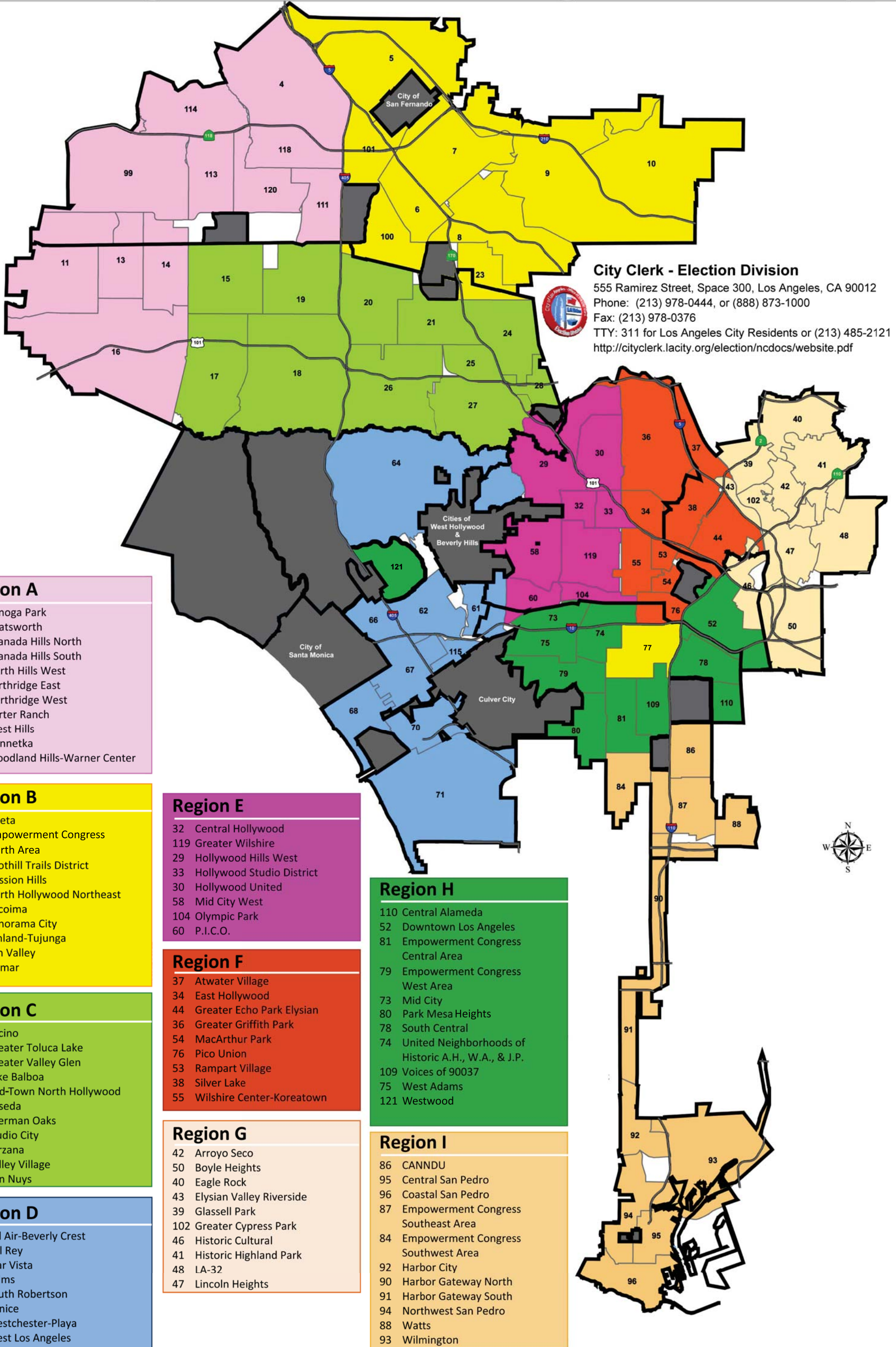


2010 Neighborhood Council Regional Area Map



City Clerk - Election Division

555 Ramirez Street, Space 300, Los Angeles, CA 90012
 Phone: (213) 978-0444, or (888) 873-1000
 Fax: (213) 978-0376
 TTY: 311 for Los Angeles City Residents or (213) 485-2121
<http://cityclerk.lacity.org/election/ncdocs/website.pdf>

Region A

- 13 Canoga Park
- 99 Chatsworth
- 4 Granada Hills North
- 118 Granada Hills South
- 111 North Hills West
- 120 Northridge East
- 113 Northridge West
- 114 Porter Ranch
- 11 West Hills
- 14 Winnetka
- 16 Woodland Hills-Warner Center

Region B

- 6 Arleta
- 77 Empowerment Congress North Area
- 9 Foothill Trails District
- 101 Mission Hills
- 23 North Hollywood Northeast
- 7 Pacoima
- 100 Panorama City
- 10 Sunland-Tujunga
- 8 Sun Valley
- 5 Sylmar

Region C

- 18 Encino
- 28 Greater Toluca Lake
- 21 Greater Valley Glen
- 19 Lake Balboa
- 24 Mid-Town North Hollywood
- 15 Reseda
- 26 Sherman Oaks
- 27 Studio City
- 17 Tarzana
- 25 Valley Village
- 20 Van Nuys

Region D

- 64 Bel Air-Beverly Crest
- 70 Del Rey
- 67 Mar Vista
- 115 Palms
- 61 South Robertson
- 68 Venice
- 71 Westchester-Playa
- 66 West Los Angeles
- 62 Westside

Region E

- 32 Central Hollywood
- 119 Greater Wilshire
- 29 Hollywood Hills West
- 33 Hollywood Studio District
- 30 Hollywood United
- 58 Mid City West
- 104 Olympic Park
- 60 P.I.C.O.

Region F

- 37 Atwater Village
- 34 East Hollywood
- 44 Greater Echo Park Elysian
- 36 Greater Griffith Park
- 54 MacArthur Park
- 76 Pico Union
- 53 Rampart Village
- 38 Silver Lake
- 55 Wilshire Center-Koreatown

Region G

- 42 Arroyo Seco
- 50 Boyle Heights
- 40 Eagle Rock
- 43 Elysian Valley Riverside
- 39 Glassell Park
- 102 Greater Cypress Park
- 46 Historic Cultural
- 41 Historic Highland Park
- 48 LA-32
- 47 Lincoln Heights

Region H

- 110 Central Alameda
- 52 Downtown Los Angeles
- 81 Empowerment Congress Central Area
- 79 Empowerment Congress West Area
- 73 Mid City
- 80 Park Mesa Heights
- 78 South Central
- 74 United Neighborhoods of Historic A.H., W.A., & J.P.
- 109 Voices of 90037
- 75 West Adams
- 121 Westwood

Region I

- 86 CANN DU
- 95 Central San Pedro
- 96 Coastal San Pedro
- 87 Empowerment Congress Southeast Area
- 84 Empowerment Congress Southwest Area
- 92 Harbor City
- 90 Harbor Gateway North
- 91 Harbor Gateway South
- 94 Northwest San Pedro
- 88 Watts
- 93 Wilmington

Region Color Grid Key





2010 Neighborhood Council Election Regional Election Day Selection and Random Ballot Placement Lottery Results

June 13, 2009

The Neighborhood Council (NC) Regional Election Day voting was held on Saturday, June 13, 2009 at the Election Division Headquarters, Piper Technical Center, located at 555 Ramirez Street, 3rd Floor, Space 300, Los Angeles, California, 90012.

1) The Regional Election Day results were as follows:

Region A

Election Day:

Tuesday, March 2, 2010

Canoga Park
Chatsworth
Granada Hills North
Granada Hills South
North Hills West
Northridge East
Northridge West
Porter Ranch
West Hills
Winnetka
Woodland Hills-Warner Center

Region B

Election Day:

Saturday, March 27, 2010

Arleta
Emp. Congress North Area
Foothill Trails District
Mission Hills
North Hollywood Northeast
Pacoima
Panorama City
Sun Valley Area
Sunland-Tujunga
Sylmar

Region C

Election Day:

Thursday, May 27, 2010

Encino
Greater Toluca Lake
Greater Valley Glen
Lake Balboa
Mid-Town North Hollywood
Reseda
Sherman Oaks
Studio City
Tarzana
Valley Village
Van Nuys

Region D

Election Day:
Sunday, April 11, 2010

Bel Air-Beverly Crest
Del Rey
Mar Vista
Palms
South Robertson
Venice
West Los Angeles
Westchester-Playa
Westside

Region E

Election Day:
Thursday, May 13, 2010

Central Hollywood
Greater Wilshire
Hollywood Hills West
Hollywood Studio District
Hollywood United
Mid City West
Olympic Park
P.I.C.O.

Region F

Election Day:
Saturday, March 20, 2010

Atwater Village
East Hollywood
Greater Echo Park Elysian
Greater Griffith Park
MacArthur Park
Pico Union
Rampart Village
Silver Lake
Wilshire Center-Koreatown

Region G

Election Day:
Thursday, April 29, 2010

Arroyo Seco
Boyle Heights
Eagle Rock
Elysian Valley Riverside
Glassell Park
Greater Cypress Park
Historic Cultural
Historic Highland Park
LA-32
Lincoln Heights

Region H

Election Day:
Saturday, June 26, 2010

Central Alameda
Downtown Los Angeles¹
Emp. Congress Central Area
Emp. Congress West Area
Mid City
Park Mesa Heights
South Central
United Neighborhoods of
Historic A.H., W.A., & J.P.
Voices of 90037
West Adams
Westwood

Region I

Election Day:
Tuesday, June 8, 2010

CANNDU
Central San Pedro
Coastal San Pedro
Emp. Congress SE Area
Emp. Congress SW Area
Harbor City
Harbor Gateway North
Harbor Gateway South
Northwest San Pedro
Watts
Wilmington

Holidays during election weeks:

Cesar Chavez Day – March 29, 2010

Easter – April 4, 2010

Mother's Day – May 9, 2010

Memorial Day – May 31, 2010

Father's Day – June 20, 2010

¹ DLANC Election Day is Friday, June 25th, 2010. The Region H timeline applies to all election-related processes for the DLANC 2010 Election.

2) Additionally, the Random Ballot Placement Lottery was held on May 9, 2009 and is a means of assigning a random order in which candidates will be placed on a ballot according to their last name (per position).

Alphabet in order of placement on the ballot:

- | | | | |
|------|-------|-------|-------|
| 1. C | 9. A | 17. I | 25. M |
| 2. K | 10. U | 18. E | 26. O |
| 3. Q | 11. T | 19. Y | |
| 4. L | 12. R | 20. X | |
| 5. W | 13. B | 21. V | |
| 6. G | 14. D | 22. P | |
| 7. Z | 15. H | 23. N | |
| 8. J | 16. S | 24. F | |

For further information please contact the Election Division office at (213) 978-0444.

Region A Election Timeline

ELECTION EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC.	E-DAY (+/-)	START	END
Distribution of Election Procedures	E-90	Wednesday December 2, 2009	
Candidate Filing Period	E-90 - E-60	Wednesday December 2, 2009	Monday January 4, 2010*
Candidate Withdrawal Deadline	E-60		Monday January 4, 2010*
Vote-By-Mail Application Period	E-60 - E-10	Monday January 4, 2010*	Monday February 22, 2010*
Write-in Candidate Filing Period	E-59 - E-30	Tuesday January 5, 2010**	Monday February 1, 2010*
Candidate Statement Deadline	E-30		Monday February 1, 2010*
Write-in Candidate Withdrawal Deadline	E-30		Monday February 1, 2010*
Mailing of Vote-By-Mail Ballots	E-30 - E-10	Monday February 1, 2010*	Monday February 22, 2010*
Vote-By-Mail Return Deadline	Election Day		Tuesday March 2, 2010
Regional Election Day	Tuesday March 2, 2010	Tuesday March 2, 2010	Tuesday March 2, 2010
Deadline to Complete Final Canvass (FC)	E + 7 7 days (City of Los Angeles business days)		Thursday March 11, 2010
Deadline to Submit Recount (RC) and Challenges (CH)	FC+1 - FC+5 5 days (City of Los Angeles business days) after Final Canvass deadline (FC)	Thursday March 12, 2010	Thursday March 18, 2010
Deadline to Finish Recount	RC + 5 5 days (City of Los Angeles business days) after completing Recount Request (RC)		Thursday March 25, 2010
Deadline to Issue Recount (Final Election Report)	RC + 30 30 calendar days after receiving Recount Request (RC)		Monday April 19, 2010*
Deadline to Submit all Challenge Recommendations to the Panel	End of CH + 30 30 calendar days after Challenge Filing Period Closes (CH)	Friday March 19, 2010	Monday April 19, 2010*
Deadline for the Challenge Review Panel to issue verdict to the City Clerk	CH + 37 7 days (City of Los Angeles business days) after receiving City Clerk's recommendation		Wednesday April 28, 2010
Deadline for the City Clerk to issue Challenge (Final Challenge Report)	CH + 44 7 days (City of Los Angeles business days) after receipt of panel's decision		Friday May 7, 2010

*The date was adjusted pursuant to City Clerk - Election Division Policy No. 25

**The Write-in Candidate Filing Period opens immediately following the close of the Candidate Filing Period. That period was extended to Monday due to the holiday. Therefore, the Write-in Candidate Filing Period opens on Tuesday.

Region B Election Timeline

ELECTION EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC.	E-DAY (+/-)	START	END
Distribution of Election Procedures	E-90	Monday December 28, 2009*	
Candidate Filing Period	E-90 - E-60	Monday December 28, 2009*	Tuesday January 26, 2010
Candidate Withdrawal Deadline	E-60		Tuesday January 26, 2010
Vote-By-Mail Application Period	E-60 - E-10	Tuesday January 26, 2010	Wednesday March 17, 2010
Write-in Candidate Filing Period	E-59 - E-30	Wednesday January 27, 2010	Thursday February 25, 2010
Candidate Statement Deadline	E-30		Thursday February 25, 2010
Write-in Candidate Withdrawal Deadline	E-30		Thursday February 25, 2010
Mailing of Vote-By-Mail Ballots	E-30 - E-10	Thursday February 25, 2010	Wednesday March 17, 2010
Vote-By-Mail Return Deadline	Election Day		Saturday March 27, 2010
Regional Election Day	Saturday March 27, 2010	Saturday March 27, 2010	Saturday March 27, 2010
Deadline to Complete Final Canvass (FC)	E + 7 7 days (City of Los Angeles business days)		Wednesday April 7, 2010*
Deadline to Submit Recount (RC) and Challenges (CH)	FC+1 - FC+5 5 days (City of Los Angeles business days) after Final Canvass deadline (FC)	Thursday April 8, 2010	Wednesday April 14, 2010
Deadline to Finish Recount	RC + 5 5 days (City of Los Angeles business days) after completing Recount Request (RC)		Wednesday April 21, 2010
Deadline to Issue Recount (Final Election Report)	RC + 30 30 calendar days after receiving Recount Request (RC)		Friday May 14, 2010
Deadline to Submit all Challenge Recommendations to the Panel	End of CH + 30 30 calendar days after Challenge Filing Period Closes (CH)	Thursday April 15, 2010	Friday May 14, 2010
Deadline for the Challenge Review Panel to issue verdict to the City Clerk	CH + 37 7 days (City of Los Angeles business days) after receiving City Clerk's recommendation		Tuesday May 25, 2010
Deadline for the City Clerk to issue Challenge (Final Challenge Report)	CH + 44 7 days (City of Los Angeles business days) after receipt of panel's decision		Friday June 4, 2010*

*The date was adjusted pursuant to City Clerk - Election Division Policy No. 25

Region C Election Timeline

ELECTION EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC.	E-DAY (+/-)	START	END
Distribution of Election Procedures	E-90	Friday February 26, 2010	
Candidate Filing Period	E-90 - E-60	Friday February 26, 2010	Tuesday March 30, 2010*
Candidate Withdrawal Deadline	E-60		Tuesday March 30, 2010*
Vote-By-Mail Application Period	E-60 - E-10	Tuesday March 30, 2010*	Monday May 17, 2010
Write-in Candidate Filing Period	E-59 - E-30	Wednesday March 31, 2010**	Tuesday April 27, 2010
Candidate Statement Deadline	E-30		Tuesday April 27, 2010
Write-in Candidate Withdrawal Deadline	E-30		Tuesday April 27, 2010
Mailing of Vote-By-Mail Ballots	E-30 - E-10	Tuesday April 27, 2010	Monday May 17, 2010
Vote-By-Mail Return Deadline	Election Day		Thursday May 27, 2010
Regional Election Day	Thursday May 27, 2010	Thursday May 27, 2010	Thursday May 27, 2010
Deadline to Complete Final Canvass (FC)	E + 7 7 days (City of Los Angeles business days)		Tuesday June 8, 2010*
Deadline to Submit Recount (RC) and Challenges (CH)	FC+1 - FC+5 5 days (City of Los Angeles business days) after Final Canvass deadline (FC)	Wednesday, June 9, 2010	Tuesday June 15, 2010
Deadline to Finish Recount	RC + 5 5 days (City of Los Angeles business days) after completing Recount Request (RC)		Tuesday June 22, 2010
Deadline to Issue Recount (Final Election Report)	RC + 30 30 calendar days after receiving Recount Request (RC)		Thursday July 15, 2010
Deadline to Submit all Challenge Recommendations to the Panel	End of CH + 30 30 calendar days after Challenge Filing Period Closes (CH)	Wednesday, June 16, 2010	Thursday July 15, 2010
Deadline for the Challenge Review Panel to issue verdict to the City Clerk	CH + 37 7 days (City of Los Angeles business days) after receiving City Clerk's recommendation		Monday July 26, 2010
Deadline for the City Clerk to issue Challenge (Final Challenge Report)	CH + 44 7 days (City of Los Angeles business days) after receipt of panel's decision		Wednesday August 4, 2010

*The date was adjusted pursuant to City Clerk - Election Division Policy No. 25

**The Write-in Candidate Filing Period opens immediately following the close of the Candidate Filing Period. That period was extended to Tuesday due to the holiday. Therefore, the Write-in Candidate Filing Period opens on Wednesday.

