



APPROVED

Wilmington Neighborhood Council

Organization Structure and By-Laws

Revised March 26, 2008



Wilmington Neighborhood Council Organization Structure and By-Laws

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Article I – Organization

- A. **Name:** Wilmington Neighborhood Council (“WNC” or “Council”)
- B. **Seal:** A sailing ship surrounded by the words “Wilmington Neighborhood Council 2001”
- C. **Boundary:** The Council’s geographic boundaries are:
 - 1. North – Wilmington/Carson boundary
 - 2. **East – Wilmington/Long Beach and Wilmington/Carson boundaries**
 - 3. South – Los Angeles Main Channel, including Terminal Island and portion along North Harbor Drive to Terminal Freeway overpass
 - 4. Westerly – From north to south, 110 (Harbor) Freeway to Pacific Coast Highway, west on Pacific Coast Highway to Vermont Avenue, south on Vermont Avenue to Normandie Avenue, south on Normandie Avenue to Gaffey Street and south to a line from Gaffey Street at the south side of the Harbor District Yard to the water, under the Harbor Freeway.

Article II – Mission Statement and Purpose

- A. The Wilmington Neighborhood Council shall exist to promote participation by all members of the community and advise government agencies to improve the quality of life for all in Wilmington.
- B. Our purpose is to:
 - 1. Engage all stakeholders to collaborate and deliberate.
 - 2. Be the primary forum for discussion of community issues.
 - 3. Be an advocate for Wilmington to all levels of government and the private sector.

Article III – Organization Policy

To the best of our ability the WNC will:

- A. Create a forum for discussion by any individual, group or organization on any side of any issue.
- B. Inform stakeholders and community residents of impending issues, projects and programs.
- C. Aid legitimate groups or organizations that are advancing Wilmington’s quality of life and community-wide interests.



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- D. Remain non-partisan and unaffiliated with any political party or candidate.
- E. Implement fair, ethical and open procedures in conduction of business.
- F. Comply with local, state and federal law.
- G. Grievance Procedure: The Wilmington Neighborhood Council (WNC) shall adopt a Grievance Procedure which has been previously approved by the Department of Neighborhood Empowerment (DONE) and/or any other departments or officials of the City of Los Angeles, and which has been approved by the Los Angeles City Attorney, and the Los Angeles City Council.
- H. Code of Civility: Collectively and individually, the members of the Board of Directors of the Wilmington Neighborhood Council will abide by a Code of Civility to ensure that the Neighborhood Council's business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for the Neighborhood Council.

The freedom to express one's views about public matters is a cornerstone of the democratic process. The Wilmington Neighborhood Council welcomes the diverse views and opinions of our board members and stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.

The Members of the Wilmington Neighborhood Council collectively and individually will abide by the Code of Civility to the best of our abilities.

1. I will conduct myself in a professional and civil manner at all times as a representative of the Wilmington Neighborhood Council;
2. I will treat each Member of the Board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion;
3. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public;
4. Under no circumstances during Neighborhood Council meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual;
5. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption;



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6. I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures;
7. Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable;
8. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the By-Laws;
9. I will abide by the applicable laws that govern Neighborhood Councils, including By-Laws, standing rules, the Brown Act, ethics rules, City Ordinances, and the City Charter, and will not knowingly violate any of the above;
10. I will abide by the Neighborhood Council's meeting procedures and rules in order to create a safe and effective environment for conducting business;
11. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow Board Members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed;
12. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others;
13. I pledge to truly listen to and hear other points of view;
14. I will practice the art of being able to disagree without being disagreeable;
15. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters;
16. I will commit to good faith efforts to resolve any grievances that come before the Board as specified in the By-Laws; and
17. I owe it to my fellow Board Members, the public, and the decision-makers who we are trying to influence to make the best possible effort to understand the issues before me. I will "do my homework."



