:

(See Attachment)

V. BOARD SEAT DESCRIPTIONS

(See Attachment)

VI. FORM OF APPLICATION

(See Attachment)

VII. FORM OF NEIGHBORHOOD STAKE AND COMMUNITY INTEREST DECLARATION

(See Attachment)

VIII. FORM OF SPECIAL APPOINTMENT SPEAKER CARDS

(See Attachment)



GREATER GRIFFITH PARK NEIGHBORHOOD COUNCIL

Your Neighborhood • Your Voice • Your Council

P.O. Box 27003, Los Angeles, CA 90027 213-973-9758 www.ggpnc.org ggpnc@ggpnc.org

NOTICE OF GGPNC APPOINTED BOARD MEMBERS POSITIONS APPLICATION DEADLINE APRIL 22, 2011

The Greater Griffith Park Neighborhood Council (GGPNC) is seeking applications for selection to open Board Member positions. The open seats will be filled by the GGPNC Board at a board meeting on May 7, 2011 to begin at 1 pm.

In order to improve and unify the diverse communities of the Great Griffith Park area by promoting citizen participation in government at all levels and by encouraging citizens to advise city government, the positions will include five District Representative (see map) and one seat each for representatives of: (a) Education; (b) Recreation; (c) Business; (d) Public Safety. These positions to be filled are for Appointed Members whose terms are scheduled to expire in 2014. Anyone who lives, works, owns property or can declare an interest in our area may be eligible to serve.

As you may know, the GGPNC includes the areas of Franklin Hills, Griffith Park, Los Feliz and its Board will be charged with representing over 37,000 stakeholders. This is an important leadership position for the purpose of serving on an advisory body to city, state and local government officials on matters that affect our communities.

The Board will make the appointment based on determinations set forth in the GGPNC ByLaws, including as to Appointed Members the need for representation of various identified stakeholder groups in the GGPNC area in relation to the purposes of the Council, and the nominated individual's potential for assistance to the Board in representing the interests of such identified stakeholder groups and of all stakeholders within the GGPNC area.

Applicants for the position must be willing to attend GGPNC Board meetings and participate in GGPNC activities and be at least 18 years of age. Application forms can be obtained from the GGPNC website at www.ggpnc.org, by writing to GGPNC, P.O. Box 27003, Los Angeles, CA 90027-0003, by email to GGPNC@GGPNC.org, or by calling the GGPNC at 213-973-9758.

The GGPNC is an official body of the City of Los Angeles, and does not discriminate on the basis of race, gender, ethnicity or religious affiliation.



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GGPNC Appointed Board Seat Descriptions

Education Representative (1 Position)

The Education Representative serves as the representative and advocate for educational interests across all five of the GGPNC's geographical districts (A-E). This person is a voting member of The Board and the GGPNC's official liaison to both public and private educational organizations (preschools, grammar schools, secondary schools and study programs). This position is tasked with ensuring the neighborhood's educational interests are represented in all matters coming before the Council and works to promote an environment where all educational organizations can work together to raise the level of academic excellence throughout our community.

Recreation Representative (1 Position)

The Recreation Representative serves as the representative and advocate for recreational interests across all five of the GGPNC's geographical districts (A-E). This person is a voting member of The Board and the GGPNC's official liaison to both publicly funded and private recreational organizations (e.g., youth and adult sports leagues, playgrounds, LAUSD "Beyond The Bell" programs). This position is tasked with ensuring the neighborhood's recreational interests are represented in all matters coming before the Council and works to promote an environment where recreational activities can flourish for community benefit and enjoyment.

Business Representative (1 Position)

The Business Representative serves as the representative and advocate for business interests across all five of the GGPNC's geographical districts (A-E). This person is a voting member of The Board and is the Governing Board's official liaison to local businesses. The person holding this seat is tasked with ensuring the neighborhood's business interests are represented in all matters coming before the Council and working to promote an environment where local businesses can succeed in harmony with the surrounding community.

Public Safety Representative (1 Position)

The Public Safety Representative serves as the representative and advocate for public safety interests across all five of the GGPNC's geographical districts (A-E). This person is a voting member of The Board and the GGPNC's official liaison to both publicly funded and private public safety organizations (e.g., LAPD or Neighborhood Watch). This position is tasked with promoting awareness and preparedness on public safety issues.

District Representative (5 Positions)

District Representatives shall be charged with representation of Stakeholders in their respective Districts (A, B, C, D, E – see Map), as well as with responding to the concerns of all Stakeholders concerning such District. This person is a voting member of The Board and the GGPNC's official liaison to the represented District.

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Application for GGPNC Board of Directors Appointed Member
(Please print in blue or black ink or type and check the interest group you want to represent)

Community Interest Representative (check one)
Education Recreation Business Public Safety

If you have chosen one of the above, you are not eligible to represent a District.