Region D Election Timeline

ELECTION EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC.	E-DAY (+/-)	START	END
Distribution of Election Procedures	E-90	Monday January 11, 2010	
Candidate Filing Period	E-90 - E-60	Monday January 11, 2010	Wednesday February 10, 2010
Candidate Withdrawal Deadline	E-60		Wednesday February 10, 2010
Vote-By-Mail Application Period	E-60 - E-10	Wednesday February 10, 2010	Thursday April 1, 2010
Write-in Candidate Filing Period	E-59 - E-30	Thursday February 11, 2010	Friday March 12, 2010
Candidate Statement Deadline	E-30		Friday March 12, 2010
Write-in Candidate Withdrawal Deadline	E-30		Friday March 12, 2010
Mailing of Vote-By-Mail Ballots	E-30 - E-10	Friday March 12, 2010	Thursday April 1, 2010
Vote-By-Mail Return Deadline	Election Day		Sunday April 11, 2010
Regional Election Day	Sunday April 11, 2010	Sunday April 11, 2010	Sunday April 11, 2010
Deadline to Complete Final Canvass (FC)	E + 7 7 days (City of Los Angeles business days)		Tuesday April 20, 2010
Deadline to Submit Recount (RC) and Challenges (CH)	FC+1 - FC+5 5 days (City of Los Angeles business days) after Final Canvass deadline (FC)	Wednesday April 21, 2010	Tuesday April 27, 2010
Deadline to Finish Recount	RC + 5 5 days (City of Los Angeles business days) after completing Recount Request (RC)		Tuesday May 4, 2010
Deadline to Issue Recount (Final Election Report)	RC + 30 30 calendar days after receiving Recount Request (RC)		Thursday May 27, 2010
Deadline to Submit all Challenge Recommendations to the Panel	End of CH + 30 30 calendar days after Challenge Filing Period Closes (CH)	Wednesday April 28, 2010	Thursday May 27, 2010
Deadline for the Challenge Review Panel to issue verdict to the City Clerk	CH + 37 7 days (City of Los Angeles business days) after receiving City Clerk's recommendation		Tuesday June 8, 2010*
Deadline for the City Clerk to issue Challenge (Final Challenge Report)	CH + 44 7 days (City of Los Angeles business days) after receipt of panel's decision		Thursday June 17, 2010

*The date was adjusted pursuant to City Clerk - Election Division Policy No. 25

Region E Election Timeline

ELECTION EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC.	E-DAY (+/-)	START	END
Distribution of Election Procedures	E-90	Friday February 12, 2010	
Candidate Filing Period	E-90 - E-60	Friday February 12, 2010	Monday March 15, 2010*
Candidate Withdrawal Deadline	E-60		Monday March 15, 2010*
Vote-By-Mail Application Period	E-60 - E-10	Monday March 15, 2010*	Monday May 3, 2010
Write-in Candidate Filing Period	E-59 - E-30	Tuesday March 16, 2010**	Tuesday April 13, 2010
Candidate Statement Deadline	E-30		Tuesday April 13, 2010
Write-in Candidate Withdrawal Deadline	E-30		Tuesday April 13, 2010
Mailing of Vote-By-Mail Ballots	E-30 - E-10	Tuesday April 13, 2010	Monday May 3, 2010
Vote-By-Mail Return Deadline	Election Day		Thursday May 13, 2010
Regional Election Day	Thursday May 13, 2010	Thursday May 13, 2010	Thursday May 13, 2010
Deadline to Complete Final Canvass (FC)	E + 7 7 days (City of Los Angeles business days)		Monday May 24, 2010
Deadline to Submit Recount (RC) and Challenges (CH)	FC+1 - FC+5 5 days (City of Los Angeles business days) after Final Canvass deadline (FC)	Tuesday May 25, 2010	Tuesday June 1, 2010*
Deadline to Finish Recount	RC + 5 5 days (City of Los Angeles business days) after completing Recount Request (RC)		Tuesday June 8, 2010
Deadline to Issue Recount (Final Election Report)	RC + 30 30 calendar days after receiving Recount Request (RC)		Thursday July 1, 2010
Deadline to Submit all Challenge Recommendations to the Panel	End of CH + 30 30 calendar days after Challenge Filing Period Closes (CH)	Wednesday June 2, 2010	Thursday July 1, 2010
Deadline for the Challenge Review Panel to issue verdict to the City Clerk	CH + 37 7 days (City of Los Angeles business days) after receiving City Clerk's recommendation		Tuesday July 13, 2010*
Deadline for the City Clerk to issue Challenge (Final Challenge Report)	CH + 44 7 days (City of Los Angeles business days) after receipt of panel's decision		Thursday July 22, 2010

*The date was adjusted pursuant to City Clerk - Election Division Policy No. 25

**The Write-in Candidate Filing Period opens immediately following the close of the Candidate Filing Period. That period was extended to Monday due to the holiday. Therefore, the Write-in Candidate Filing Period opens on Tuesday.

Region F Election Timeline

ELECTION EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC.	E-DAY (+/-)	START	END
Distribution of Election Procedures	E-90	Monday December 21, 2009*	
Candidate Filing Period	E-90 - E-60	Monday December 21, 2009*	Tuesday January 19, 2010
Candidate Withdrawal Deadline	E-60		Tuesday January 19, 2010
Vote-By-Mail Application Period	E-60 - E-10	Tuesday January 19, 2010	Wednesday March 10, 2010
Write-in Candidate Filing Period	E-59 - E-30	Wednesday January 20, 2010	Thursday February 18, 2010
Candidate Statement Deadline	E-30		Thursday February 18, 2010
Write-in Candidate Withdrawal Deadline	E-30		Thursday February 18, 2010
Mailing of Vote-By-Mail Ballots	E-30 - E-10	Thursday February 18, 2010	Wednesday March 10, 2010
Vote-By-Mail Return Deadline	Election Day		Saturday March 20, 2010
Regional Election Day	Saturday March 20, 2010	Saturday March 20, 2010	Saturday March 20, 2010
Deadline to Complete Final Canvass (FC)	E + 7 7 days (City of Los Angeles business days)		Wednesday March 31, 2010*
Deadline to Submit Recount (RC) and Challenges (CH)	FC+1 - FC+5 5 days (City of Los Angeles business days) after Final Canvass deadline (FC)	Thursday April 1, 2010	Wednesday April 7, 2010
Deadline to Finish Recount	RC + 5 5 days (City of Los Angeles business days) after completing Recount Request (RC)		Wednesday April 14, 2010
Deadline to Issue Recount (Final Election Report)	RC + 30 30 calendar days after receiving Recount Request (RC)		Friday May 7, 2010
Deadline to Submit all Challenge Recommendations to the Panel	End of CH + 30 30 calendar days after Challenge Filing Period Closes (CH)	Thursday April 8, 2010	Friday May 7, 2010
Deadline for the Challenge Review Panel to issue verdict to the City Clerk	CH + 37 7 days (City of Los Angeles business days) after receiving City Clerk's recommendation		Tuesday May 18, 2010
Deadline for the City Clerk to issue Challenge (Final Challenge Report)	CH + 44 7 days (City of Los Angeles business days) after receipt of panel's decision		Thursday May 27, 2010

*The date was adjusted pursuant to City Clerk - Election Division Policy No. 25

Region G Election Timeline

ELECTION EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC.	E-DAY (+/-)	START	END
Distribution of Election Procedures	E-90	Friday January 29, 2010	
Candidate Filing Period	E-90 - E-60	Friday January 29, 2010	Monday March 1, 2010*
Candidate Withdrawal Deadline	E-60		Monday March 1, 2010*
Vote-By-Mail Application Period	E-60 - E-10	Monday March 1, 2010*	Monday April 19, 2010
Write-in Candidate Filing Period	E-59 - E-30	Tuesday March 2, 2010**	Tuesday March 30, 2010
Candidate Statement Deadline	E-30		Tuesday March 30, 2010
Write-in Candidate Withdrawal Deadline	E-30		Tuesday March 30, 2010
Mailing of Vote-By-Mail Ballots	E-30 - E-10	Tuesday March 30, 2010	Monday April 19, 2010
Vote-By-Mail Return Deadline	Election Day		Thursday April 29, 2010
Regional Election Day	Thursday April 29, 2010	Thursday April 29, 2010	Thursday April 29, 2010
Deadline to Complete Final Canvass (FC)	E + 7 7 days (City of Los Angeles business days)		Monday May 10, 2010
Deadline to Submit Recount (RC) and Challenges (CH)	FC+1 - FC+5 5 days (City of Los Angeles business days) after Final Canvass deadline (FC)	Tuesday May 11, 2010	Monday May 17, 2010
Deadline to Finish Recount	RC + 5 5 days (City of Los Angeles business days) after completing Recount Request (RC)		Monday May 24, 2010
Deadline to Issue Recount (Final Election Report)	RC + 30 30 calendar days after receiving Recount Request (RC)		Wednesday June 16, 2010
Deadline to Submit all Challenge Recommendations to the Panel	End of CH + 30 30 calendar days after Challenge Filing Period Closes (CH)	Tuesday May 18, 2010	Wednesday June 16, 2010
Deadline for the Challenge Review Panel to issue verdict to the City Clerk	CH + 37 7 days (City of Los Angeles business days) after receiving City Clerk's recommendation		Friday June 25, 2010
Deadline for the City Clerk to issue Challenge (Final Challenge Report)	CH + 44 7 days (City of Los Angeles business days) after receipt of panel's decision		Wednesday July 7, 2010*

*The date was adjusted pursuant to City Clerk - Election Division Policy No. 25

**The Write-in Candidate Filing Period opens immediately following the close of the Candidate Filing Period. That period was extended to Monday due to the holiday. Therefore, the Write-in Candidate Filing Period opens on Tuesday.

Region H Election Timeline

ELECTION EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC.	E-DAY (+/-)	START	END
Distribution of Election Procedures	E-90	Tuesday March 30, 2010*	
Candidate Filing Period	E-90 - E-60	Tuesday March 30, 2010*	Tuesday April 27, 2010
Candidate Withdrawal Deadline	E-60		Tuesday April 27, 2010
Vote-By-Mail Application Period	E-60 - E-10	Tuesday April 27, 2010	Wednesday June 16, 2010
Write-in Candidate Filing Period	E-59 - E-30	Wednesday April 28, 2010	Thursday May 27, 2010
Candidate Statement Deadline	E-30		Thursday May 27, 2010
Write-in Candidate Withdrawal Deadline	E-30		Thursday May 27, 2010
Mailing of Vote-By-Mail Ballots	E-30 - E-10	Thursday May 27, 2010	Wednesday June 16, 2010
Vote-By-Mail Return Deadline	Election Day		Saturday June 26, 2010
Regional Election Day	Saturday June 26, 2010	Saturday June 26, 2010	Saturday June 26, 2010
Deadline to Complete Final Canvass (FC)	E + 7 7 days (City of Los Angeles business days)		Wednesday July 7, 2010*
Deadline to Submit Recount (RC) and Challenges (CH)	FC+1 - FC+5 5 days (City of Los Angeles business days) after Final Canvass deadline (FC)	Thursday July 8, 2010	Wednesday July 14, 2010
Deadline to Finish Recount	RC + 5 5 days (City of Los Angeles business days) after completing Recount Request (RC)		Wednesday July 21, 2010
Deadline to Issue Recount (Final Election Report)	RC + 30 30 calendar days after receiving Recount Request (RC)		Friday August 13, 2010
Deadline to Submit all Challenge Recommendations to the Panel	End of CH + 30 30 calendar days after Challenge Filing Period Closes (CH)	Thursday July 15, 2010	Friday August 13, 2010
Deadline for the Challenge Review Panel to issue verdict to the City Clerk	CH + 37 7 days (City of Los Angeles business days) after receiving City Clerk's recommendation		Tuesday August 24, 2010
Deadline for the City Clerk to issue Challenge (Final Challenge Report)	CH + 44 7 days (City of Los Angeles business days) after receipt of panel's decision		Thursday September 2, 2010

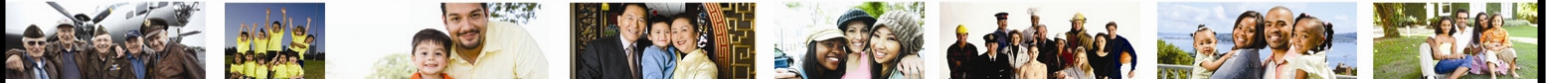
*The date was adjusted pursuant to City Clerk - Election Division Policy No. 25

Region I Election Timeline

ELECTION EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC.	E-DAY (+/-)	START	END
Distribution of Election Procedures	E-90	Wednesday March 10, 2010	
Candidate Filing Period	E-90 - E-60	Wednesday March 10, 2010	Friday April 9, 2010
Candidate Withdrawal Deadline	E-60		Friday April 9, 2010
Vote-By-Mail Application Period	E-60 - E-10	Friday April 9, 2010	Tuesday, June 1, 2010*
Write-in Candidate Filing Period	E-59 - E-30	Monday April 12, 2010*	Monday May 10, 2010*
Candidate Statement Deadline	E-30		Monday May 10, 2010*
Write-in Candidate Withdrawal Deadline	E-30		Monday May 10, 2010*
Mailing of Vote-By-Mail Ballots	E-30 - E-10	Monday May 10, 2010*	Tuesday, June 1, 2010*
Vote-By-Mail Return Deadline	Election Day		Tuesday June 8, 2010
Regional Election Day	Tuesday June 8, 2010	Tuesday June 8, 2010	Tuesday June 8, 2010
Deadline to Complete Final Canvass (FC)	E + 7 7 days City of Los Angeles business days		Thursday June 17, 2010
Deadline to Submit Recount (RC) and Challenges (CH)	FC+1 - FC+5 5 days (City of Los Angeles business days) after Final Canvass deadline (FC)	Friday June 18, 2010	Thursday June 24, 2010
Deadline to Finish Recount	RC + 5 5 days (City of Los Angeles business days) after completing Recount Request (RC)		Thursday July 1, 2010
Deadline to Issue Recount (Final Election Report)	RC + 30 30 calendar days after receiving Recount Request (RC)		Monday July 26, 2010*
Deadline to Submit all Challenge Recommendations to the Panel	End of CH + 30 30 calendar days after Challenge Filing Period Closes (CH)	Friday June 25, 2010	Monday July 26, 2010*
Deadline for the Challenge Review Panel to issue verdict to the City Clerk	CH + 37 7 days (City of Los Angeles business days) after receiving City Clerk's recommendation		Wednesday August 4, 2010
Deadline for the City Clerk to issue Challenge (Final Challenge Report)	CH + 44 7 days (City of Los Angeles business days) after receipt of panel's decision		Friday August 13, 2010

*The date was adjusted pursuant to City Clerk - Election Division Policy No. 25

Office of the City Clerk Election Division



Neighborhood Council Election Development Group

In preparation for the 2010 Neighborhood Council Elections, the City Clerk, Election Division invites you and your neighborhood council board members to participate in the Neighborhood Council Election Development Group (NC EDG).

As the City Clerk, Election Division develops its processes and materials, we invite all Neighborhood Council leaders, stakeholders, and interested parties to provide us their feedback. So as to provide a forum to collect this feedback, we will be convening a series of meetings.

Each NC EDG meeting will be focused on specific election issues and documents. Participants will be asked to engage in timed discussion on each issue. Upon completing the timed discussion, attendees will be asked to vote on the issue. A list of the general meeting protocols is listed below:

- Issues will only be discussed at their scheduled meeting
- People will be asked to limit their comments to the issue being discussed
- Reconsideration of an issue discussed at a previous meeting will not be allowed, but we will accept people's suggestions on the topic in writing
- Individuals will be asked to limit their comments to two minutes per issue
- Discussion will be limited to 15 minutes per issue, plus an additional five minutes if approved by a majority of the attendees
- Exact language **will not** be discussed as it will take too long to come to a consensus
- Final list of policies adopted by the committee will be taken into consideration by the City Clerk
- Language will be created for the policies and reviewed by City Attorney
- Where a policy is rejected by the City Clerk, the City Clerk will provide justification and post it to the NC Election website

All meetings will be convened at:

Election Division
555 Ramirez Street, 3rd Floor, Space 300
Los Angeles, CA 90012
8:30 a.m. to 11:00 a.m.

The dates and issues to be discussed at each NC EDG meeting are listed on the back of this flyer. Should you have any questions, to RSVP or make parking arrangements, please call our office at (213) 978-0444. If you need language assistance at the NC EDG meetings, please contact the City Clerk - Election Division by calling (213) 473-6805 at least 48 hours before the event.

14 *Si necesita asistencia en otro idioma, por favor comuníquese con nuestra oficina con 48 horas de anticipación llamando al (213) 473-6805.*

Meeting Schedule

Below, you will find the upcoming list of Neighborhood Council Election Unit Meeting dates. Each date will include a list of all the items to be discussed on that day.

April 11, 2009 - Default Citywide Election Values

Participants will select default election values to be applied to 2010 Election Procedures where the NC has not defined the values in their 2010 NC Election Procedures Stipulation Worksheet.

- Minimum voting age
- Maximum positions a candidate can run for
- Filling vacancies on the board
- Board terms
- Official position description
- Voting models
- Stakeholder status
- District voting methods
- Voter Identification (ID) Requirement

April 18, 2009 - Policy Meeting - Operations

Participants will discuss NC Election policies related to operational deadlines that apply to Vote-By-Mail (VBM), candidate filing and polling place selection.

- Deadline for submitting revised bylaws
- Endorsement of 2010 Election Procedures
- Candidate filing process and deadlines
- Candidate statements
- VBM application process
- VBM ballot reissue
- Polling place selection process
- Provisional voting
- Mailer distribution
- NC maps and district lines

May 2, 2009 - Policy Meeting – Efficiency and Integrity

Participants will discuss information requests to the City Clerk and policies related to maintaining the integrity of the polling place and election results.

- Front counter information requests
- Public Records Act requests
- Candidate forums
- Electioneering
- Vacancy Clause
- Exit polls/surveys
- Election observers
- Video/photography in the polling place
- Seating newly elected boardmembers
- Recounts
- Translation Requests **NEW**
- Mailer development

May 9, 2009 - 2010 Election Procedures Template Development (Articles 1-15)

Participants will discuss Articles 1-15 of the 2010 Election Procedures Template.

- Definitions
- Election Benchmark Dates
- Provisional Voting
- Candidate Filing
- Candidate Change of Status
- Campaigning
- Electioneering
- Polling Place Operations
- Election Observers, Exit Polls and Surveys

May 16, 2009 - 2010 Election Procedures Template Development (Articles 16-20 and Attachments)

REVISED

Participants will discuss Articles 16-20 of the 2010 Election Procedures Template. Additionally, participants will have an opportunity to review Attachments A and B and provide input on 2008 NC Election forms and documents.

- **Vote-By-Mail**
- **Ballot Design**
- **Canvass, Issuance of Results, Certification of Election**
- Election Procedures Endorsement Process
- Mail Distribution
- Recounts
- Challenges
- Disposition of Election Records
- Attachment A
- Attachment B
- Incorporating the Department of Neighborhood Empowerment's Grievance Pool

June 6, 2009 - NC EDG Feedback Meeting **REVISED**

Participants will discuss how to improve the NC EDG process for the future and how to continue to work closely together to distribute information to NCs throughout the election process.

- **Input on 2008 NC Election forms and documents (including ballots, Candidate Filing Forms, VBM Applications, Stakeholder Registration Form, Provisional Ballot Envelope, first and second mail pieces)**

For more information, please visit our website: <http://cityclerk.lacity.org/election/ncdocs/website.pdf>



2010 NEIGHBORHOOD COUNCIL ELECTION PROCEDURES FOR --- NEIGHBORHOOD COUNCIL

Developed by:

Office of the City Clerk – Election Division
Piper Technical Center
555 Ramirez Street
3rd Floor, Space 300
Los Angeles, CA 90012
Phone: (213) 978-0444
Fax: (213) 978-0376
<http://cityclerk.lacity.org/election/>

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2010 ELECTION PROCEDURES for the

(hereafter “Neighborhood Council”)

for the year 2010

I. INTRODUCTION

- A. These election procedures meet the minimum requirements to conduct Neighborhood Council Board Member Elections pursuant to City Council policy and other standardized Election Procedures that may be issued by the City Clerk. The document was developed in accordance with the 2010 Neighborhood Council Election Procedures Stipulations Language Worksheet which was submitted by the Neighborhood Council and the approved bylaws. Where a Neighborhood Council has not submitted the 2010 Neighborhood Council Election Procedures Stipulations Language Worksheet, the Citywide default values will apply.