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- I. Failure to abide by the Code of Civility will cause any Member of the Board of Directors to be suspended from participating in any Neighborhood Council function/meeting, until an apology has been publicly issued for misconduct at a general meeting of the Wilmington Neighborhood Council and shall be subject to sanctions, up to and including termination of membership.
1. **Sanctions: First Offense** – A warning will be given to the Member, and the Member must acknowledge that a wrong was committed and agree to not commit the act again.
Second Offense – Will cause the individual's seat on the Governing Board to be revoked, and that individual will not be allowed to run for office for two years.
- J. **Non-Discrimination:** The Governing Board of the Wilmington Neighborhood Council, its representatives, and all stakeholders shall not discriminate in any of their policies, recommendations in any of their policies, recommendations or actions against any individual or group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, or political affiliation.

Article IV – Stakeholder Membership

- A. **General:** The General Membership (“Membership” or “Member” or “Stakeholder”) is defined as those who live, work, or own property in the neighborhood and also to those who declare a stake in the neighborhood and affirm the factual basis for it.
1. Examples of stakeholders include: is anyone who attends church, attends school, participates in a civil or cultural organization, rents a business or property within the boundaries of the jurisdiction set forth in Article I – Organization, Section C, but not limited to these examples.
 2. The Membership will strive to be diverse and inclusive.
- B. **Stakeholder Caucus Representative:** The Stakeholder Caucus Representatives (“Representatives”) are selected from within each Stakeholder Caucus (see Article V) comprising the Membership.
- C. **Executive Board:** The Executive Board (“Board”) will be nominated by and selected from the Governing Board Members following the Election.
1. **The Board will be comprised of the following positions:**
 - a. Chair
 - b. Co-Chair
 - c. Treasurer
 - d. Secretary
 - e. Parliamentarian



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2. Each position will be accountable for those responsibilities specified below under Article IX (Membership, Representative and Executive Board Responsibilities).
3. Representatives or Board members may not have more than three unexcused absences in any 12-month period. On the fourth absence the Board will review the facts of the case and may instruct the respective Stakeholder Caucus to select another Representative.
4. The Board may appoint a Board Liaison (“Liaison”) if necessary to carry a specific message or observe on behalf of the Board at government, private entities, or Stakeholder Caucuses meetings.

Article V – Council Stakeholder Caucuses

A. The WNC shall be composed of twelve (12) Stakeholder Caucuses (“Caucuses”) and one (1) Parliamentarian.

1. The WNC Governing Board shall appoint a Parliamentarian upon the recommendation of the By-Laws Committee. The Parliamentarian must have experience with the understanding of the By-Laws, the Robert Rules of Order and the Brown Act. The Parliamentarian shall serve for a term of at least two years. The Parliamentarian will have full voting rights and will serves as a member of the WNC Executive Committee.

B. The Membership shall select within each Stakeholder Caucus their Representatives to the Governing Board of the Council. Caucus selection is one component of the WNC election process.

C. The Stakeholder Caucuses are:

#	Stakeholder Caucus	# of Representatives	# of Votes
1	Business/Industry	3	3
2	Churches	2	2
3	Education	2	2
4	Labor	1	1
5	Members-at-Large	3	3
6	Non-Profit Community/Fraternal	1	1
7	Non-Profit Recreational	1	1
8	Park Advisory Boards	1	1
9	Port of Los Angeles (Appointed)	1	1
10	Resident Organizations	6	6
11	Seniors	1	1
12	Youth/Student (Appointed)	1	1
Total		23	23



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- D. Each respective Caucus will select a specific number of Representative(s). Each Representative will have only one vote regardless of other Caucus Representative(s) absences during any official Council meeting. The intent is to limit the number of Representatives to no greater than 23, and one (1) Parliamentarian, to maintain cohesiveness of Council management and operations.

In the case of the Youth/Student Caucus, the caucus shall be a high school student from a high school in the community of Wilmington. The Youth/Student will be nominated by their school or a member of the community and appointed by the Governing Board of the WNC. The Youth/Student candidate will be given the opportunity to make remarks before the Governing Board to state their case to be selected.

In the case of the Port of Los Angeles Caucus, the Port of Los Angeles will select the representative, and the representative will file the Candidate Filing Form to declare their appointment to the WNC Governing Board.