District Representative (check one)
 District A District B District C District D District E

NAME

FIRST MIDDLE LAST

RESIDENCE/MAILING ADDRESS CITY STATE ZIP

PHONE FAX

EMAIL

STAKEHOLDER ADDRESS (IF DIFFERENT FROM RESIDENCE/ MAILING ADDRESS)

ORGANIZATION

ADDRESS CITY STATE ZIP

By signing below I certify that I am over 18 years of age and a participant in or representative of the community I would like to represent. I declare under penalty of perjury, under the laws of the State of California, that the above statements are true and correct and that I possess all the necessary legal qualifications to become a candidate for the position designated above.

SIGNATURE DATE

The GGPNC is an official body of the City of Los Angeles, and does not discriminate on the basis of race, gender, ethnicity or religious affiliation.

Send completed application to:

Greater Griffith Park Neighborhood Council (GGPNC), P.O. Box 27003, Los Angeles, CA 90027
For more information, call 213-973-9758 or visit www.ggpnc.org

Application must be received by April 22, 2011

Attach a onepage Candidate Statement indicating your experience/qualifications for a Board position, your reason for seeking the position, any business or employment interests with the City of Los Angeles and its affiliates, and your goals and objectives if elected. Be sure to include your basis for declaring a stake in your District or the Neighborhood, The Board will make the appointment based on determinations set forth in the GGPNC ByLaws, including as to Appointed Members the need for representation of various identified stakeholder groups in the GGPNC area in relation to the purposes of the Council, and the nominated individual's potential for assistance to the Board in representing the interests of such identified stakeholder groups and of all stakeholders in the GGPNC area. Candidate Statements will be made available on the GGPNC website and to Board Members prior to selection.

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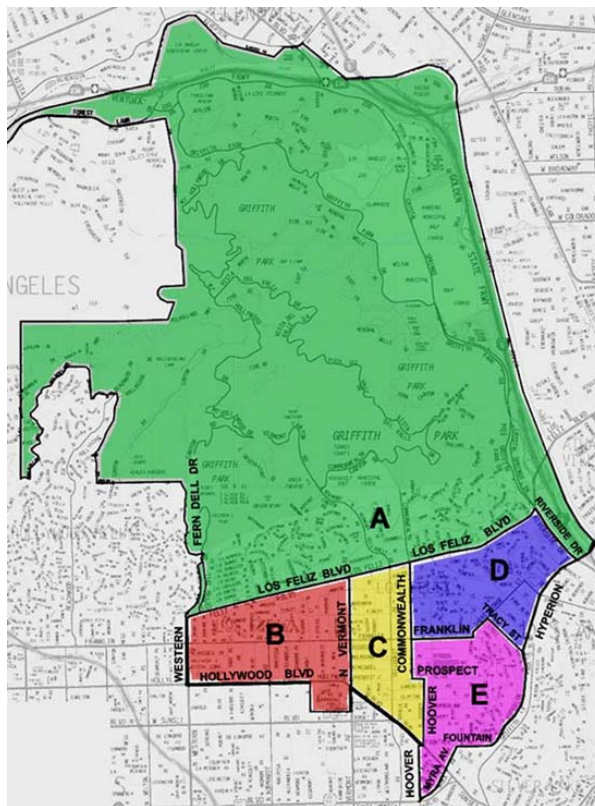
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DECLARATION OF NEIGHBORHOOD STAKE AND COMMUNITY INTEREST FOR:

CANDIDATE NAME

According to the map below, I hereby declare my stake within the Greater Griffith Park Neighborhood (GGPNC) boundaries by virtue of my interest in (choose one district, A-E):

(e.g., where you live, work, own property, or have another genuine interest, church, school, park, etc.)



Further, I do hereby put forward my name as a candidate to consider for appointment to the GGPNC Governing Board to represent: **POSITION SOUGHT**.

(signature of candidate)

(date signed)



Greater Griffith Park Neighborhood Council Board Member Appointments: Speaker Card

AGENDA ITEM
NUMBER

Date: _____

I wish to speak regarding the appointed Governing Board position of: _____
(write in the position title, NOT a candidate's name)

Name: _____

Business or Organization Affiliation: _____

Address: _____
Street City State Zip

Business Phone: _____ Representing: _____ Email: _____

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW:

Client Name: _____ Phone #: _____

Client Address: _____
Street City State Zip

**** YOU MUST COMPLETE THE REVERSE SIDE OF THIS CARD TO BE PROCESSED FOR CONSIDERATION ****



Greater Griffith Park Neighborhood Council Board Member Appointments: Speaker Card

AGENDA ITEM
NUMBER

Date: _____

I wish to speak regarding the appointed Governing Board position of: _____
(write in the position title, NOT a candidate's name)

Name: _____

Business or Organization Affiliation: _____

Address: _____
Street City State Zip

Business Phone: _____ Representing: _____ Email: _____

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW:

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