II. THE ELECTION

- A. The election will be a **Prepared Ballot Election**. In this election, candidates shall file prior to Election Day and will then be included on a printed ballot that is distributed to the voters on Election Day.
- B. Proxy voting will not be allowed for this election.
- C. Voters may cast their ballots on the following date, time and location:

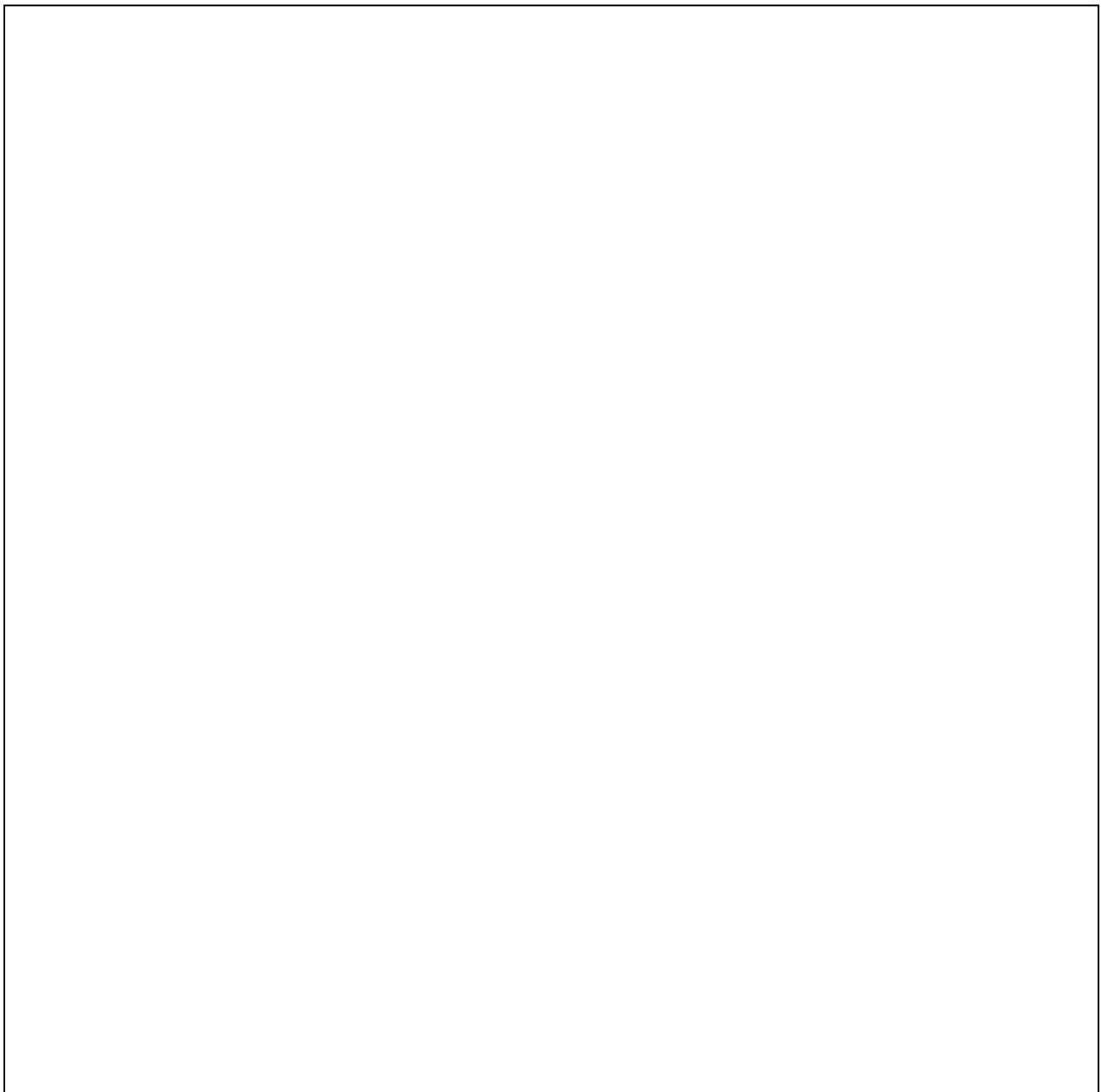
<i>Date (e.g., Friday, January 1, 2010)</i>		<i>Times (e.g., 2:00 p.m. to 8:00 p.m., 10:00 a.m. to 4:00 p.m.)</i>
<i>Location Name (e.g., City Hall, Van Nuys Library: include specific room or building)</i>		
<i>Location Address</i>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>

- D. The polling location for the election is in compliance with the Americans with Disabilities Act (ADA).

- E. If a disabled voter is unable to access the polling location, curbside voting will be provided as an option for that individual. On Election Day, voters can request curbside voting by calling the Election Division office at (213) 978-0444 or (888) 873-1000.
- F. Voters who physically are unable to vote at the polling location due to a disability will be offered a Vote-By-Mail (VBM) ballot. Voters requesting to vote by mail must affirm under penalty of perjury that they meet the aforementioned requirements.

III. NEIGHBORHOOD COUNCIL BOUNDARIES

- A. The following are the boundaries of the Neighborhood Council:



- B.** There are voting districts/quadrants/regions in the Neighborhood Council. The following are the boundaries of the voting districts/quadrants/regions (if applicable) of the Neighborhood Council:

Refer to Attachment D

- C.** In accordance with City Clerk - Election Division Policy No.12, where a map of a Neighborhood Council does not match the language provided in that Neighborhood Council's bylaws, the City Clerk - Election Division will defer to the written bylaws for clarification. The City Clerk - Election Division shall revise Neighborhood Council maps in accordance with specific language in a given Neighborhood Council's bylaws.

IV. DEFINITION OF STAKEHOLDER

A. The following is the Neighborhood Council's definition of stakeholder:

Stakeholders are those who live, work, or own property in the neighborhood or to those who declare a stake in the neighborhood and affirm the factual basis for it.

- B. Voting age requirement. In order to cast a ballot in the election, a stakeholder must be at least years of age on the date of the election. In the event that a specific seat calls for a different minimum and maximum voting age, the seat title along with the voter requirements shall be included in the above section.
- C. All persons that meet the criteria for the definition of stakeholder as outlined in Attachment B of these election procedures shall be eligible to vote in the election.
- D. Stakeholders cannot be denied the opportunity to vote for a candidate for member of the governing board for whom they are eligible to vote.

- E. Stakeholders cannot be denied the opportunity to run for a board seat for which they hold stakeholder status. Unless, otherwise prohibited by the bylaws.

V. THE STAKEHOLDER VERIFICATION PROCESS AND ELIGIBILITY TO VOTE

- A. Voters will verify their stakeholder status through:

Voters will verify their stakeholder status through written self-affirmation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing the facts to support that declaration.

OR

Voters will verify their stakeholder status by providing documentation acceptable to the City Clerk - Election Division. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation acceptable to the City Clerk - Election Division supporting that declaration. Factual Basis Stakeholders will also be required to provide a form of documentation to substantiate their factual basis claim.

- B. Stakeholders must affirm their stakeholder status by completing a Stakeholder Registration Form.

VI. PROVISIONAL VOTING

- A. A voter may cast a Provisional Ballot if the voter’s eligibility to vote in the election cannot be determined in favor of the voter at the time the voter attempts to cast his or her ballot.
- B. In accordance to City Clerk - Election Division Policy No. 15, a voter may cast a Provisional Ballot if he/she has been issued a VBM Ballot, does not have a VBM Ballot to surrender, but wishes to vote at the polls. Once it has been determined by the City Clerk - Election Division that the voter did not vote the VBM Ballot issued, the Provisional Ballot will be counted.
- C. A voter may cast a Provisional Ballot if his/her stakeholder status is challenged. The only acceptable basis for challenging a voter’s right to vote at the polling site will be that the person is not a stakeholder as defined in Attachment B.
- D. Where the issuance of a Provisional Ballot is required, the following process will be followed:

- i. If a voter is challenged on the basis that they are not a stakeholder eligible to vote in the election, the voter may produce documentation to establish their stakeholder status at which time the voter will be issued a regular ballot. No stakeholder will be asked to provide documentation other than what is regularly required at the Polling Place.
- ii. Where a City Clerk - Election Division Inspector deems it necessary, the voter will be offered the opportunity to vote a Provisional Ballot. The Provisional Ballot will be the same as a regular ballot, except that prior to placement in the ballot box, the Provisional Ballot will be placed inside a Provisional Envelope. On the outside of the envelope the voter will provide:
 - 1. The voter's name.
 - 2. The voter's address.
 - 3. The voter's stakeholder status.
 - 4. The voter's contact number(s).
 - 5. The reason for the issuance of Provisional Ballot.
- iii. 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) City of Los Angeles business days after the election.
- iv. All documentation must be received (not postmarked) at the address below by 5:00 p.m. of the deadline.

City Clerk - Election Division
P.O Box 54377
Los Angeles, CA 90054-0377

Or hand delivered to:
City Clerk - Election Division
Piper Technical Center
555 Ramirez St., Space 300
Los Angeles, CA 90012

You may also fax your documents to (213) 978-0376.

- E. The City Clerk - Election Division will be responsible for the verification of Provisional Ballots.

VII. THE CITY CLERK - ELECTION DIVISION

- A. The City Clerk - Election Division may utilize the staff, material, equipment and facility resources of the Neighborhood Council or the Department of Neighborhood Empowerment to assist them in carrying out the election administration duties, provided, however, that the following conditions are met:
 - i. None of the candidates for the governing board participate in any way in the handling/counting of ballots, voter/candidate registration/verification, and/or assisting voters engaged in the act of voting in translating the voting material or explaining the voting process.
 - ii. Written procedures are developed that specify the roles and responsibilities of all parties participating in the administration of the election.
 - iii. The City Clerk - Election Division maintains the authority and responsibility for the administration of the election.
- B. The City Clerk - Election Division shall be responsible for the following duties:
 - i. Writing and revising the election procedures.
 - ii. Processing of candidates including verification of eligibility.
 - iii. Processing of voters including verification of eligibility as applicable.
 - iv. Overseeing and approving the preparation of the ballot to be used in the election.
 - v. Distributing and receiving ballots from the voters including VBM.
 - vi. Verifying any Provisional Ballots.
 - vii. Counting the ballots.
 - viii. Auditing the election results.
 - ix. Issuing the final certified election results.

- x. Providing any and all required information and documentation for the Election Challenge process.
- xi. Securing all election materials for records retention in accordance with these election procedures and City Clerk - Election Division Policy No. 20.
- xii. Maintaining and organizing all materials throughout the election process.

VIII. THE GOVERNING BOARD

- A. The number of board members to be elected by the stakeholders for this election is .
- B. Board officers (e.g., President, Vice-President, Secretary, Treasurer, etc.) will be elected (as prescribed by the bylaws) by the
 STAKEHOLDERS BOARD
- C. For this election, the board seats available, the terms of office for said board seats, the qualifications to be a candidate for any particular seat, and instructions for filing for candidacy are described in **Attachment B, Board Seat Descriptions**.
- D. Write-in candidates for members of the governing board will be allowed for this election.

IX. CANDIDATE FILING

- A. Stakeholders can run for: .
- B. All potential candidates must complete a Candidate Filing Form and file the form with the Office of the City Clerk - Election Division.
- C. Candidates must provide documentation to establish eligibility to hold office.
- D. Picture identification (such as a California’s Driver’s License/Identification Card, U.S. passport or credit card containing a person’s photograph) shall not be the only acceptable means of establishing stakeholder status and candidate eligibility.
- E. The City Clerk - Election Division will determine the acceptable forms of identification for each person.
- F. Candidate Filing Forms may be downloaded from the City Clerk website, may be requested by calling the Election Division office, and can be picked

up at the Regional Stakeholder / Candidate Information Meetings. Persons may pick up the items or request them by contacting:

City Clerk - Election Division

Piper Technical Center
555 Ramirez Street
3rd Floor, Space 300
Los Angeles, CA 90012
Phone: (213) 978-0444

- G.** The Candidate Filing Process for appearing on the ballot shall begin at 8:00 a.m., 90 days prior to Election Day, on

and shall conclude as of 5:00 p.m., 60 days prior to Election Day, on

All Candidate Filing Forms, (excluding the optional Candidate Statement Form) and all necessary forms of documentation for establishing the candidate's stakeholder status for the office must be received at the City Clerk - Election Division office within this period in order for a candidate to appear on the ballot. Candidate Filing Forms submitted after 60 days prior to Election Day but before the Write-in Candidate Filing deadline 30 days prior to Election Day will solely be considered as Write-in Candidates and their name will not appear on the ballot.

- H.** Deadline for submitting the optional Candidate Statements for candidates appearing on the ballot is 5:00 p.m., 30 days prior to Election Day, on

- I.** Completed Candidate Filing Forms must be submitted to the City Clerk - Election Division staff at a Regional Stakeholder / Candidate Informational event, in person at the Election Division (address listed below), or mailed directly with copies of all necessary documentation required to establish stakeholder status for the specific position being sought:

City Clerk - Election Division

Piper Technical Center
555 Ramirez Street
3rd Floor, Space 300
Los Angeles, CA 90012
Fax: (213) 978-0376

- J.** The Write-in Candidate Filing Process shall begin at 8:00 a.m., 59 days prior to Election Day, on

and shall conclude at 5:00 p.m., 30 days prior to Election Day, on

All Candidate Filing Forms, the optional Candidate Statement Form and all necessary forms of documentation for establishing the candidate's stakeholder status for the office must be received at the City Clerk - Election Division office within this period at the City Clerk - Election Division by the deadline. Candidate Filing Forms submitted after 30 days prior to Election Day deadline will be considered late and the candidate will not be a qualified Write-in Candidate.

- K.** Completed Write-in Candidate Filing Forms must be filled out and submitted in person at the City Clerk - Election Division (address listed below) or mailed directly with copies of all necessary stakeholder verification documents to:

City Clerk - Election Division

Piper Technical Center
555 Ramirez Street
3rd Floor, Space 300
Los Angeles, CA 90012
Fax: (213) 978-0376

- L.** Candidates must submit a completed Notice of Withdrawal Form to the City Clerk - Election Division at the address listed above. Candidates will not be permitted to retract their submitted Notice of Withdrawal Form. The deadline for withdrawing candidacy is 5:00 p.m., 60 days prior to Election Day, on

for Candidates appearing on the ballot, and 30 days prior to Election Day, on

for Write-in Candidates.

- M.** Lists of verified candidates will be updated on the City Clerk's website after each Candidate Filing deadline. Thereafter, the list may be updated by the City Clerk - Election Division for administrative reasons.

- N.** The City Clerk - Election Division will retain all Candidate Filing Forms and corresponding documentation according to the Article XXIV - Disposition of Election Records and City Clerk - Election Division Policy No. 20.

X. CANDIDATE STATEMENTS

- A.** As part of their Candidate Filing Packet, candidates will have the option to submit a Candidate Statement.
- i.** These Candidate Statements must fit on one side of the Candidate Statement Form provided.
 - ii.** These Candidate Statements must be at least a 12-point font (if typed).
 - iii.** Candidate Statements must not exceed 150 word count limit.
 - iv.** Candidate Statements may not include any pictures, profanity or comments about any other candidate(s).
 - v.** These statements will be compiled and posted on the City Clerk's website as well as at the Polling Place on Election Day, if submitted within the submission deadline.
- B.** Candidate Statements are optional and the decision to submit them shall not prevent a candidate's certification.
- C.** A candidate may submit translated version(s) of the original statement, which must comply with all aforementioned criteria.
- D.** Candidate Statements for all qualified candidates must be submitted to the City Clerk - Election Division by 5:00 p.m., 30 days prior to Election Day, on .
- Candidate statements shall not be accepted by the City Clerk - Election Division thereafter.

XI. CANDIDATE CHANGE OF STATUS

- A.** As part of the filing process, the City Clerk - Election Division will notify every candidate that they are responsible for immediately informing the Election Division of any change in their stakeholder status.
- B.** In the event a candidate has died or a candidate's status has changed disqualifying them for the position on the board they are seeking, it is the responsibility of any interested party to inform the City Clerk as soon as possible. If the City Clerk is so notified, the following will occur based on the timing of the notification.

- i. If notification occurs during candidate filing and before the issuance of any VBM ballots, the candidate's name will be redacted from the ballot and the candidate will be disqualified from the race.
- ii. If notification occurs after the candidate filing deadline and during the issuance of the VBM ballots, and the number of issued VBM ballots makes it practical, the City Clerk - Election Division will notify voters of the change and re-issue redacted ballots to all persons who have already received a ballot. Additionally, the City Clerk - Election Division will retract the name of the disqualified candidate from all Election Day ballots, as well as make appropriate announcements to voters on Election Day about the change.
- iii. If the number of issued ballots does not make it practical to redact and reissue ballots, the City Clerk - Election Division will hold the election. The candidate will be disqualified for the purposes of the election. Where the disqualified candidate is elected or the position has no other candidate, the position will be considered vacant.

XII. CAMPAIGNING

- A. The use of the City of Los Angeles Seal, the Office of the City Clerk Seal, the Election Division Logo, the Department of Neighborhood Empowerment Logo or any other official Neighborhood Council designation created by the Department of Neighborhood Empowerment is prohibited for use on candidate materials.
- B. The governing board of the Neighborhood Council, acting in its official capacity as the governing board, is prohibited from endorsing or campaigning for any candidate or group of candidates running for the governing board of the Neighborhood Council. This provision does not restrict the right of individual board members, acting as individual stakeholders, or any other stakeholders, from endorsing or campaigning for any candidate or group of candidates.
- C. No City facilities, equipment, supplies or other City resources shall be used for campaigning activities except as provided below. City facilities may be used (1) to hold a candidate forum sponsored by a Neighborhood Council; (2) to hold a Neighborhood Council election; or (3) if the individual has obtained approval from an authorized representative of a City Department or Commission (if managing a Department) for use of the facility.
- D. City resources may be used by a Neighborhood Council for communicating with voters through the printing and mailing of a voter information pamphlet which includes Candidate Statements and/or the posting of candidate statements on its website.

- E. The City Clerk - Election Division will not administer nor participate in any Candidate Forums. It is the responsibility of individual Neighborhood Councils to coordinate such events.
- F. Neighborhood Councils are prohibited from posting any endorsements of candidates on their web page. Neighborhood Councils shall be limited to only posting all candidates' names running for office. No names shall be excluded from such list.

XIII. ELECTIONEERING

- A. This policy expressly prohibits electioneering within 100 feet of the Polling Place measured from the door of the Polling Place where voters sign the roster and cast their ballots. Polling Place staff must place signs indicating where the 100-foot mark is located.
- B. "Electioneering" includes:
 - i. soliciting a vote or speaking to a voter on the subject of marking his or her ballot;
 - ii. placing any sign relating to any candidate;
 - iii. distributing material relating to any candidate; or
 - iv. placing a sign, distributing material, or conversing with a voter on the subject of the voter's qualifications to vote.
- C. In addition, excessive noise and audio equipment that creates a nuisance to voters or staff within the 100-foot mark will amount to a violation of this policy. Vehicles that have a banner or placard soliciting a vote or recommending any candidate shall remain 100 feet beyond the building where voters are voting, except for the discharge or loading of passengers. Activities beyond the 100-foot mark are subject to the rules of the particular property owner and should be respected.
- D. Any person or persons engaged in electioneering will be directed by polling place staff to cease and may be asked to leave.