- E. These selected Representatives, as the Governing Board of the WNC, then select an Executive Board from the Governing Board Representatives.
- F. Member-at-Large Caucus Representatives will be selected by the entire community Membership in attendance at the Election.
- G. Resident Organization Caucus Representatives should be selected to represent identifiable neighborhoods or quadrants of Wilmington's geographic layout within the boundaries set in Article 1, Part C. The intent is to represent the diversity of the neighborhoods within Wilmington.
- H. A list of Wilmington participants and organizations within each Stakeholder Caucus will be maintained and available. This list will be updated annually. Participants will be listed as "Inactive" or "Active." Inactive means an organization or person has not responded to three (3) consecutive notifications. An inactive organization or person will be kept on the list until it is confirmed that the organization no longer exists or the person has moved or no longer is interested in participating. The intent is to have as many identified organizations or persons active in the Stakeholder Caucuses. Outreach to Inactive organizations or participants is the responsibility of all the Membership, however especially the respective Stakeholder Caucus. These efforts will be in addition to outreach to all Organizations.
- I. Ad-Hoc committees shall be appointed by the Chair from the Membership to address a specific Council issue or need. Ad-Hoc committees and participants have no vote on the Board.



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- J. Volunteer Stakeholder Participants who have attended a minimum of three consecutive Standing Committee Meetings will be allowed to vote on Standing Committee Agenda Action Items. Should the Volunteer Stakeholder Participant miss more than three consecutive unexcused Standing Committee Meetings, the Volunteer Stakeholder Participant will lose their ability to vote until they have reestablished their participation by attending a minimum of three consecutive Standing Committee Meetings once again. Volunteer Stakeholder Participants may not outnumber the Standing Committee Members. Thus, there could be a limit to Volunteer Stakeholder Participants at the Committee level. Volunteer Stakeholder Participants will not have a vote at the full Governing Board Meetings.

Article VI –Election Process

- A. The WNC's Election will be conducted by the City Clerk every 2 years in every even-numbered year in accordance with the rules and regulations promulgated by the City Clerk to select the Member-at-Large Caucus Representatives. Stakeholder Caucuses will be conducted separately by the WNC Election Committee.
- B. The length of a Board Member's term shall be for the duration of two-years or until a successor is elected or appointed.
- C. The WNC does not have Term Limits.
- D. Stakeholder Caucuses will meet and select nominees for their respective Representative(s) every two years. Each Caucus will select their Representative(s) to the Council. These selections shall occur every two years prior to the day of the election. The intent is to allow for ample time for a proper selection.
- E. The three options to select the Stakeholder Caucus Representatives are as follows:
1. **One session will be established where representatives from organizations who are interested in participating can attend and select nominations for Governing Board representative(s).**
 2. Stakeholder Caucus Representative Nomination/Candidate Forms will be distributed in mass to the representatives of organizations and groups within stakeholder caucuses to be submitted prior to date of the election at a time established by the Election Committee.
 3. The names of nominees chosen at caucuses will be listed on separate color-coded ballots in random order. WNC Stakeholders will be able to vote for one Stakeholder Caucus of their choice on the day of the election.



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- F. The election process timeline shall be as designated by the WNC Election Committee as follows:
 - 1. A deadline will be established for the Stakeholder Caucuses to file the "Candidate Filing Form." Stakeholder Caucus Candidates will be allowed to speak for three minutes at the WNC Meeting held prior to the election.
 - 2. Stakeholder Caucus Selection shall occur before the election date.
- G. Installation of Governing Board Members takes place at the meeting following the election, and the Executive Board will be nominated by and selected from the Governing Board Members.