XIV. POLLING PLACE SELECTION AND OPERATIONS

- A. The process used to select the Polling Place for this election incorporated the following considerations:
 - i. The Polling Place selected must be of sufficient size to accommodate the voter sign-in process and actual voting activities.

- ii. The Polling Place selected should have sufficient parking.
 - iii. The Polling Place selected should be convenient for those utilizing public transportation.
 - iv. The Polling Place selected must be accessible for the disabled or procedures must be in place to accommodate disabled voters.
 - v. Additional criteria for selecting a Polling Place includes: date and time availability of facility, cost for use of the facility, and a reasonably unbiased location to stakeholders and candidates.
- B. The Neighborhood Council, may provide the City Clerk with a list of suggested locations and recommend their preferred Polling Places to the City Clerk. The City Clerk - Election Division will make the final decision on the Polling Place location.
 - C. The bylaws and these election procedures for the Neighborhood Council shall be available upon request at the Polling Place(s) for stakeholder review.
 - D. Candidate Statements and a list of certified Write-in candidates (if applicable) will be posted conspicuously at the Polling Place(s).
 - E. A list of all persons issued a VBM Ballot and all those returning a VBM Ballot will be prepared and provided to the person(s) managing the Polling Place for use in the voter sign-in process.
 - F. No campaigning or electioneering activities will be allowed within 100 feet from the entrance of the Polling Place.
 - G. In accordance with City Clerk - Election Division Policy No. 6, any person or group conducting surveys, exit polls, or other survey of voters are to remain at least 100 feet from the door to the Polling Place. Candidates are prohibited from participating and conducting surveys, exit polls, or other survey of voters on Election Day.
 - H. Signage will be posted indicating the boundary where electioneering and exit poll or survey activities are prohibited.
 - I. The Polling Place will remain open for six (6) consecutive hours.
 - J. Polling Places will open no earlier than 8:00 a.m. and close no later than 8:00 p.m.

- K.** A representative of the City Clerk - Election Division will announce in a loud voice in front of the Polling Place at the appointed time that the polls are open.
- L.** A representative of the City Clerk - Election Division will announce in a loud voice in front of the Polling Place 10 minutes before the close of polls that the polls will close in 10 minutes.
- M.** A representative of the City Clerk - Election Division will announce in a loud voice in front of the Polling Place at the time that polls are closed.
- N.** Any persons in line outside of the Polling Place at the time the polls are closed will be allowed to vote.
- O.** Only the representative of the City Clerk - Election Division or his or her assistants are allowed to issue, receive or process Ballots from the voter.
- P.** A voter may designate another person to assist them in the voting process. The person providing the assistance cannot be a candidate in the election.
- Q.** Any voter who comes to the polls and cannot reach the voting area because of architectural barriers or physical limitations may request to vote "curbside" (outside of the polling place).
- R.** When an individual has requested curbside voting, a pollworker will bring the Ballot to the voter, assist the voter if necessary, and place the voter's Ballot in the ballot box.

XV. ELECTION OBSERVERS, EXIT POLLS AND SURVEYS

- A.** Election Observers have the right to view all election operations.

Observers will be allowed inside the Polling Place throughout the election, provided that the observers do not, in any way, attempt to interfere with or influence the activities of the pollworkers or the voters.

The following guidelines will be posted at each Polling Place during the Neighborhood Council Elections:

- i.** Prior to opening, all Observers must wait outside while the Election Division Staff sets up the Polling Place. Observers will be permitted to enter the Polling Place once the polling site officially opens for voting.
- ii.** All Observers must sign in with Election Division Staff. A badge will be issued and must be worn at all times. When leaving for the

day/evening, the Observer must sign out and return the badge to an Election Division Staff Member.

- iii. Observers may not interfere in the election or the voting process. Observers cannot assist in operations, touch or handle any Ballots or other election-related materials.
 - iv. There shall be no electioneering within 100 feet from the door of the Polling Place. The 100 feet will be measured from the entrance to the room or location where voters will be voting.
 - v. Observers may not talk to or solicit voters in the Polling Place.
 - vi. Observers are allowed to videotape/photograph Polling Place operations in accordance with the City Clerk - Election Division Policy No. 7, only after they have received everyone's permission to film (verbal or in writing). If someone objects to being videotaped/photographed, the Observer must stop filming.
 - vii. Candidates are not permitted as Observers at the Polling Place on Election Day.
 - viii. Observers have the right to ask pollworkers questions regarding election procedures and to receive answers or be directed to the appropriate official for responses to questions. However, if persistent questioning disrupts the execution of their duties, the pollworkers can stop responding and direct the Observer to the senior election official for all further answers. If disruptions persist, the Observer may be asked to leave the Polling Place.
 - ix. Only pollworkers and voters engaged in voting may be within the voting booth area during the time the polls are open.
 - x. No smoking, food or beverages are allowed in the Polling Place.
- B.** Videotaping and photography is permitted in the Polling Place on Election Day in accordance with the City Clerk - Election Division, Policy No. 7 and with the following restrictions:
- i. Video/Photography is only permitted with the expressed permission of everyone at the Polling Place.
 - ii. Polling Place staff may not withhold permission to be photographed.
 - iii. Video/Photography will not be of voter's faces.
 - iv. Video/Photography will not be of a voter making their ballot choice.

- v. All persons taking video or photographs are required to sign in with the Polling Place staff and provide contact information.

Any person or persons that do not adhere to these conditions will be directed by Polling Place staff to cease and may be asked to leave.

XVI. VOTE-BY-MAIL PROCEDURES

- A. Vote-By-Mail (VBM) will be offered only to voters who physically are unable to go to the polling location due to disability. Only these stakeholders will be eligible to vote by mail.
- B. Voters requesting to vote by mail must affirm under penalty of perjury that they meet the aforementioned requirement.
- C. All VBM Applications must be requested by phone. Voters must call (213) 978-8050 to receive a VBM Application. For Los Angeles City Residents in need of TTY assistance, dial 311, or for those outside of Los Angeles, please dial (213) 485-2121.
- D. The following process shall be used for obtaining and submitting a VBM application,

- i. VBM applications will be available beginning 60 days prior to Election Day or:

- ii. The VBM application shall include instructions describing how to complete the application and, when necessary, what forms of identification applicants must include with their application.

- iii. The deadline for the VBM application and all necessary documentation to establish stakeholder status to be received is 10 days prior to Election Day or:

- iv. The address where the VBM application is to be mailed is:

City Clerk - Election Division
Attn: Vote-By-Mail for the

P.O. Box 54377
Los Angeles, CA 90054-0377

The VBM application may also be delivered or faxed to the following location:

City Clerk - Election Division
Attn: Vote-By-Mail for the

Piper Technical Center
555 Ramirez Street
3rd Floor, Space 300
Los Angeles, CA 90012
Fax: (213) 978-0376

- v. Any voter eligibility documentation requirements requested of VBM voters will be equal to those requested of At-Polls voters.
 - 1. Where documentation is required by a Neighborhood Council to establish stakeholder status, a person voting by mail would be required to provide copies (photocopies, no originals) of the specified type of identification that would qualify a voter at the polling place.
 - 2. The City Clerk will make the final decision regarding the acceptable form of documentation.
- vi. The VBM Ballot must be received from the voter by the close of polls on Election Day. According to City Clerk - Election Division Policy No. 13, no person or persons other than the voter shall be involved with or participate in any way in the handling of VBM Applications, except for initial distribution. Only voters can submit their applications for a VBM Ballot. Applications collected or submitted by a candidate, group, or individual will not be accepted.
- vii. A stakeholder/voter's application for a VBM Ballot must be submitted on the City Clerk's VBM Application Form by the application submission deadline. If the application is incomplete, the City Clerk - Election Division will make **one** attempt to contact voter to obtain the missing information and/or documents. Incomplete VBM applications will not be processed.
- viii. The voted ballot must be received three (3) days prior to Election Day (at the designated submission mailing address) or submitted at the polls on Election Day. All ballots received after the deadline will be marked "Late" and will not be counted as part of the tally.
- ix. Lists of all persons issued a VBM Ballot and all those returning a VBM Ballot will be prepared and provided to the person(s) managing the Polling Place for use in the voter sign-in process.

- x. In accordance to City Clerk - Election Division Policy No. 14, a second VBM Ballot will be sent to any voter upon receipt of a statement, signed under penalty of perjury, no later than ten (10) days prior to the election, that the voter has failed to receive, has lost, or has destroyed the original ballot. This policy also allows a voter to exchange a VBM Ballot that was sent in error. The City Clerk - Election Division will issue a corrected VBM Ballot upon the receipt of the original ballot.

XVII. BALLOT DESIGN

- A. The City Clerk - Election Division will be responsible for overseeing and approving the design of the ballot(s) to be used in the election.
- B. Candidate titles are not to be used on the ballot.
- C. The ballots will use the same size, font and color of type for all candidate names.
- D. If necessary, different colored ballots will be developed for different board positions that have specific stakeholder status requirements.
- E. Transliteration of candidate names will not be provided on the ballot.
- F. The candidates for each office will be placed on the ballot in order of last names based on a random alphabet drawing.
- G. Voter instructions will be included on the ballot or accompanying material to assist the voter in completing the ballot correctly.

XVIII. CANVASS OF VOTES, ISSUANCE OF RESULTS AND CERTIFICATION OF THE ELECTION

- A. The City Clerk - Election Division will be responsible for tabulating the ballots and announcing the official results within (7) City of Los Angeles business days after the election. Unofficial results shall be posted on the City Clerk - Election Division website one (1) City of Los Angeles business day immediately following the election.
- B. Observers will be allowed inside City Clerk - Election Division, Piper Technical Center during the unofficial canvass. There shall be no tallying of ballots at the polling location. All ballots shall be transported to the City Clerk - Election Division, Piper Technical Center, located at 555 Ramirez Street, Space 300, Los Angeles, CA 90012 for tallying. Tallying shall commence on the first City of Los Angeles business day after the election. An approximate schedule for tallying observation shall be posted to the City Clerk's website.

- C.** All Observers must sign in with Election Division Staff. A badge will be issued and must be worn at all times. When leaving for the day/evening, the Observer must sign out and return the badge to an Election Division Staff Member.
- D.** Observers cannot assist in operations or touch or handle any ballots or other election-related materials.
- E.** Observers are not permitted to sit in the Tally work areas.
- F.** There must be a 10-foot perimeter from where ballots are being counted to where observers are located.
- G.** Observers shall avoid physical contact with members of the Tally Board.
- H.** Observers are prohibited from photographing or recording any process of the Tally. Pagers and cellular phones must be set to vibrate or off mode while observing the Tally.
- I.** Observers are to hold discussions and conversations outside the Tally areas.
- J.** Observers may take notes during the Tally Process.
- K.** All questions concerning a procedure should be directed to the supervisor in charge and not directly to members of the Tally Board.
- L.** The City Clerk - Election Division will verify all Provisional Ballots for inclusion in the Final Official Certified Canvass after the At-polls and VBM Ballots have been counted. Provisional Ballots will only be counted in accordance with Article VI. Provisional Voting of these Election Procedures.
- M.** The Final Official Certified Canvass of ballots will occur at Piper Technical Center, located at 555 S. Ramirez Street, Space 300, Los Angeles, CA 90012. The final vote counting of the ballots will take place during the seven (7) City of Los Angeles business days immediately following the election.
- N.** The deadline for completion of the Final Official Certified Canvass, including regular ballots, VBM Ballots and any Provisional Ballots, shall be seven (7) City of Los Angeles business days after the election.
- O.** The Final Official Certified Canvass activities will be open to the public for observation, provided that the Observers not interfere with or attempt to influence the vote tabulation in any way.

- P. Tie votes will be resolved with a coin toss in the presence of the two tied candidates, or their official representatives. The coin toss shall take place within three (3) City of Los Angeles business days of the issuance of the Final Official Certified Canvass. Where the City Clerk - Election Division is not able to reach the candidates to coordinate the resolution of the tie-breaking coin toss, the default selection shall be “heads” for the first candidate in accordance with the random alphabet drawing.
- Q. Three-way ties will be resolved by placing 10 white marbles and one black marble into a bag. The three (3) tied candidates, or their official representatives, will be asked to pull marbles out of the bag. Candidates will be asked to pull marbles according to candidate-filing order. The candidate who pulls the black marble from the bag will be named the winner. Three-way tie drawings shall take place within three (3) City of Los Angeles business days of the issuance of the Final Official Certified Canvass.
- R. The City Clerk - Election Division will post the Official Certified Canvass on the City Clerk - Election Division website immediately upon completion.
- S. The City Clerk - Election Division will certify the recount results by emailing the results to recount petitioner, the official contacts for the Neighborhood Council and the Department of Neighborhood Empowerment (DONE) immediately upon completing the recount.
- T. Upon compiling the Final Official Certified Canvass, the City Clerk - Election Division will issue a press release and post it on the City Clerk - Election Division website <http://cityclerk.lacity.org/election/ncdocs/website.pdf>.

XIX. OUTREACH FOR THE ELECTION

- A. Upon completion, the Election Procedures will be issued to the Department of Neighborhood Empowerment and to the Neighborhood Council. The Department of Neighborhood Empowerment and the Neighborhood Council are responsible for informing stakeholders about the election.
- B. The City Clerk - Election Division shall be excluded from any and all outreach efforts conducted by the Department of Neighborhood Empowerment and the Neighborhood Council.
- C. **Ten (10) Day Vote-By-Mail Deadline**. Not less than ten (10) days prior to the election the City Clerk - Election Division shall:
 - i. Post information on the City Clerk - Election Division web page, regarding:
 1. The date(s), time(s), place(s) of the election

2. Contact numbers for obtaining additional information.

D. A complete listing of election deadlines and events may be found in **Attachment A, Election Timeline**, to these election procedures.

XX. RECOUNTS

A. Recount of Votes Cast

- i. The Neighborhood Council and the Department of Neighborhood Empowerment will announce the **final election results** to the candidates and stakeholders.
- ii. Any stakeholder who voted in the election may request a recount of a specific contest or the entire election results within five (5) City of Los Angeles business days of the completion of the Final Official Certified Canvass by the City Clerk - Election Division by submitting a completed Request for Recount Form with the City Clerk - Election Division. For a recount to be accepted for action, (a) the number of votes separating the candidates must be 10% or less of the total votes cast in that specific contest, and (b) the stakeholder filing the request must provide the same stakeholder status verification required of voters in the election.
- iii. Public notice of the location, date and time of the recount will be posted at the City Clerk - Election Division web site a minimum of 24 hours before the recount is to take place and the person(s) requesting the recount will be provided an individual notice within the same time frame.
- iv. The recount will be open to public observation, provided that Observers must not interfere with or in any way attempt to influence the persons conducting the recount.
- v. The certified recount results will be announced by the City Clerk - Election Division immediately via the City Clerk - Election Division web page.

XXI. SEATING OF NEWLY ELECTED BOARD MEMBERS

- A. The seating of a newly-elected Neighborhood Council (NC) board will take place when:
- i. The City Clerk - Election Division has issued certified election results for the NC; and,
 - ii. All official election challenges for the NC have been resolved.

- B. The board must be seated as a single unit. No partial and/or interim seating is allowed. Where a single challenge to a single seat has not been resolved, the rest of the board cannot be seated.
- C. The elected board shall be seated at the next regularly scheduled NC meeting within 30 calendar days of the above-mentioned criteria being met. The outgoing Board shall preside over the special meeting where the first order of business shall be to officially seat the newly-elected board. All powers shall immediately be transferred over to the newly-elected board.
- D. Where a regularly scheduled meeting is not scheduled within 30 calendar days of the certification of the election results and the resolution of all official election challenges, the outgoing board will call a special meeting in accordance with the Brown Act to seat the board.
- E. In the event the previous board fails to meet within the 30 calendar day period, the newly-elected board members shall be deemed officially seated and shall have all rights and responsibilities.
- F. Until such time as the City Clerk - Election Division has issued certified election results and all official election challenges have been resolved for the NC, the incumbent board members will continue in their duly elected/appointed positions.

XXII. GOVERNING BOARD MEMBER SEATS NOT FILLED THROUGH THE ELECTION

- A. Any board member seat(s) that is/are not filled through the election process will be deemed vacant when the new governing board takes office.
- B. The vacant seat(s) will be filled according to:

XXIII.DISPOSITION OF ELECTION RECORDS

- A.** At the conclusion of the recount and election challenge resolution period, the City Clerk - Election Division shall retain all election-related materials for a period of six months. All election-related materials will be made available to the public in accordance with the Public Records Act and City Clerk - Election Division Policy No. 3.

- B.** After six months of retention by the City Clerk - Election Division, all NC election-related materials will be destroyed. No NC election-related materials will be kept after the six-month retention period.

ATTACHMENT A REGION ELECTION TIMELINE

ELECTION EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC.	E-DAY (+/-)	START	END
Distribution of Election Procedures	E-90	Tuesday March 30, 2010*	
Candidate Filing Period	E-90 - E-60	Tuesday March 30, 2010*	Tuesday April 27, 2010
Candidate Withdrawal Deadline	E-60		Tuesday April 27, 2010
Vote-By-Mail Application Period	E-60 - E-10	Tuesday April 27, 2010	Wednesday June 16, 2010
Write-in Candidate Filing Period	E-59 - E-30	Wednesday April 28, 2010	Thursday May 27, 2010
Candidate Statement Deadline	E-30		Thursday May 27, 2010
Write-in Candidate Withdrawal Deadline	E-30		Thursday May 27, 2010
Mailing of Vote-By-Mail Ballots	E-30 - E-10	Thursday May 27, 2010	Wednesday June 16, 2010
Vote-By-Mail Return Deadline	Election Day		Saturday June 26, 2010
Regional Election Day	Saturday June 26, 2010	Saturday June 26, 2010	Saturday June 26, 2010
Deadline to Complete Final Canvass (FC)	E + 7 7 days (City of Los Angeles business days)		Wednesday July 7, 2010
Deadline to Submit Recount (RC) and Challenges (CH)	FC+1 - FC+5 5 days (City of Los Angeles business days) after Final Canvass deadline (FC)	Thursday July 8, 2010	Wednesday July 14, 2010
Deadline to Finish Recount	RC + 5 5 days (City of Los Angeles business days) after completing Recount Request (RC)		Wednesday July 21, 2010
Deadline to Issue Recount (Final Election Report)	RC + 30 30 calendar days after receiving Recount Request (RC)		Friday August 13, 2010
Deadline to Submit all Challenge Recommendations to the Panel	End of CH + 30 30 calendar days after Challenge Filing Period Closes (CH)	Thursday July 15, 2010	Friday August 13, 2010
Deadline for the Challenge Review Panel to issue verdict to the City Clerk	CH + 37 7 days (City of Los Angeles business days) after receiving City Clerk's recommendation		Tuesday August 24, 2010
Deadline for the City Clerk to issue Challenge (Final Challenge Report)	CH + 44 7 days (City of Los Angeles business days) after receipt of panel's decision		Thursday September 2, 2010

* The date was adjusted pursuant to City Clerk - Election Division Policy No. 25

ATTACHMENT B BOARD SEAT DESCRIPTIONS

The following chart contains information regarding board seats for this election

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	QUALIFICATIONS TO RUN FOR THE SEAT	QUALIFICATIONS TO VOTE FOR THE SEAT

**ATTACHMENT C
NEIGHBORHOOD COUNCIL (NC)
BALLOT VOTING MODEL**

The Ballot Voting Model is based on the bylaws and the Stipulations Language Worksheet for the Neighborhood Council and shall be used as the basis for distributing ballots on Election Day and as part of the Vote-By-Mail process.

The NC Ballot Voting Model has twelve (5) different ballot types. Stakeholders can only claim one (1) stakeholder status and will be issued one (1) ballot.

1) AT LARGE BALLOT

All Stakeholders 18 years and older are eligible to vote for the following races:

- At-Large Representative - Vote for one (1)

2) REGIONAL REPRESENTATIVE 1 BALLOT

Stakeholders who live or own property within Region 1 can vote for the following races:

- Regional Representative 1 - Vote for one (1)
- At-Large Representative - Vote for one (1)

3) REGIONAL REPRESENTATIVE 2 BALLOT

Stakeholders who live or own property within Region 2 can vote for the following races:

- Regional Representative 2 - Vote for one (1)
- At-Large Representative - Vote for one (1)

4) REGIONAL REPRESENTATIVE 3 BALLOT

Stakeholders who live or own property within Region 3 can vote for the following races:

- Regional Representative 3 - Vote for one (1)
- At-Large Representative - Vote for one (1)

5) REGIONAL REPRESENTATIVE 4 BALLOT

Stakeholders who live or own property within Region 4 can vote for the following races:

- Regional Representative 4 - Vote for one (1)
- At-Large Representative - Vote for one (1)

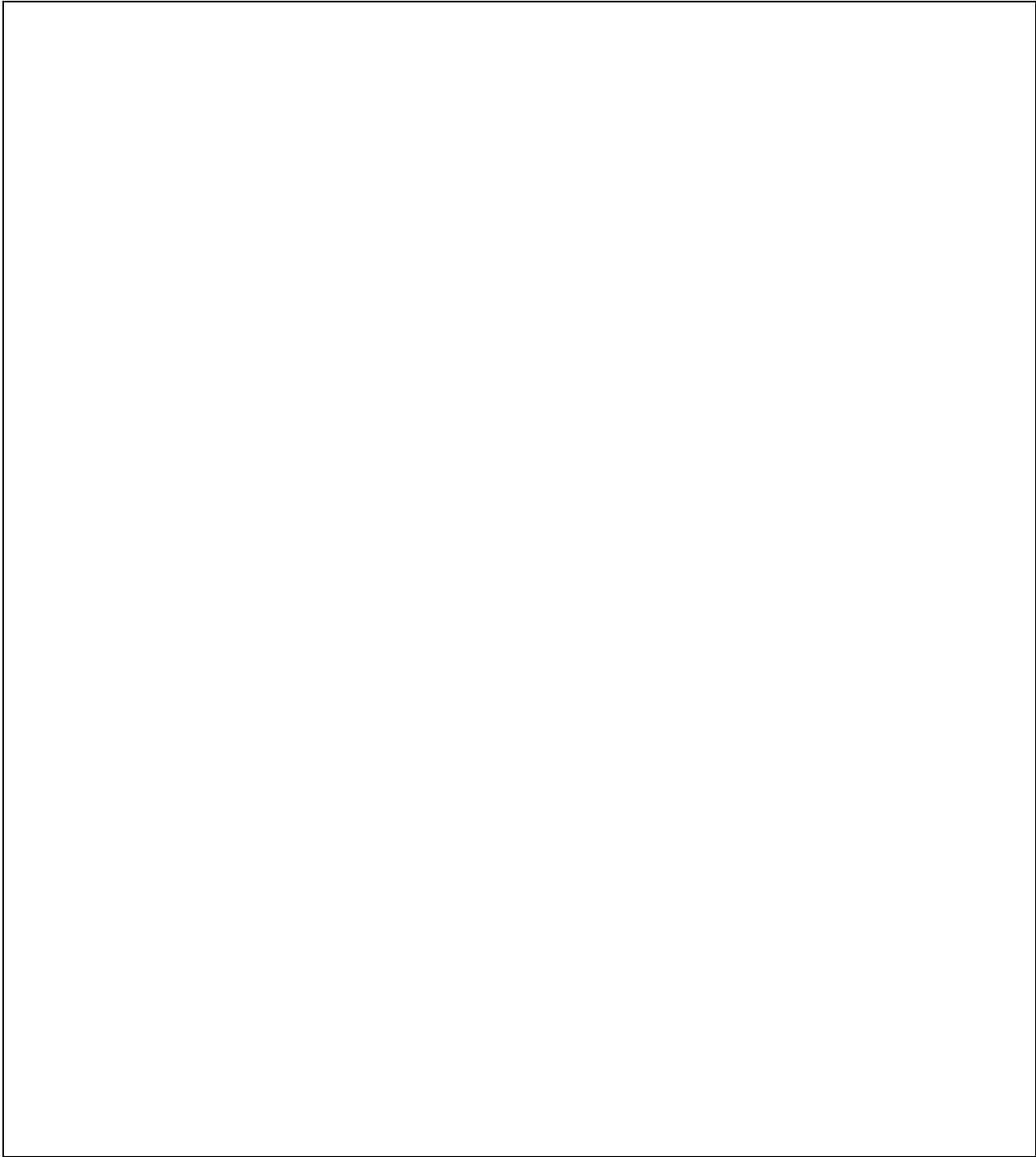
Summary:

- The NC has 5 Board seats. All 5 are elected.
- Stakeholders will use _____ as a means of establishing their stakeholder status.
- Minimum stakeholder voting age is ____.
- The MINC Board has a _____ year term.
- Candidates can run for more/no more than one Board seat.

Should you have any questions regarding this voting model, please call the City Clerk - Election Division at (213) 978-0444. For more Neighborhood Council election information, visit our website at: <http://cityclerk.lacity.org/election/ncdocs/website.pdf>.

ATTACHMENT D
NEIGHBORHOOD COUNCIL (NC)
NEIGHBORHOOD COUNCIL BOUNDARIES

There are eleven voting districts/quadrants/regions in the Neighborhood Council. The following are the boundaries of the voting districts/quadrants/regions of the Neighborhood Council:





2010

NEIGHBORHOOD COUNCIL

ELECTION POLICIES

PREPARED BY:

City Clerk – Election Division
555 Ramirez Street, Space 300
Los Angeles, CA 90012
T: (213) 978-0444
F: (213) 978-0376



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City Clerk - Election Division Policy: No.1 Retention of 2008 Election-related Materials by Neighborhood Councils

This policy is issued to clarify the retention period for the 2008 election-related materials described in Article XX Disposition of Election Records Section B:

“At the conclusion of the recount and election challenge resolution period, the City Clerk, Election Division shall turn all election materials over to the Neighborhood Council. The Neighborhood Council shall then retain the election materials for a period of six (6) months, after which they shall be destroyed.”

During the 2008 Neighborhood Council (NC) Elections, the Office of the City Clerk intended to have NCs pick up their election-related materials after the certification of their elections. It was the intention of the City Clerk that any election-related materials that were **abandoned** in the City Clerk - Election Division's warehouse **beyond** the six months would be destroyed. It was not the intention of the City Clerk to require NCs who had picked up their election-related materials to destroy them after six months.

Although a strict reading of the language does require that the destruction of these records take place after six months, this was never the intention of the City Clerk. The City Clerk leaves the decision up to the individual NCs to determine their own records retention period.

However, NCs who retain their election-related materials shall continue to be responsible for responding to any California Public Records Act requests as long as they retain the election-related materials. Should your NC receive a California Public Records Act request for any of the election materials, please notify your Project Coordinator at the Department of Neighborhood Empowerment and contact the City Attorney's Office at (213) 978-8132 for assistance.

This clarification is issued pursuant to the authority granted to the City Clerk in accordance with Los Angeles Administrative Code Sec 22.816. Elections (a)(2).

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 2 Extension of Neighborhood Council Board Member Terms

Pursuant to LAAC Section 20.36 (b), the City Clerk - Election Division is authorized to direct the terms of Neighborhood Council board members, which are scheduled for election during January, 2009 through December, 2009, be extended to calendar year 2010.

Hence, the City Clerk - Election Division establishes that there shall be a moratorium on all Neighborhood Council Elections from January 1, 2009 until the time the City Clerk - Election Division implements the Neighborhood Council Elections in 2010.

The City Clerk - Election Division establishes that the terms of all Neighborhood Council board members shall be extended until after the certification of their City Clerk - Election Division implemented 2010 election results or the resolution of all official election challenges for their respective 2010 Neighborhood Council election, whichever date is later.

This policy shall not prevent Neighborhood Councils from filling Board vacancies via their respective bylaw described appointment and vacancy clauses.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 3 Public Records Act Requests

This is to notify all stakeholders of the policy regarding California Public Records Act (CPRA) requests for materials used in Neighborhood Council Board Member Elections.

Under the CPRA, a member of the public can make a valid request for public documents either in writing (including e-mail) or orally. Although it is not necessary for a request to be valid, members of the public should be encouraged to fill out a 2010 Neighborhood Council Public Records Request Form. This form will facilitate our response and ensure that the correct records are provided.

The CPRA requires the disclosure of governmental records to the public, subject to certain exemptions. The following are examples of what information is subject to disclosure and what information must be redacted prior to fulfilling a CPRA request for Neighborhood Council Board Member Elections:

STAKEHOLDER REGISTRATION FORMS, VOTE-BY-MAIL APPLICATIONS, AND BALLOTS

Please note that Stakeholder Registration Forms, Vote-By-Mail Applications, and ballots will only be made available for inspection after the Official Canvass is completed in order to ensure critical documents are available for use by staff when needed, to avoid any interference with the election process, and to avoid the possibility of duplication and/or fraud. The processed ballots and non-exempt information on the Stakeholder Registration Forms and/or Vote-By-Mail Applications will be provided within a reasonable amount of time after the date of the election.

In regard to the Stakeholder Registration Forms and Vote-By-Mail Applications, the following information will be redacted prior to fulfilling a CPRA request:

- home street addresses;
- home telephone numbers;
- private e-mail addresses;
- signatures; or
- any other identifying information.*

CANDIDATE FILING FORMS

Since candidates for Neighborhood Council board seats are vying for public seats, Candidate Filing Forms, which can include a candidate's contact information and qualifying information, are considered public information and subject to disclosure. Please note that a candidate's signature on the Candidate Filing Form is not subject to disclosure and will be redacted prior to fulfilling a CPRA request.

QUALIFYING CANDIDATE DOCUMENTATION

All candidates must provide documentation to establish their stakeholder status for the position which they are applying. Any documentation used by a candidate and retained by the City Clerk-Election Division to qualify a candidate is subject to limited disclosure. The following information will be redacted prior to fulfilling a CPRA request:

- home street addresses;
- home telephone numbers;
- private e-mail addresses;
- signatures; or
- any other identifying information.*

ELECTION CHALLENGES

Election Challenges are subject to disclosure as a public record. When requested, the name of the person filing the challenge and the grounds for filing the challenge must be disclosed. Any documentation used by challenger to support his or her challenge is subject to limited disclosure. The following information will be redacted prior to fulfilling a CPRA request:

- home street addresses;
- home telephone numbers;
- private e-mail addresses;
- signatures; or
- any other identifying information.*

FULFILLING CPRA REQUESTS

Once a CPRA request is made, the City Clerk-Election Division will have 10 calendar days to respond to the request, indicating what will or will not be disclosed, the reasoning behind any decisions made, and, if applicable, the total fee for requested copies. Please note that an additional 14 calendar days to respond may be allowed if warranted by special circumstances. This 10 calendar day period is not the period of time in which the request must be fulfilled, but rather, the period of time in which to notify the requesting party what information will be disclosed.

Redactions must be made when members of the public view the requested materials in person and when copies are made and provided to the public. When viewed in person, the public may examine and take notes of the redacted material, but may not have access to any exempt information. When fulfilling an in-person request, a member of the staff will remain present at all times to supervise the viewing and to answer any questions that may arise.

In the event that photocopies of materials are requested, the City Clerk will charge \$0.10 for each photocopy. Payments can be made in person or sent to the Election Division Headquarters at 555 Ramirez St., Space 300, Los Angeles, CA 90012, prior to the copies being made.

If you have any questions regarding this matter, please contact the Neighborhood Council Election Unit at (213) 978-0444.

* Identifying information may include, but is not limited to: a Social Security Number, a Driver's License or State ID Number, Birth Date, or a Bank or Credit Card Account Number. Please note that zip codes are not exempt from disclosure.



City Clerk - Election Division Policy: No. 4 Candidate Filing

This is to notify all candidates of the policy regarding filing for candidacy for a Neighborhood Council Board Member Election.

This policy articulates guidelines in addition to those set forth in Article IX Candidate Filing of the Neighborhood Council Election Procedures and Planning Template for 2008.

- All potential candidates must complete a Candidate Filing Form and file the form with the Office of the City Clerk, Election Division by the Candidate Filing Deadline.
- All potential candidates will be notified by the City Clerk if their Candidate Filing Form is incomplete and the steps necessary to complete the candidate filing process.
- All potential candidates must provide identification and any other applicable documentation to establish their stakeholder status for the position which they are applying.
- All potential candidates may submit a Candidate Statement on a template provided by the City Clerk. The Candidate Statement must conform to the City Clerk-Election Division Policy regarding Candidate Statements.
- Candidates must adhere to all applicable deadlines including, but not limited to:
 - Candidate Filing Deadline
 - Write-In Candidate Deadline
 - Candidate Statement Deadline
 - Candidate Withdrawal Deadline
- The City Clerk-Election Division will retain all Candidate Filing Forms and corresponding documentation according to the City Clerk-Election Division regarding Material Retention.

Please note that a candidate's contact information, including his or her home address, home phone number, and email address is subject to disclosure if a California Public Records Act request is made. A candidate's signature will not be subject to disclosure.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 978-0444.



City Clerk - Election Division Policy: No. 4a Candidate Filing Challenges

This is to notify all stakeholders of the policy regarding challenges to a person's candidacy for a Neighborhood Council Board Member Election during the Candidate Filing Period.

For the 2010 Neighborhood Council Board Member Elections, the Office of the City Clerk - Election Division has developed a Neighborhood Council Election Challenge Process to resolve all challenges that may arise throughout each NC Election.

In general, all challenges must be submitted by the Challenge Filing Deadline of five (5) City of Los Angeles business days after the issuance of the official election results. The City Clerk - Election Division will have 30 days after this deadline to investigate each challenge and recommend a resolution to a NC Election Challenge Review Panel.

Due to limited resources and a time-specific workload, the City Clerk is unable to devote staff resources to address election challenges in a piecemeal fashion. This will include, but is not limited to, challenges made to a person's qualifications to run as a candidate during the Candidate Filing Period. Challenges to a candidate's stakeholder qualifications shall be processed and investigated after Election Day and upon the beginning of the Challenge Filing Period. Challenges to a candidate's stakeholder qualification must be submitted on an Election Challenge Application and must be accompanied by any documentation, exhibits, and evidentiary that supports the challenge. New evidence or documentation will not be accepted after the Challenge Filing deadline.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 978-0444.



City Clerk - Election Division Policy: No. 5 Electioneering

This is to notify all stakeholders of the policy against electioneering within or near a Neighborhood Council Polling Place.

Article XII Polling Place Operations Section E of the Neighborhood Council Election Procedures and Planning Template for 2008 states:

“No campaigning or electioneering activities will be allowed within 100 feet of the polling site.”

This policy expressly prohibits electioneering within 100 feet of the polling place measured from the door of the polling place where voters sign the roster and cast their ballots. Polling place staff must place signs indicating where the 100-foot mark is located.

“Electioneering” includes:

- soliciting a vote or speaking to a voter on the subject of marking his or her ballot;
- placing any sign relating to any candidate;
- distributing material relating to any candidate; or
- placing a sign, distributing material, or conversing with a voter on the subject of the voter’s qualifications to vote.

In addition, excessive noise and audio equipment that creates a nuisance to voters or staff within the 100-foot mark will amount to a violation of this policy. Vehicles that have a banner or placard soliciting a vote or recommending any candidate shall remain 100 feet beyond the building where voters are voting, except for the discharge or loading of passengers. Activities beyond the 100-foot mark are subject to the rules of the particular property owner and should be respected.

Any person or persons engaged in electioneering will be directed by polling place staff to cease and may be asked to leave.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 6 Exit Poll and Surveys

This is to notify all stakeholders of the policy regarding conducting exit polls and/or surveys during a Neighborhood Council Board Member Election.

Neighborhood Councils, stakeholders, news media, or other organizations wishing to conduct a survey, exit poll, or other survey of the voters on Election Day will be permitted to do so subject to certain limitations.

Any person or group conducting surveys, exit polls, or other survey of voters are advised to remain at least 100 feet from the door of the polling place. Surveys and exit polling will be permitted as long as it does not interfere with the voting process. Candidates are prohibited from participating and conducting surveys, exit polls, or other survey of voters on Election Day.

Any person or group conducting a survey or exit poll is required to coordinate with the polling place Inspector and to be respectful of poll worker priorities. All persons conducting a survey, exit poll, or other survey of voters on Election Day are required to sign in with the polling place staff, provide contact information, and wear a name tag for identification purposes. Polling place staff will indicate where the 100 foot mark is located with visible signage. In addition, every voter has the right not to disclose how he or she may have voted.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 7 Polling Place Video/Photography

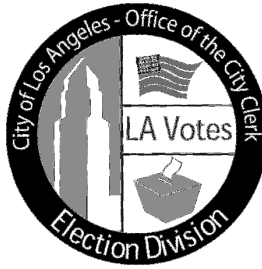
This is to notify all candidates of the policy regarding video/photography within a Neighborhood Council Polling Place on Election Day.

Videotaping and photography is permitted in the Polling Place on Election Day under the following conditions:

- Video/Photography is only permitted with the expressed permission of everyone at the polling place.
- Polling Place staff may not withhold permission to be photographed.
- Video/Photography will not be of voter's faces.
- Video/Photography will not be of a voter making their ballot choice.
- All persons taking video or photographs are required to sign in with the Polling Place staff and provide contact information.
- Ballots may not be recorded or photographed.

Any person or persons that do not adhere to these conditions will be directed by Polling Place staff to cease and may be asked to leave.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 8 Scheduling of Appointments

This is to notify all candidates and/or stakeholders of the policy regarding the scheduling of appointments to meet with City Clerk - Election Division personnel.

Where a member of the public would like to make an appointment to meet with the City Clerk – Election Division staff, they must do so at least 48 hours before the desired meeting time. Appointments shall be scheduled on a first-come first-served basis and in accordance with the availability of the staff member being sought.