Article VII – Meetings

- A. A Quorum is the number of Members within a Committee, the Council or Board, entitled to vote required being present so business can be legally transacted. A Quorum is 50% plus one within Committee or WNC meetings.
- B. Council meetings are open to the public and will be held no less than quarterly. Additional meetings may be scheduled as needed to properly conduct business and effectively meet our mission. Meeting location is to be within Wilmington, as centrally located as possible. WNC meeting notices will be posted 72 weekday hours prior to the meeting at but not limited to the following locations: Wilmington Municipal Building, Wilmington Library, Wilmington Recreation Center, Banning Recreation Center and the Wilmington Senior Citizens Center.
- C. General Meetings will comply with the Ralph M. Brown Act, outlining the public meeting process and notification (Calif. Govt. Code, Section 54959-54962).
- D. The Installation Meeting will be held following the election to install Wilmington Neighborhood Council Representatives. The 15th Council District Councilmember should be invited for induction of Representatives.
- E. Stakeholder Caucuses shall meet or communicate no less than twice per year. They are encouraged to meet quarterly to discuss pertinent issues, to foster community interaction and mutual support.
- F. Translation services may be arranged with advanced notification to WNC.



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- G. All Wilmington Neighborhood Council (WNC) Committee meetings, standing and special, and Ad Hoc Committee meetings shall be open to the public and conducted in the same manner and with the same rules as the meetings of the Wilmington Neighborhood Council Board of Governors based on the WNC By-Laws.

This applies to scheduling and noticing meeting dates, times and locations; agenda posting; allowing adequate and necessary time to conduct the business before the body, and allowing opportunities for committee members, WNC Board Members and members of the public/audience to speak on each agenda item and during an agendized public comment period, by submitting a speaker request card (provided by the committee chair or member).

Meetings shall be held in an Americans with Disabilities Act (ADA) compliant facility designed for meetings, such as an appropriate conference room in a business or community facility, such as the WNC Office or Wilmington Municipal Building Conference Room.

Article VIII – Voting

- A. Each Member and Representative has only one vote. There are no proxy votes.
- B. The Membership within each Stakeholder Caucus selects their Representatives to the Governing Board of the Council. The Governing Board Representatives then selects an Executive Board from the Representatives of the Governing Board.
- C. Any vote of the Council must be tallied and recorded in the meeting minutes including the specific vote by each Representative on each issue.
- D. A Stakeholder Caucus may direct a Representative to vote on a matter in a specific manner. The intent is the Representatives are faithful to their respective Caucus policy position. Representatives may vote on any administrative matters before the Council. The intent is that when not directed by Caucus, a Representative has a voice and some flexibility in Council decision-making.
- E. Except where a tallied vote must occur, Representatives may make decisions by consensus of parliamentary procedure as necessary. Outside of consensus decision making, *Robert's Rules of Order* shall be the parliamentary guide and reference for rules and process.
- F. Emergency votes, those that require critical and timely action, may be voted on by the Representatives as determined by their conscience if there is not enough time to get immediate feedback from their respective Stakeholder Caucuses.



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- G. Voting will not be allowed by anyone under the age of 16 years old, other than the Student/Youth Stakeholder from a high school in the community of Wilmington.

Article IX – Reconsideration Process

- A. The Wilmington Neighborhood Council shall use the following procedure in the case of reconsideration of a previous vote of the Governing Board: Robert’s Rules of Order, latest edition.

Article X – Membership, Representative and Executive Board Responsibilities

- A. There is no compensation for service or participation in any of the offices or activities mentioned below.
- B. Any vacancy caused by death, resignation, removal, disqualification or otherwise of any officer shall be filled by a selection by the WNC Governing Board. This will occur after the Stakeholder Caucus involved makes a recommendation to the Board for the consideration.
- C. WNC Membership is bound to faithfully uphold the Mission, Purpose and Organizational Policy of WNC. In addition, each participant is accountable to follow the established Organization Structure and By-Laws.
- D. Representatives are to faithfully represent the Stakeholder Caucuses as directed or as accountability requires, including, but not limited to, communicating and reporting to the respective Caucuses on all Council issues or needs.
- E. Executive Board general responsibilities include:
1. To open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.
 2. To announce in proper sequence the business that comes before the Council in accordance with the prescribed order of business, agenda or program, and with existing orders of the day.
 3. To recognize members who are entitled to the floor.
 4. To state and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings and to announce the result of each vote, or if a motion that is not in order is made, to rule it out of order.
 5. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.