Same-day drop-in visits by members of the public shall be accommodated according to the availability of the staff. Same-day drop-in visits shall be restricted to a total of 15 minutes of maximum staff time per day per person/group of persons.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 9 Mailer Development

This policy has been repealed as the City Clerk - Election Division will not be involved in the development of mailers.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 10 Bylaw Revision Deadline

This is to notify all Neighborhood Councils of the deadline in place for submitting bylaw changes to the City Clerk - Election Division.

Any Department of Neighborhood Empowerment (DONE) approved bylaws received by the City Clerk - Election Division after 5:00 p.m. of June 1, 2009, will not be applied to the 2010 Neighborhood Council Elections. Bylaw approval must still be pursued through the DONE. Unapproved bylaws submitted directly to the City Clerk - Election Division will be rejected.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk – Election Division Policy: No. 11 Candidate Forums

This is to notify all Neighborhood Councils of the policy regarding Neighborhood Council Candidate Forums.

The City Clerk - Election Division shall not administer nor participate in any candidate forums. It is the responsibility of individual Neighborhood Councils to coordinate such events.

Candidate contact information shall be given to the Election Chair of each Neighborhood Council five days after the filing deadline. In the absence of an Election Chair, the President of each Neighborhood Council shall be the designated alternate to receive the candidate contact information. Where email addresses are not available for either of the two persons, the City Clerk – Election Division will provide the candidate contact information to the Neighborhood Council upon request. The notification of candidates to participate in such events shall be the sole responsibility of Neighborhood Councils.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 12 Maps and District Boundaries

This is to notify all Neighborhood Councils of the policy regarding the resolution of bylaw/map inaccuracies.

Where a map of a Neighborhood Council does not match the language provided in that Neighborhood Council's bylaws, the City Clerk - Election Division will defer to the written bylaws for clarification. The City Clerk - Election Division shall revise Neighborhood Council maps in accordance with specific language in a given Neighborhood Council's bylaws.

Where applicable, this policy shall also apply to district boundary maps within a Neighborhood Council that do not match the language in the bylaws.

All Neighborhood Councils will be required to endorse any boundary (or district boundary) maps issued by the City Clerk - Election Division at least 160 days prior to Election Day.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 13 Vote-By-Mail (VBM) Applications

This is to notify all Neighborhood Councils of the policy on handling VBM Applications.

No person or persons other than the voter shall be involved with or participate in any way in the handling of VBM Applications. All VBM Applications must be requested by phone*. Voters must call (213) 978-8050 to receive a VBM Application. For Los Angeles City Residents in need of TTY assistance, dial 311, or for those outside of Los Angeles, please dial (213) 485-2121.

This policy expressly prohibits any candidate from handling any applications after their issuance to the stakeholder. Specifically, this policy restricts Neighborhood Council candidates from distributing or collecting completed VBM Applications from stakeholders. Applications collected or submitted by a candidate, group or individual will not be accepted.

VBM will only be offered to voters who are physically unable to go to the Polling Place on Election Day due to disability or religious restrictions. Only these stakeholders will be eligible to vote by mail.

VBM Applications may be requested on behalf of family members or domestic partners who live within the same household who are physically unable to go to the Polling Place on Election Day due to disability or religious restrictions.

Voters requesting to vote by mail must affirm under penalty of perjury that they meet the aforementioned requirements.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 978-0444.

*You may also fax requests to (213) 978-0611 to receive a VBM Application.



City Clerk - Election Division Policy: No. 14 Reissue/Exchange of Vote-By-Mail (VBM) Ballot

This is to notify all Neighborhood Councils of the policy regarding the reissue/exchange of VBM Ballots.

The City Clerk - Election Division shall send a second VBM Ballot to any voter upon receipt of a statement, signed under penalty of perjury, no later than seven days prior to the election, that the voter has failed to receive, has lost, or has destroyed the original ballot. Prior to counting the second ballot, the City Clerk - Election Division shall verify that the voter has not attempted to vote more than once.

This policy also allows a voter to exchange a VBM Ballot that was sent in error. The City Clerk - Election Division will issue a corrected VBM Ballot upon the receipt of the original ballot.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 15 Provisional Voting

This is to notify all Neighborhood Councils of the policy established for Provisional Voting.

A voter will be issued a Provisional Ballot if he/she has been issued a Vote-By-Mail (VBM) Ballot, does not have a VBM Ballot to surrender, but wishes to vote at the polls. Once it has been determined by the City Clerk - Election Division that the voter did not vote the issued VBM Ballot, the Provisional Ballot will be counted.

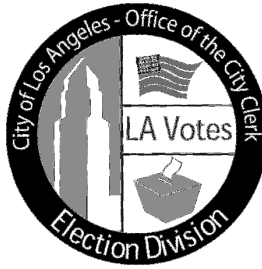
A voter may also cast a Provisional Ballot if it cannot be determined that the voter is a stakeholder eligible to vote in the election. When a voter casts a Provisional Ballot, all necessary documentation to qualify the ballot must be submitted within three (3) City of Los Angeles business days following the election. Provisional voters' stakeholder documentation such as receipts will be accepted only if it has a date/time prior to the close of polls. If the receipt is dated AFTER the close of polls, it will not be considered acceptable documentation and the provisional vote will not be counted.

All documentation must be received (not postmarked) at the address below by 5:00 p.m. of the deadline.

City Clerk - Election Division
P.O Box 54377, Los Angeles, CA 90054-0377
or
City Clerk - Election Division
555 Ramirez St., Space 300
Los Angeles, CA 90012

You may also fax your documents to (213) 978-0376.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 16 Candidate Statements

This is to notify all candidates of the policy on Candidate Statements.

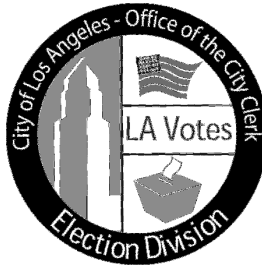
Candidate statements are optional. When a candidate chooses to submit a Candidate Statement as part of their Candidate Filing Packet(s), the following shall be adhered to:

- a) Must fit on one side of the form provided and within the designated area.
- b) Must be at least 12-point font (if typed).
- c) Must not exceed the 150 word count limit.
- d) Must be submitted no later than 30 days before Election Day.
- e) May not include any pictures, profanity or comments about any other candidate.

These statements will be compiled and posted on the City Clerk's website as well as at the polling place on Election Day, if submitted within the submission deadline.

Additionally, a candidate may submit translated version(s) of the original statement, which must comply with all aforementioned criteria.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 17 2010 Polling Place Selection Process

This is to notify all Neighborhood Councils (NC), NC Stakeholders and candidates on the policy for the Polling Place Selection Process.

The City Clerk will use one Polling Place per NC election. The process to be used to select a polling place for this election will include the following considerations:

- a) The site selected must be of sufficient size to accommodate the voter sign-in process and actual voting activities.
- b) The site selected should have sufficient parking for pollworkers and voters.
- c) The site selected should be convenient for those utilizing public transportation.
- d) Procedures must be in place to accommodate disabled voters and in compliance with the Americans with Disability Act (ADA).
- e) Unbiased location for stakeholders and candidates.

Based on these requirements, the City Clerk - Election Division will issue the *Polling Place Suggestion Form* requesting the NCs to submit a Board approved ranked list of five suggested polling places to the City Clerk. The City Clerk will make the final decision on the Polling Place to be used on the NCs' Election Day. Factors that the City Clerk will consider when finalizing a Polling Place are:

- a) Date and time availability;
- b) Cost for use of the facility (for each election-related event); and
- c) Provides a reasonably unbiased location to stakeholders and candidates.

In the event none of the Polling Places on the suggestion form submitted by an NC are available, or do not meet the criteria above, the City Clerk will recruit a suitable Polling Place for the NC. The City Clerk recruited Polling Places will not be subject to endorsement by an NC. Each NC will be notified by mail of the final Polling Place that has been approved by the Election Division.

If you have any questions regarding this matter, please contact Niesha Louis, Precincting Section Manager, at (213) 978-0434.



City Clerk - Election Division Policy: No. 17a 2010 Post Polling Place Selection - Appeal Process

This is to notify all Neighborhood Councils (NC), NC Stakeholders and candidates that this amends the policy to appeal the Polling Place Selection (Policy No.17).

A NC may submit a Polling Place Selection Appeal if the NC meets **ALL** of the following criteria:

- The NC submitted the Polling Place Suggestion Form to the City Clerk by the submission deadline (or requested extension of the deadline), **and**
- The Polling Place Suggestion Form submitted by the NC included a minimum of three (3) potential polling place sites, **and**
- The polling place recruited by the City Clerk was not a location listed on the Polling Place Suggestion Form submitted by the NC, **and**
- The NC commits to paying 100% of the cost of the polling place usage (including custodial/janitorial fees) directly to the chosen facility.

When a NC meets all of the above criteria, the NC may appeal its City Clerk-recruited polling place. The Appeal Process is expedited and must be completed within 18 calendar days from the date of filing the appeal. To start the appeal process:

- A. The NC must submit their appeal 130 days prior to the NC's Regional Election date.
- B. The NC must state a valid rationale for requesting the change of the recruited polling place (i.e., prior experience, historical use, etc.).
- C. The NC Board must submit the appeal of the recruitment choice to the City Clerk in writing via formal letter (sent via U.S. mail), fax, or email. The written appeal must include:
 1. NC Name
 2. Date
 3. Reason why the NC is requesting to change the polling place recruited
 4. Proposed alternate location (name, address, and type of facility)
 5. Commitment to finalize re-recruitment of the newly proposed polling place within 15 calendar days (including but not limited to the possibility of the NC scheduling an emergency Board Meeting)
- D. Appeal Timeline:
 1. The appeal shall be submitted to the City Clerk within the Clerk's indicated timeline.
 2. The City Clerk will notify the NC within five (5) days of the results of the appeal.
 3. The NC Board will, within seven (7) days of the appeal notice, in a properly announced public meeting, and through a formal Board action, approve the Appeal of the Polling Place recruited by the City Clerk, and approve the issuance of funds needed to recruit the new polling place.
 4. After the newly identified location has been surveyed by the City Clerk, the NC shall forward written confirmation to the City Clerk, and *send payment to the polling place owner* (not the City Clerk) within three (3) days of the Board action.

Upon completion of this process, the NC will be notified in writing by the City Clerk confirming the newly recruited polling place.

If you have any questions and/or concerns regarding this matter, please contact Niesha Louis, Precincting Section Manager, at (213) 978-0434 or via email at Niesha.Louis@lacity.org.



City Clerk - Election Division Policy: No. 18 Endorsement of 2010 Neighborhood Council Election Procedures

This is to notify all Neighborhood Councils of the timeline for endorsing their 2010 Election Procedures.

Neighborhood Councils shall endorse their Election Procedures one hundred and thirty (130) calendar days prior to their Election Day. In the event that the Election Procedures are not endorsed by their respective Neighborhood Council, the City Clerk - Election Division will utilize their most recent draft of Election Procedures in conjunction with their submitted 2010 NC Election Procedures Stipulations Language Worksheet. Where a 2010 NC Election Procedures Stipulations Language Worksheet was not submitted by the June 1, 2009 deadline, the City Clerk – Election Division shall use the default stipulations in conjunction with their most recent draft of Election Procedures to conduct the Neighborhood Council's Election.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 19 Mailer Distribution

This policy has been repealed as the City Clerk - Election Division will not be involved in the distribution of mailers.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 20 Retention of Election-Related Materials

This is to notify all Neighborhood Councils (NC) and candidates of the policy regarding the retention of election-related materials:

Approximately 45 calendar days after the certification of election results,* the City Clerk - Election Division shall make the following items available for pick up by the NCs:

- Stakeholder Registration Forms
- Candidate Filing Forms (excluding stakeholder documentation)

The newly-elected board shall designate an individual to pick up the above-mentioned materials on behalf of the NC at a prior NC Board Meeting. The designated individual shall contact the City Clerk - Election Division to schedule an appointment for picking up the materials in accordance with City Clerk - Election Division Policy No. 8. All documents retained by the NC shall be subject to the California Public Records Act for the length of time the documents are retained by the NC.

The City Clerk - Election Division shall retain all other election-related materials for a period of six months after the certification of election results. All election-related materials will be made available to the public in accordance with the California Public Records Act and City Clerk - Election Division Policy No. 3.

All NC election-related materials will be destroyed six months after the certification of election results.* No NC election-related materials will be retained after the six month retention period.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 978-0444.

*The election results will be officially certified after the Deadline for the City Clerk to issue Final Challenge Report. If no official election challenges or recount requests are submitted by the Deadline to Submit Recounts and Challenges, the election results will be officially certified immediately following this deadline.



City Clerk - Election Division Policy: No. 21 Vacancy Clause

This is to notify all Neighborhood Councils of the policy established for filling vacancies on a board.

The City Clerk - Election Division shall conduct Neighborhood Council elections on even-numbered years. When a vacancy occurs, the Neighborhood Council shall refer to Section 8: Vacancy Clause in their 2010 Neighborhood Council Election Procedures Stipulation Language Worksheet to fill vacancies until their successor can be elected. Any person so appointed shall hold office for the remainder of the unexpired term. Where no designation is established in their submitted 2010 Neighborhood Council Election Procedures Stipulation Language Worksheet, the 2010 Citywide Stipulation Language Worksheet defaults will apply. No special elections shall be held by the City Clerk - Election Division.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 22 Seating of Newly-Elected Board Members

The seating of a newly-elected Neighborhood Council (NC) board will take place when the following criteria are met:

- a) The City Clerk - Election Division has issued certified election results for the NC; and,
- b) All official election challenges for the NC have been resolved.

Until the election is certified, the incumbent board members will continue in their duly elected/appointed positions. Once certified, the board must be seated as a single unit. No partial and/or interim seating is allowed. Where a single challenge to a single seat has not been resolved, the rest of the board cannot be seated.

Once all election challenges are resolved, the newly-elected board shall be seated at the next regularly scheduled NC meeting within the 30 calendar day period following the Deadline for the City Clerk to Issue the Challenge Review Panel's Decision. If there are no challenges or recount requests, the newly-elected board shall be seated at the next regularly scheduled NC meeting within the 30 calendar days following the Deadline to Submit Recounts and Challenges. Where a regularly scheduled meeting is not scheduled within the 30 calendar days following the Deadline to Submit Recounts and Challenges or the resolution of all official election challenges, the outgoing board will call a special meeting in accordance with the Brown Act to seat the newly-elected board.

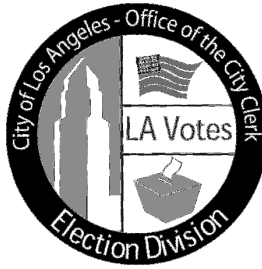
When a challenge has been resolved and the outgoing board fails to meet within the 30 calendar day period following the Deadline for the City Clerk to Issue the Challenge Review Panel's Decision, the newly-elected board members shall be deemed officially seated and shall have all rights and responsibilities of NC board members.

The outgoing board shall preside over the regularly scheduled or special meeting where the first order of business shall be to officially seat the newly-elected board, and if applicable, select board officers. All powers shall immediately be transferred over to the newly-elected board.

In the event that the outgoing board is unable to meet because it lacks sufficient board members to constitute a quorum, the newly-elected board members will be deemed immediately seated upon the certification of the election results following the Deadline to Submit Recounts and Challenges or the resolution of all official election challenges.

Please note that a newly-elected board has the right under the Brown Act to call a special meeting to seat the newly-elected board after the 30 calendar day seating period has passed.

If you have any questions regarding this matter, please contact the Neighborhood Council Election Unit at (213) 978-0444.



City Clerk - Election Division Policy: No. 23 Election Observers

This is to notify all candidates of the Election Observers Policy.

Observers will be allowed inside the polling site throughout the election, provided that the observers do not, in any way, attempt to interfere with or influence the activities of the pollworkers or the voters.

The following guidelines will be posted at each polling sites during the Neighborhood Council Elections:

OBSERVERS HAVE THE RIGHT TO VIEW ALL ELECTION OPERATIONS

- Prior to opening, all Observers must wait outside while the Election Division Staff sets up the Polling Place location. Observers will be permitted to enter the Polling Place once the polling site officially opens for voting.
- All Observers must sign in with Election Division Staff. A badge will be issued and must be worn at all times. When leaving for the day/evening, the Observer must sign out and return the badge to an Election Division Staff Member.
- Observers may not interfere in the election or the voting process. Observers cannot assist in operations, touch or handle any ballots or other election-related materials.
- There shall be no Electioneering within 100 feet of the Polling Place. The 100 feet will be measured from the entrance to the room or location where voters will be voting.
- Observers may not talk to or solicit voters in the Polling Place.
- Observers are allowed to videotape Polling Place operations only after they have received everyone's permission to film (verbal or in writing). If someone objects to being videotaped, the Observer must stop filming.
- Candidates are not permitted as Observers at the Polling Place on Election Day.

- Observers have the right to ask pollworkers questions regarding election procedures and to receive answers or be directed to the appropriate official for responses to questions. However, if persistent questioning disrupts the execution of their duties, the pollworkers can stop responding and direct the observers to the senior elections official for all further answers. If disruptions persist, the Observer may be asked to leave the polling place.
- Only pollworkers and voters engaged in voting may be within the voting booth area during the time the polls are open.
- No smoking, food or beverages are allowed in the Polling Place.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 24 Default 2010 Neighborhood Council Election Procedures Stipulation Language Worksheet Stakeholder Status Value

This is to notify all Neighborhood Council (NC) candidates and stakeholders.

Where a 2010 NC Election Procedures Stipulation Language Worksheet was not received or received past the deadline from a Neighborhood Council, the City Clerk - Election Division shall use the City Council adopted Stakeholder definition as the default requirement for running and voting for a seat on an NC Board.

The City Council adopted Stakeholder definition is:

"Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be 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."

This policy will **only** apply when a NC has not submitted a 2010 NC Election Procedures Stipulation Language Worksheet by June 1, 2009, and the NC's bylaws (as submitted in June 2009 to the City Clerk - Election Division by the Department of Neighborhood Empowerment) do not specify the candidate or voter requirements. Where the NC bylaws specifically define these requirements, the City Clerk - Election Division will defer to the bylaws.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 473-6805.



City Clerk - Election Division Policy: No. 25 Election Schedule Deadline Conflict Policy

This is to notify all Neighborhood Councils (NCs) of the policy regarding election schedule deadline conflicts.

Where possible, NC Election schedules will all follow the same general timeline (e.g., candidate filing begins 90 days prior to the election).

The City Clerk - Election Division offices will not be open on weekends or holidays. As such, Neighborhood Council Election Procedure deadlines shall be adjusted. Where the planned deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City of Los Angeles business day.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 978-0444.



City Clerk - Election Division Policy: No. 26 Language Assistance Policy

This is to notify all Neighborhood Councils of the policy for requesting Language Assistance on Election Day.

The City Clerk - Election Division will provide language assistance on Election Day upon the request of the Neighborhood Council Board. An NC may request assistance for up to two (2) languages. Languages not available within the City Clerk - Election Division will be contracted out to an outside interpreter at a \$50 fee per language to be paid by the NC.

All language assistance requests should be made on an Election Day Language Assistance Service Request Form and submitted to the City Clerk no later than 5:00 p.m. 30 days prior to Election Day.