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6. To enforce the rules relating to debate and to order and decorum within the assembly.
7. To expedite business in every way compatible with the rights of Members.
8. To decide all questions of order subject to appeal, unless, when in doubt, the Chair prefers to submit such a question to the assembly for decision.
9. To respond to inquiries of Members relating to parliamentary procedure or factual information bearing on the business of the assembly.
10. To authenticate by signature, when necessary, all acts, orders and proceedings of the assembly.
11. To declare the meeting adjourned when the assembly so votes or where applicable at the time prescribed in the agenda or program or in an emergency.

F. Specific Officers Responsibilities include:

1. **Chair:** **The Chair shall be the Chief Executive Officer of WNC** and shall, subject to the control of the WNC Executive Board, supervise and control the affairs of the Governing Board of the Council and the activities of the officers. The Chair shall perform all duties incident to the office and such other duties as may be required by law, Department of Neighborhood Empowerment (DONE) or WNC By-Laws, or which may be prescribed from time to time by the Executive Board. Unless another Board member is temporarily appointed to chair the meeting, the Chair shall preside at all meetings of the Executive Board and Neighborhood Council. Except as otherwise expressly provided by law, DONE or WNC By-Laws, the Chair shall in the name of the WNC execute checks or other instruments in conducting WNC business.
2. **Co-Chair:** In the absence of the Chair, or in the event of the Chair's inability or refusal to act, the Co-Chair shall perform all the duties of the Chair. When so acting the Co-Chair shall have all of the powers of, and be subject to all of the restrictions on, the Chair. The Co-Chair shall have other powers and perform such other duties as may be prescribed by law, DONE, WNC By-Laws, or as prescribed by the WNC Executive Board.
3. **Secretary:** The Secretary shall certify and keep at the principal office of the WNC the original WNC By-Laws and a version of each By-Laws as amended or otherwise altered. In addition, the Secretary will keep in said office, or other place as the Executive Board may determine, a book of minutes of all meetings of the Board, Council and Stakeholder Caucuses, recording therein the time and place of holding, whether general or special, how called, how notice was given, the names of those present or represented at the meeting, and the proceedings thereof.



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Furthermore, the Secretary shall see that all notices are duly given in accordance with the provisions of WNC By-Laws or as required by law. The Secretary is custodian of the records and of the WNC Seal and must see that the Seal is affixed to all duly executed documents. The Secretary must keep at the principal WNC office a membership book containing the name and address of each member and in the case where any membership has been terminated, the Secretary shall record such fact in the membership book together with the date that such membership ceased.

The Secretary must exhibit at all reasonable times to the Council, agent or attorney on request the WNC By-Laws, the membership book, and the minutes of the proceedings of the WNC Council. The Secretary shall perform all duties incident to the office of Secretary and such other duties as may be required by law, DONE, WNC By-Laws or assigned by the Executive Board.

4. Treasurer: The Treasurer shall comply with Generally Accepted Accounting Principles (GAAP), providing that such specific training shall be provided to the individual holding this position at no cost to the individual, or that to meet this requirement, the Treasurer may recommend a firm with the necessary training and certification to perform these duties at no cost to the Wilmington Neighborhood Council, with the City of Los Angeles paying the costs of this service.

The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of WNC and deposit all such funds in the name of "Wilmington Neighborhood Council" in such banks, trust companies or other depositories as shall be selected by the Council.

The Chair and the Treasurer are the two primary signatories for all checks or funds distributed or cause to be disbursed as directed by the Board or Council, properly recording each transaction for WNC records. At least one of these primary signatories must sign any authorization for disbursement or cause for disbursement to be valid. If only one of the two primary signatories is available to secure authorization, the Secretary can be used as a secondary signatory. For example, if the Treasurer is out of state and urgency requires fund disbursement, the Chair and the Secretary may act to disburse funds on direction of the Board or Council. For example, if the Chair is out of state and disbursement is required, the Treasurer and the Secretary may act to distribute funds on the direction of the Board or Council.