Election Division bilingual staff will be available to assist voters on Election Day. Voters may also bring someone to assist them at the polls on Election Day. Only one person will be allowed to assist per voter.

Election Day Language Assistance Service Request Forms received after the submission deadline will not be processed.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 978-0444.



City Clerk - Election Division Policy: No. 27 Translation Policy

This is to notify all Neighborhood Councils of the policy for requesting document translations.

The City Clerk - Election Division will translate documents upon receiving a Translation Request Form from the Neighborhood Council Board. All Translation Request Forms must be submitted to the City Clerk no later than 5:00 p.m., 30 days prior to Election Day.

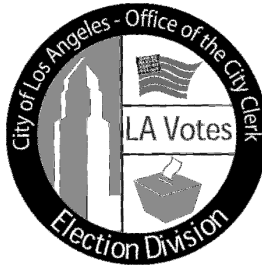
The following documents are available for translation:

- Candidate Filing Form
- Stakeholder Registration Form
- Vote-By-Mail (VBM) Application
- VBM Voting Instructions
- At-Polls Voting Instructions

Due to the current budget, translation requests will be limited to two (2) languages other than English per Neighborhood Council.

Translation Request Forms received after the deadline shall not be processed.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 978-0444.



City Clerk - Election Division Policy: No. 28 Names Appearing on the Ballot Policy

This is to notify all Neighborhood Councils of the policy for Names Appearing on the Ballot.

The City Clerk - Election Division will use the candidate's legal name for the ballot. No completely fictitious name may be used on a ballot to refer to a candidate. If a candidate wishes a different name to appear on the ballot, the following format must be followed. The format for including nickname on the ballots is:

First Name "Nickname" Last Name (i.e., Jonathan "Chico" Anderson).

A shortened version of a name or a variation of a name will be allowed in lieu of a candidate's legal name. For example, instead of Jonathan Anderson, the candidate may use the name "John Anderson," or "Johnny Anderson" or "J. Anderson."

Professional Degrees: Professional Acronyms shall not be used on a ballot. No name shall include professional distinctions such as: PhD, MSW, Esq., etc.

In order for a name to fit on the ballot, all names appearing on the ballot must be a maximum of 26 characters/letters including spaces and punctuations. Any names that exceed this number will be cut to the maximum number of characters/letters by the City Clerk - Election Division starting from the last letter of the name. For example, Miguel Angelito Martinez Jr. will appear on the ballot as "Miguel Angelito Martinez J".

Where there is a conflict between the names provided as documentation or on documents provided to the City Clerk, the name written on the Candidate Filing Form will override (unless otherwise specified by the Candidate in accordance with this policy and submitted to the City Clerk by the Candidate Filing deadline to appear on the ballot).

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 978-0444.



City Clerk – Election Division Policy No. 29 Neighborhood Council Election Challenge Process

OVERVIEW

Pursuant to Los Angeles Administrative Code section 22.816 (b) and Article V of the Plan for a Citywide System of Neighborhood Councils, the City Clerk - Election Division (hereafter referred to as the “City Clerk”) has developed the Neighborhood Council (NC) Election Challenge Process based on the processes used for resolving municipal, Proposition 218 and Community Redevelopment Agency elections. This NC Election Challenge Process provides the method for:

- 1) Submitting NC election challenges;
- 2) Identifying challengeable issues and proportionate sanctions;
- 3) Establishing the NC Election Challenge Review Panel; and,
- 4) Reporting the NC Election Challenge Review Panel’s decision and sanctions (where applicable).

This process will be administered by the City Clerk. The City Clerk will be responsible for developing and receiving the Challenge Filing Forms, investigating and issuing recommendations for official election challenges and convening the NC Election Challenge Review Panel (hereafter referred to as “the Panel”), who will review the City Clerk’s findings and make the final decision.

SUBMITTING NC ELECTION CHALLENGES

Any stakeholder who voted in the election may file a challenge to that NC election only. The challenge must be filed using the Election Challenge Application (see Attachment A) and submitted within the Challenge Filing Period for the respective Region. The Challenge Filing period opens one (1) City of Los Angeles business day after the Final Official Certified Canvass deadline. Submitted Election Challenge Applications must be

signed by the Challenger in order to be considered complete. Unsigned Election Challenge Applications will not be processed.

The Challenge Filing Period closes at 5:00 p.m., five (5) City of Los Angeles business days after the Final Official Certified Canvass deadline. If mailed, the forms must be received (not postmarked) by the Challenge Filing deadline. Challenges that do not meet these requirements will not be considered and shall not be processed. Challenges that are submitted prior to the opening of the filing period will not be processed until after the close of the Challenge Filing Period.

Challengers are required to attach all documentation, exhibits and evidentiary support for their challenge along with the required application, prior to the Challenge Filing deadline. New documentation will not be accepted after the Challenge Filing deadline.

Challenges may be withdrawn at any time by submitting a Challenge Withdrawal Form (see Attachment B).

IDENTIFYING CHALLENGEABLE ISSUES

Challenges that meet the filing requirements will be reviewed by the City Clerk to establish the type of issue being challenged. Challenges with issues outside the scope of authority of the City Clerk will not be processed. Where only a portion of the challenge involves issues outside of the scope of authority of the City Clerk, that specific section of the challenge will be set aside and the remaining challengeable issue will be processed. A sample list of challengeable issues is included in Attachment C.

TIMELINE FOR THE ELECTION CHALLENGE PROCESS

The Challenge Review Process shall be performed by the City Clerk. The City Clerk will investigate the challenges and issue recommendations based on its findings. The City Clerk shall present a formal letter with recommendations to the Panel within thirty (30) calendar days immediately following the closing date of the Challenge Filing Period.

The panel will review the City Clerk's findings and recommendations and make a final determination within seven (7) City of Los Angeles business days after receiving the City Clerk's recommendations. The Panel shall submit its decision to the City Clerk. The City Clerk shall have seven (7) City of Los Angeles business days to present the Panel's decision to all interested parties.

All NC Election Challenge Process deadlines are based on the City Clerk's 2010 Election Procedures for Neighborhood Councils.

CHALLENGE SUBMITTAL AND REVIEW TIMELINE

CHALLENGE EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC	DATES, START OF FILING PERIODS, END OF FILING PERIODS, ETC
Regional Election Day	
Deadline to Complete Final Canvass (FC)	E + 7 7 City of Los Angeles business days
Challenge Filing Period Begins	FC+1 1 City of Los Angeles business day after FC
Deadline to Submit Recount (RC) and Challenges (CH)	FC+5 5 City of Los Angeles business days after completing Final Canvass (FC)
Deadline to Finish Recount	RC + 5 5 City of Los Angeles business days after receiving recount (RC) request
Deadline to Issue Final Election Report	RC + 30 30 calendar days after receiving recount (RC) request
Deadline to Submit all Challenge Recommendations to Panel	CH + 30 30 calendar days after Challenge Filing Period closes
Deadline for the Challenge Review Panel to issue verdict to the City Clerk	CH + 37 7 City of Los Angeles business days after receiving City Clerk's recommendation
Deadline for the City Clerk to issue Final Challenge Results	CH + 44 7 City of Los Angeles business days after receipt of panel's decision

ESTABLISHING THE NC ELECTION CHALLENGE REVIEW PANEL

Each panel will be comprised of three (3) voting members: two (2) NC Stakeholders and one (1) City Commissioner. In the event of any vacancies, City of Los Angeles employees (excluding the City Clerk – Election Division) will complete the Panel. The City Clerk will solicit participation of NC Stakeholders for the Panel through a Challenge Review Panel Application. The City Clerk will solicit the participation of twenty-five (25) stakeholders throughout the nine (9) NC election regions to become members of the Panel.

The City Clerk shall host formal orientation sessions at Piper Technical Center and regional informational meetings for all stakeholders interested in being considered as members of the Panel. The orientation shall include information regarding the application process, requirements for submitting an application, the qualifications required for applying and the deadline for submitting an application. Attendance at the orientation does not guarantee selection.

The City Clerk shall notify all stakeholders who have been selected to serve as regional panelists. Panelists shall be required to attend a training to introduce all members to all challengeable and non-challengeable issues along with general guidelines for determining sanctions for each violation.

Panelists shall be limited to the list of suggested sanctions.

The City Clerk shall assign panelists per challenge based on the following criteria:

- Panelists must attend one (1) mandatory orientation session.
- Panelists will be restricted from reviewing any challenges from NCs they have voted in or plan on voting in for the 2010 elections.
- Panelists will be contacted regarding their availability to meet and abide by the timeline.
- Panelists must be able to be impartial.
- Panelists must maintain confidentiality until the final results are posted by the City Clerk.

Panel Members must agree to serve as a panelist on a strictly volunteer basis.

Where an insufficient number of stakeholders or Commissioners volunteer to participate on the Panel or where stakeholders or Commissioners do not participate in the mandatory orientation session, the City Clerk shall recruit City employees who:

- Are not employees of the Department of Neighborhood Empowerment, the Office of the City Clerk – Election Division, the Office of the City Attorney or any elected official's office.
- Agree to participate on a strictly volunteer basis.

The Panel meeting shall be a closed meeting in which stakeholders, challengers, or those being challenged are not permitted to attend or provide additional testimony and evidence. The Panel will only consider the documentation provided by the challenger(s) and the City Clerk's Investigative Report and Recommendation.

The function of the Panel shall be to provide an *administrative resolution* based on the training and information provided. All panelists must be present at their assigned Challenge Review meetings and must either vote for or against a challenge recommendation provided by the City Clerk. Panel decisions are non-precedent setting.

The Panel shall not convene unless all three (3) voting members are present. A majority vote is required. The Panelist will vote by secret ballot. Abstentions and re-votes will not be allowed. In the absence of a majority vote by the entire Panel, the City Clerk's recommendation shall be the final decision.

REPORTING THE NC ELECTION CHALLENGE REVIEW PANEL'S DECISION AND SANCTIONS

The City Clerk shall receive the Panel's final decision and shall have seven (7) City of Los Angeles business days to submit the resolution to all challengers via US Mail, email or facsimile.

Panel resolutions are final unless the City Clerk in conjunction with the City Attorney determine the Panel decision creates exposure to substantial civil liability for the City of Los Angeles pursuant to Pursuant to Los Angeles Administrative Code section 22.816 (b).

In order to preserve the integrity of the Neighborhood Council election process and insure that the challenge process is fair, the City Clerk Office, in its discretion, may

issue a new determination and set aside the Panel's decision when there are either (1) insufficient facts supporting the Panel's decision or (2) the uncontroverted facts fail to demonstrate a violation of the spirit and intent of a specific election procedure.



ELECTION CHALLENGE APPLICATION

I, _____, hereby submit my challenge
(print full name)
for the _____ Neighborhood Council Election held
on _____.
(month) (day) (year)

I affirm that I voted in this election and I hereby authorize the Office of the City Clerk - Election Division to review my submittal along with all enclosures for the following complaint:

Remedy requested:

Executed this _____ day of _____, 20____ at _____, California.

Signature

Address

City and Zip Code

Phone Number

Email

All Challenges must be received by the close of the Challenge Filing Period Closing.

Return this completed form along with enclosures to:

Office of the City Clerk - Election Division

Attn: Challenge Review Panel

P.O. Box 54377, Los Angeles, CA 90054-0377

Fax this form to (213) 978-0376

For more information call (213) 978-0444



NOTICE OF WITHDRAWAL OF CHALLENGE

I, _____, without qualification, hereby officially
withdraw my challenge for the _____ Neighborhood
Council Election held on _____.

(month) (day) (year)

I hereby authorize the Office of the City Clerk - Election Division to remove my
name from the list of challenges for the _____
Neighborhood Council.

Executed this _____ day of _____, 20 ____ at _____, California.

Signature

**A NOTICE OF WITHDRAWAL OF CHALLENGE IS EFFECTIVE WHEN IT
IS FILED WITH THE OFFICE OF THE CITY CLERK - ELECTION DIVISION.**

Return this completed form to:
Office of the City Clerk - Election Division
Attn: Challenge Review Panel (Notice of Election Challenge Withdrawal)
P.O. Box 54377, Los Angeles, CA 90054-0377
Fax this form to (213) 978-0376

Attachment C

CHALLENGES

The City Clerk shall review all NC Election challenges filed. Following is a *sample* list of challenges that the City will or will not be processed as part of the Review Process.

Challengeable:

- Incorrect Ballots (which caused voters to vote either significantly more or less for a qualified candidate)
- Electioneering by Candidate(s)
- Ballot Duplication (by a candidate or stakeholder)
- Explicit Use of City logo(s) for Campaign Materials by Candidate(s) - (including City Clerk – Election Division, DONE, NC logo, and any other City Department logo)
- Candidate Eligibility
- Stakeholder Eligibility (for Document Required NCs only)
- NC Board Endorsement of a Candidate or Slate of Candidates
- Americans with Disabilities Act (ADA) Accessible Facility (if curbside voting was not available)
- Distribution/Collection of VBM Applications*

*Excluding representatives from nursing homes, hospitals, or long term care facilities.

Not Challengeable:

- Lack of Outreach (outreach performed by an NC, DONE, or any other City entity)
- Published Articles (challenges based on election information published in media such as the Internet [including blogs], newspaper[s], or any other type of media)
- Translated Election Material
- Candidate Forums

Attachment C Continued

- Polling Place Selection
- Change of Polling Place
- Email Forwarding of NC “Get Out To Vote Material” or Emails.
- Ballot Design
- Vote-By-Mail (VBM) Policy
- NC Endorsed Election Procedure/Policies
- NC Bylaws (Received from DONE by deadline)
- NC Endorsed Polling Place Suggestions
- Stakeholder Qualifications to Vote (NC Bylaws or Stipulation Language Worksheet)
- DONE Approved Outreach Material
- Candidate Slate(s)/Slate Flyers
- Campaign Expenditure(s)
- Volunteer Pollworkers or Pollworker Bias
- Use of Police and/or Security at Polling Place
- Voter Intimidation
- Error in Voting Instructions
- Lack of Necessary Voting Materials
- Voters Threatened by Candidates
- Electioneering by Stakeholder(s)
- Voter Instructions
- Known Factors *Prior* to Election Day (such as: polling place bias because a candidate works at the location, language translators, etc.)
- Language Assistance at Polling Place (All language assistance requests should be made on an Election Day Language Assistance Service Request Form and submitted to the City Clerk no later than 5:00 p.m., 30 days prior to Election Day.)

Attachment D

PANEL SELECTION

Each panel will be comprised of three (3) voting members: two (2) NC Stakeholders and one (1) City Commissioner. In the event of any vacancies, City of Los Angeles employees (excluding the City Clerk – Election Division) will complete the panel. The City Clerk will solicit the participation of the NCs and select a group of 25 stakeholders throughout the nine (9) NC election regions to volunteer as members of the Panel. Participation will be solicited through the NC Election Challenge Review Panel Application.

In order to be considered for the Panel, applicants must meet the following criteria:

- submit a completed Election Challenge Review Panel Application
- be at least 18 years of age
- speak, read and write English
- attend one (1) mandatory orientation session
- provide own transportation
- participate on a voluntary basis
- be impartial
- keep Panel discussions and/or results confidential until the official decision is posted
- sign a Loyalty Oath provided by the City Clerk

DISMISSAL

Once selected, panelists must attend all assigned Panel meetings. Any panelist who is deemed disruptive will be dismissed. Additionally, all challenges under review by the City Clerk are confidential. Any panelist found sharing information with the public or soliciting information from sources other than the City Clerk - Election Division will be dismissed from the Panel and barred from participating in future Panels.



City Clerk - Election Division Policy: No. 30 Neighborhood Councils Maps and Boundaries

This is to notify all Neighborhood Councils (NC) and candidates of the policy regarding NC boundaries:

In the event specific language is not specified in an NC's bylaws regarding how bordering boundaries are defined for an NC or its internal districts/areas/quadrants/zones, the City Clerk shall consider the middle of the road as the defining border for election-related purposes, such as candidate qualification and stakeholder (voter) verification. This will only apply when a NC has not specifically identified boundaries to include both sides of the street (road, avenue, boulevard) or to exclude any specific landmarks, parks or plots of land.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 978-0415.



City Clerk - Election Division Policy: No. 31 Update on Clerk administration of the 2010 NC Board Elections

The Mayor has proposed that the Department of Neighborhood Empowerment (DONE) be consolidated into the Community Development Department (CDD) to create a new "Department of Community Development and Neighborhood Empowerment". This proposal is currently before the Council for approval.

Separately, the Council also acted on the issue of whether or not to cancel the City Clerk's administration of the 2010 Neighborhood Council (NC) Board election cycle. The Council voted that the City Clerk should indeed carry out and complete the 2010 NC Board elections, and that various departments report back on a framework to allow NCs to run their own elections in 2012.

Thus, the City Clerk will continue with the administration of the 2010 Neighborhood Council Board elections as planned. All election services remain the same, including:

- Issuing any election procedures, rules, regulations, directives or moratoria;
- Locating and securing polling places;
- Training and assigning staff at NC polling places;
- Developing candidate filing, stakeholder registration forms, ballots and maps;
- Administering the Candidate and Write-In Candidate Filing Process;
- Developing and administering the Vote-By-Mail (VBM) Application Process;
- Verifying NC stakeholders at the polls and through VBM;
- Providing emergency supplies to the polls on Election Day;
- Retrieving, inspecting, and tabulating all NC ballots;
- Conducting ballot recounts, if requested;
- Developing and overseeing an NC election challenge process;
- Investigating and reporting on any election challenges;
- Certifying NC Elections, and;
- Remaining as custodian of record for all NC election materials.

The City Clerk-Election Division can provide only the aforementioned election-related services. We are not authorized to oversee or participate in certain internal NC functions including the bylaw amendment process, attending NC board meetings on a regular basis, or addressing issues regarding NC funding or expenditures. Any requests to address these types of issues will be forwarded to staff in DONE, or to the Department of Community Development and Neighborhood Empowerment once it is created.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 978-0444.



City Clerk - Election Division Policy: No. 32 Recounts

This is to notify all stakeholders of the policy regarding the recount of ballots in a Neighborhood Council (NC) Board Member Election.

A recount of ballots will be conducted by the City Clerk - Election Division, by request only, for the purpose of verifying the number of votes counted for any board seat in a NC Board Member Election. Any stakeholder who meets the criteria listed below may request a recount for a specific contest or for the entire election for a NC Board Member Election within five (5) City of Los Angeles business days of the completion of the Final Official Certified Canvass. For a recount request to be accepted for action, the following criteria must be met:

- The number of votes separating the candidates in question must be 10% or less of the total votes cast in that specific contest, and;
- The stakeholder(s) filing the request must have voted in the election in question and must provide the same stakeholder status verification required of voters in the election.

All stakeholders requesting a recount will be required to pay a fee to cover the administrative cost of the recount. The City Clerk - Election Division will charge a manual recount fee in the amount of \$798.80 per NC or \$2.28 for each additional ballot required to be recounted beyond the estimated average number of ballots cast in a NC Election, as determined by the City Clerk - Election Division. This fee is based on the cost of the supplies and equipment necessary for performing the recounts as well as the cost of the staff being employed to perform the recount.