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The Treasurer shall:

- a. **Receive and** give receipt for monies due and payable to WNC from any source whatever.
- b. Keep and maintain adequate and correct accounts of WNC properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and loses.
- c. Exhibit at all reasonable times the books of account and financial records to any Council Representative or Boardmember, their agent or attorney on request.
- d. Prepare or cause to be prepared and certified or caused to be certified the financial statements to be included in any required reports.
- e. Render to the Chair, Board or Council whenever requested an accounting of any or all of the Treasurer's transactions for and financial condition of WNC.
- f. Perform all duties incidental to the office of Treasurer and such other duties as may be required by law, DONE, WNC By-Laws, or which may be assigned to the Treasurer from time to time by the Executive Board.

Article XI – Standing Committees

The Standing Committees of the WNC are:

- A. Land Use Planning
- B. Finance
- C. Environmental
- D. Transportation
- E. Public Works
- F. Bylaws
- G. Publicity & Communications
- H. Beautification

1. Standing Committees must meet at least once a month. The Chair of the Standing Committee must inform the WNC Chairperson of the date, time, and location of the Standing Committee Meeting to be posted on the WNC Website 14 days prior to the Standing Committee Meeting. Should the Chair of the Standing Committee fail to fulfill their duties, including holding regular meetings, the Chair forfeits their position, and the WNC Chair will appoint another Chair.



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Article XII – Communications

- A. Official letters on behalf of the Wilmington Neighborhood Council (WNC) shall be approved by the WNC and shall be signed by the Chair of the Governing Board, or if necessary an alternative Board Member(s) approved as part of the WNC motion authorizing the letter.
- B. The Board shall give guidance for communications such as WNC election notices, newsletters or periodicals, and websites, with the Executive Committee or appropriate WNC Committee authorized to edit and have them sent out or displayed to facilitate timely communications with stakeholders.
- C. In no case shall a member or members of the WNC or the Governing Board send a personal or collection of member's letters expressing a view not voted upon by the Governing Board on WNC letterhead.

This does not preclude an individual WNC Board Member from writing a personal letter on his or her personal letterhead or paper expressing his or her opinion on any subject. Nor does this preclude a WNC Board Member from stating in such a personal letter that he or she is a Board Member of the WNC and is not speaking for the WNC. This paragraph also applies to any and all communications - written, verbal and electronic - by an individual WNC Board Member or group of Members of the WNC. Simply put, unless the WNC has taken an official action on a given matter, no individual or collection of Members can represent that their opinion or position is that of the WNC at any public or private meetings, or by written, verbal or electronic communications.

- D. The Chair of the WNC Governing Board is the official spokesperson for the WNC and is bound to these provisions in representing the WNC. If the WNC Governing Board by adopted motion authorizes someone else to represent the WNC on a specific matter, it is only for that specific matter and only at the will of the body.
- E. Any WNC Board Member found to have represented themselves as officially communicating on behalf of the WNC when not specifically authorized by the Governing Board shall be subject to sanctions, up to and including termination of membership.
 - 1. **Sanctions: First Offense –** A warning will be given to the Member, and the Member must acknowledge that a wrong was committed and agree to not commit the act again.
Second Offense – Will cause the individual's seat on the Governing Board to be revoked, and that individual will not be allowed to run for office for two years.



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Article XIII – Order of Business

WNC meetings may be organized to reflect the needs of the Council

Article XIV – Amendments

Any changes to this document must be approved by a (2/3) two-thirds vote at an official meeting. Notice of any proposed changes in the By-Laws must be made available in writing to all Council voting members at least 20 days prior to the meeting at which the proposed changes will be considered for adoption.

Article XV – Dissolution

Any funds or securities remaining on dissolution of the WNC shall be distributed according to City of Los Angeles law.

Revised as of February 11, 2008
Submitted by Marisela Caraballo, Chair, WNC By-Laws Committee

**Adopted and Revised by the Wilmington Neighborhood Council on
Wednesday, February 27, 2008 and Wednesday, March 26, 2008.**