A recount must start no later than five (5) City of Los Angeles business days following the receipt and acceptance of a request and will be open to the public. A notice announcing the date, time, and location of the recount will be posted on the NC Election website and all candidates for the board seat(s) being recounted will be notified.

If the result of an election is changed by the recount, the expense of the recount shall be borne by the City Clerk and the deposit will be returned to the stakeholder(s) who requested the recount. The results of an election are considered changed only if the identity of any person who had been declared elected is changed.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 978-0444.



City Clerk - Election Division Policy: No. 33 Notice of Vacating Multiple Positions on a Board

This is to notify all Neighborhood Councils (NC) and candidates of the policy regarding the Vacating of Candidacy for Multiple Positions on a Board.

This policy is applicable where a candidate is elected to multiple Board seats on the same NC Board at the same election and where the NC allows candidates to run for more than one Board seat at a time.

Where a candidate seeking multiple Board positions on one NC Board is the winning candidate for more than one of those positions, the candidate will be required to vacate all except one Board position no more than three days after the deadline to Complete Final Canvass (FC) or from the day when any and all election recounts and challenges are resolved for the specific NC election, whichever date is later.

The vacated position(s) shall be filled with the next candidate who received the most votes, or if none, via the vacancy clause identified in this 2010 NC Election Procedures Stipulation Language Worksheet.

Accordingly, in the event a candidate should win multiple seats, the process for vacating shall be:

- The candidate will choose the one (1) seat s/he wishes to fill; and
- The candidate must file a Notice of Vacating Candidacy for Multiple Positions on a Board Form (issued by the City Clerk) by the deadline¹.

Where the candidate does not vacate all except one Board position by the deadline, the candidate will be deemed ineligible for all positions won as the result of the election, except for the one (1) position where the candidate received the most votes.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 978-0444.

¹ Deadline dates vary and are applicable according to Regional Election Day. In all 2010 NC Elections, the date shall be three (3) days after the deadline to Complete FC or from the day when any and all election recounts and challenges are resolved for the NC's 2010 Elections.



City Clerk - Election Division Policy: No. 34 Incorporation of Neighborhood Council Election Procedures into NC Bylaws

This is to notify all stakeholders of the policy clarifying the priority of the Neighborhood Council (NC) Election Procedures developed and issued by the Office of the City Clerk - Election Division in relation to each NC's election-related bylaw provisions.

Pursuant to LAAC Section 20.36, the City Clerk - Election Division is designated as the sole administrator of NC Board Member elections and is authorized to develop and issue any election procedures, rules, regulations, directives, or moratoria for the conduct of NC Board Member elections. This authority was incorporated into the Plan for a Citywide System for Neighborhood Councils (the Plan), which sets the minimum standards that all NCs must meet in order to operate in the City. Specifically, Article V Section 1 of the Plan states:

“Neighborhood Councils which choose to elect their Governing Body will have their elections administered by the Office of the City Clerk, pursuant to the authority granted to it under Los Angeles Administrative Code Section 20.36. Neighborhood Councils will be subject to any election procedures, rules, regulations, directives or moratoria issued by the City Clerk in administering Neighborhood Council elections. Any election procedures, rules or regulations promulgated by the City Clerk are hereby incorporated into all Neighborhood Councils' bylaws by reference, and are to be affixed to the bylaws of all Neighborhood Councils.”

The NC Election Procedures shall be regarded as the primary embodiment of the rules and regulations developed by the City Clerk - Election Division for the administration of all NC Board Member elections and shall be incorporated into all NC bylaws by reference and shall take precedence over any prior inconsistent bylaw provisions.

Additional directives, stipulations, or policies issued by the City Clerk - Election Division after the completion of the NC Election Procedures shall also be incorporated into all NC bylaws by reference and shall take precedence over any prior inconsistent bylaw provisions or articles in the election procedures.

If you have any questions regarding this matter, please contact Isaias Cantu, Sr. Project Coordinator for the Neighborhood Council Election Unit, at (213) 978-0444.



City Clerk - Election Division Policy: No. 35 Use of City and Neighborhood Council Logos

This policy is to notify all stakeholders of the policy against using a City or Neighborhood Council (NC) logo on campaign materials.

The use of the City of Los Angeles Seal, the Office of the City Clerk Seal, the Election Division Logo, the Department of Neighborhood Empowerment Logo or any other official NC designation created by the Department of Neighborhood Empowerment or a NC is prohibited for use on candidate materials.

A logo is a graphic mark and/or emblem used by the City, a City department, or a Neighborhood Council that serves to facilitate immediate public recognition. A logo can consist of purely graphic symbols or icons, but can also consist of a logotype or wordmark.

Any use of a logo, regardless of intent, will be considered a violation of this policy and the NC Election Procedures unless the logo is used as part of outreach material produced by the City, a City department, or the NC for the sole purposes of promoting the election. If such outreach material contains candidate names, all qualified candidates must be listed on the material.

The purpose of this provision is to prevent candidates or supporters of candidates from campaigning under the expressed or implied endorsement or authorization of the City, a City department, or a NC and prevent voter confusion. Please note that any logo that is substantially similar to a City, City department, or NC logo may lead to voter confusion and may be subject to a challenge.

If you have any questions regarding this matter, please contact the Neighborhood Council Election Unit at (213) 978-0444.



Office of the City Clerk
Election Division

2010 Neighborhood Council (NC) Election Procedures Stipulation Language Worksheet

The 2010 Neighborhood Council Election Procedures Stipulation Language Worksheet is the means by which a Neighborhood Council Board can participate in the development of their 2010 Election Procedures. Using this worksheet, your Board will establish general voter and candidate guidelines specific to your NC election. The stipulations in this worksheet will be used by the City Clerk – Election Division to develop your NC's Election Procedures.

The deadline for the City Clerk – Election Division to have received (not postmarked) a Board approved copy of the 2010 NC Election Procedures Stipulation Language Worksheet is 5:00 p.m. on **Monday, June 1, 2009**. Please send or fax this worksheet to the information provided below.

Office of the City Clerk, Election Division,
555 Ramirez Street,
3rd Floor, Space 300,
Los Angeles, CA 90012
(213) 978-0444
(888) 873-1000
Fax: (213) 978-0376
TTY: 311 for Los Angeles City Residents or
(213) 485-2121

Any 2010 NC Election Procedures Stipulation Language Worksheet received past the deadline will be considered late and will not apply to the 2010 NC Election. Where language contained in the 2010 NC Election Procedures Stipulation Language Worksheet is not defined by a Neighborhood Council, the Citywide 2010 NC Election Procedures Stipulation Language Worksheet defaults will apply to that specific issue.

Should you have any questions and or concerns regarding this document, you may call the Neighborhood Council Election Unit at (213) 978-0444. For more information on the Neighborhood Council Elections, please feel free to visit the Neighborhood Council Election Unit website: <http://cityclerk.lacity.org/election/ncdocs/website.pdf>.

City Clerk Neighborhood Council Election Unit
**2010 Neighborhood Council (NC) Election
 Procedures Stipulation Language Worksheet**



This list of stipulations is adopted by the

[insert your Neighborhood Council's name]

on , 2009,

[insert date Board approved this document]

and provides information regarding Stakeholder membership, the Board's structure, and Stakeholder eligibility for voting and for being selected or elected to a Board seat. The provisions in this 2010 NC Election Procedures Stipulation Language Worksheet supersede any prior inconsistent provisions contained in the NC bylaws. Pursuant to Article V, Section 1 of the Plan for a Citywide System of Neighborhood Councils (Plan), the Stipulation Language is incorporated by reference in the NC's bylaws and shall be affixed to the NC bylaws. The deadline for submitting the 2010 NC Election Procedures Stipulations Language to the City Clerk – Election Division is 5:00 p.m. on **Monday, June 1, 2009**. Any 2010 NC Election Procedures Stipulation Language Worksheet received past the deadline will be considered late and will not apply to the 2010 NC Election. Where language contained in the 2010 NC Election Procedures Stipulation Language Worksheet is not defined by an NC, the Citywide 2010 NC Election Procedures Stipulation Language Worksheet defaults will apply to that specific issue.

Board Approval and Contact Information

Please provide the name, title and signature of the person(s) authorized by the Neighborhood Council to submit this Stipulation Language Worksheet.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name/Title	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Day Phone Number	Night Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name/Title	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Day Phone Number	Night Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name/Title	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Day Phone Number	Night Phone Number

Section 1: Administration of Elections

The Neighborhood Council's election will be conducted by the City Clerk every two years in every even-numbered year in accordance with the rules and regulations promulgated by the City Clerk. The City Clerk will hold these elections between March and June of the even-numbered years. The rules and regulations developed by the City Clerk shall take precedence over any inconsistent language in the NC bylaws.

Section 2: Stakeholder Definition

[Pursuant to Los Angeles Administrative Code Section 22.811(a)(2) and Article II, Section 1 of the Plan, the mandatory definition of Stakeholder below will apply to all Neighborhood Councils.]

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be 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.

Section 3: Method for Verifying Stakeholder Status

(Select only ONE by placing a **X** in the corresponding box next to the Stakeholder verification method your board chooses.)

*[OPTION A: The following establishes the Stakeholder verification method for your Neighborhood Council election as **self-affirmation**.]*

Voters will verify their Stakeholder status through written self-affirmation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing the facts to support that declaration.

OR

*[OPTION B: The following requires **documentation** in order to establish Stakeholder status for your Neighborhood Council election.]*

Voters will verify their Stakeholder status by providing documentation acceptable to the City Clerk – Election Division. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation acceptable to the City Clerk – Election Division supporting that declaration. Factual basis Stakeholders will also be required to provide a form of documentation to substantiate their factual basis claim.

Type NC Name Here:

Section 4: Declaring a Stake in the Neighborhood Council in Districts Based on Participation/Membership in an Organization, Group or Place of Worship

(Select only ONE by placing a **X** in the corresponding box next to process of establishing status your board chooses.)

[Below find sample language for determining the Stakeholder status of an individual who has established their stake in the Neighborhood Council via their participation/membership in an organization, group or place of worship. This section applies only to stakeholders that are allowed to vote in multiple districts.]

[OPTION IS NOT APPLICABLE: This Neighborhood Council does not have districts.]

OR

*[OPTION A: This sample language establishes Stakeholder status based on the **physical address** of the organization or place of worship.]*

Where Stakeholder status in a district is established by participation or membership in an organization, group or place of worship, the physical address for the organization or place of worship shall be used to establish the district Stakeholder status.

OR

*[OPTION B: This sample language establishes Stakeholder status based on the **service providing area** of the organization or place of worship.]*

Where Stakeholder status in a district is established by participation or membership in an organization, group or place of worship, the service-providing area for the organization or place of worship shall be used to establish the district Stakeholder status.

Section 5: Minimum Voting Age

(Select the minimum voting age for your NC by writing it in the space provided below.)

All Stakeholders aged *[insert the desired age which must be at least 12 years old under the City Clerk's proposed rules]* and above shall be entitled to vote in the Neighborhood Council Elections.

Section 6: Board Terms

All current Board terms, which end prior to your 2010 NC election, shall be extended until after the certification of election results or the resolution of all official election challenges for your 2010 NC election, whichever date is later. There are no term limits.

(Select only **ONE** by placing a **X** in the corresponding box next to the length of the Board terms your board chooses.)

[OPTION A: The following is for a two-year term:]

Beginning with the City Clerk conducted election held between March and June of 2010, a Board member's term shall be for the duration of two years or until a successor is elected or appointed.

OR

[OPTION B: The following is for a four-year term:]

Beginning with the City Clerk conducted election held between March and June 2010, a Board member's term shall be for the duration of four years or until a successor is elected or appointed.

OR

[OPTION C: The following is for a four-year term with a staggered election cycle, electing half the Board during each election. Initially, all Board members will be elected and the staggering system begins with the next election:]

The intent of the Board is to establish a staggered election system where approximately half of the Board is elected at each City Clerk conducted election beginning with the City Clerk conducted election conducted between March and June 2010.

Positions elected to a one-time, two-year term beginning in year 2010 shall be designated Group A. Positions elected to a four-year term beginning in year 2010 shall be designated Group B.

Thereafter, beginning in year 2012, Group A shall also have a four-year term.

(continued on next page)

Type NC Name Here:

The following Board seats shall be designated Group A *[initially elected for a two-year term or until a successor is elected or appointed]*:

[If necessary, please use an additional sheet of paper to complete the list..]

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

The following Board seats shall be designated Group B *[elected for a four-year term or until a successor is elected or appointed]*:

[If necessary, please use an additional sheet of paper to complete the list..]

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Section 7: Appointed Board Seats (where applicable)

(Select only ONE by placing a **X** in the corresponding box next to the appointment process your board chooses.)

[If you have an appointment process, you must list the appointed positions and add a statement indicating the process. There are a number of processes available.]

[OPTION IS NOT APPLICABLE: All seats on the Neighborhood Council Board are elected.]

OR

[OPTION A: The NC uses the appointment clause in their bylaws.]

The appointment of Board seats shall be conducted according to *[insert the Article and Section in the NC's bylaws where the appointment clause can be found.]* of the NC Bylaws. The appointed seat shall have a term of *[insert a time frame]* year(s).

OR

Type NC Name Here:

[OPTION B: The President makes the appointments with Board approval.]

The following seats are appointed and will not be elected as part of the City Clerk conducted elections:

[List the seats that are appointed. If necessary, please use an additional sheet of paper to complete the list of appointed seats.]

These [insert the number of appointed seat(s)] positions shall be appointed by the President with Board approval under the following process: Following the City Clerk conducted election and the selection of a Board President, the President shall within [insert a time frame] days of assuming office appoint a qualified Stakeholder to the selected seat subject to a majority vote of the Board at a public meeting. If the seat is not filled within [insert the same time frame as above] days from the time the President assumes office, the seats shall be filled in accordance with the vacancy provision in Section 8. The appointed seat shall have a term of [insert a time frame] year(s).

OR

[OPTION C: The Board makes the appointments.]

The following seats are appointed and will not be elected as part of the City Clerk conducted elections:

[List the seats that are appointed. If necessary, please use an additional sheet of paper to complete the list of appointed seats.]

These [insert the number of appointed seat(s)] positions shall be appointed by the Board under the following process: Following the City Clerk conducted election, the elected Board members shall within [insert a time frame] days of assuming office appoint a qualified Stakeholder to the selected seat subject to a majority vote of the Board at a public meeting. If the seat is not filled within [insert the same time frame as above] days from the time the elected Board members assume office, the seats shall be filled in accordance with the vacancy provision in Section 8. The appointed seat shall have a term of [insert a time frame] year(s).

OR

Type NC Name Here:

[OPTION D: A caucus or an outside organization makes the appointments.]

The following seats are appointed by a caucus or an outside organization and will not be elected as part of the City Clerk conducted elections:

[List the seats that are appointed. If necessary, please use an additional sheet of paper to complete the list of appointed seats.]

These [insert the number of appointed seat(s)] positions shall be filled by a caucus process that is outlined in the NC Bylaws. The appointed seat shall have a term of [insert a time frame] year(s).

Section 8: Vacancy Clause

(Select only ONE by placing a **X** in the corresponding box next to the vacancy process your board chooses.)

[This process is necessary as the City Clerk will not hold special elections to fill resulting vacancies after the election. The provisions in this section shall also apply to all seats not filled in accordance with Section 7 of this document. There are a number of processes available. The City Clerk recommends the following as possible processes:]

[OPTION A: The NC uses the vacancy clause in their bylaws.]

A vacancy on the Board shall be filled according to [insert the Article and Section in the NC's bylaws where the vacancy clause can be found.] of the NC Bylaws. The appointed applicant's term shall be limited to the term for the vacated seat.

OR

[OPTION B: The President fills the vacancy.]

A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

OR

[OPTION C: The President fills the vacancy with Board approval.]

A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

OR

[OPTION D: The Board fills the vacancy.]

A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The Board shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

Section 9: Governing Board Composition and Voting

[All Stakeholders must have the ability to participate on your Board by having the ability to be seated as a Board member and vote. You must have at least one "at large" seat to accommodate those Stakeholders who "declare a stake in the neighborhood." This "at large" seat can be accommodated either within one of the existing Board positions OR by adding no more than one "at large" seat to the existing Board. The additional seat CANNOT be added where the "at large" seat already exists on the Board.]

State the Total Number of Seats on Your Board :

Using the table below, describe the number of Board seats, the eligibility requirements for holding any specific Board seats, and indicate which Stakeholders may vote for the Board seats. Please attach your table as Attachment A. See Example A, attached to this Worksheet as a sample.

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
	<input style="width: 100%; height: 20px;" type="text"/>		
	<input style="width: 100%; height: 20px;" type="text"/>		
	<input style="width: 100%; height: 20px;" type="text"/>		
	<input style="width: 100%; height: 20px;" type="text"/>		
	<input style="width: 100%; height: 20px;" type="text"/>		
	<input style="width: 100%; height: 20px;" type="text"/>		
	<input style="width: 100%; height: 20px;" type="text"/>		
	<input style="width: 100%; height: 20px;" type="text"/>		

Section 10: Voting Model (where necessary)

[Where a NC has varying ballot types that are issued according to a voter's Stakeholder status, the City Clerk strongly recommends that the NC provide a defined voting model. Please attach your voting model describing which Stakeholders are allowed to vote for which NC seats as Attachment B. [See Example B, attached as a sample voting model used during the 2008 NC Elections that you may utilize as a template, using your NC Board seat categories.]

Section 11: Declaring Candidacy for Positions on the Board

(Select only **ONE** by placing a **X** in the corresponding box next to the candidacy process your board chooses.)

*[OPTION A: Below find sample language requiring that candidates can only seek candidacy in **no more than one Board position** at a time.]*

A candidate shall declare their candidacy for no more than one position on the Neighborhood Council Board during a single election cycle.

OR

*[OPTION B: Below find sample language allowing candidates to seek **candidacy in more than one Board position** at a time. The option of allowing candidates to run for more than one position on the Board **requires** the Board to have a vacancy clause.]*

A candidate may declare their candidacy for more than one position on the Neighborhood Council Board during a single election cycle.

If a candidate seeking multiple Board positions on one NC Board is declared the winning candidate for more than one of those positions, the candidate will be required to vacate all except one Board position within no more than three days from the day the elections are certified or from the day when any and all election recounts and challenges are resolved for your 2010 NC election, whichever date is later. These vacated positions shall be filled with the remaining candidate who received the most votes, or if none, via the vacancy clause identified in this 2010 NC Election Procedures Stipulation Language Worksheet.

Where the candidate does not vacate all except one Board position by the deadline, the candidate will be stripped of all positions except for the position where the candidate received the most votes.

EXAMPLE A

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<i>[Below find sample language for Stakeholder eligibility to run and vote for positions. Where the Stakeholder eligibility for the seat has not been defined, the default eligibility to establish candidacy for the position would be the Neighborhood Council's Stakeholder definition.]</i>			
President	Elected	Stakeholder	Community Stakeholder who is 13 years of age at the time of the election.
Community-Based Organization Representative	Elected	Stakeholder who is at least 18 years of age at the time of the election, who is a member of a community based organization or a faith-based group.	Stakeholder who is 16 years of age.
At-large Representative	Elected	Any Stakeholder who is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 18 years of age at the time of the election.
<i>[Below find sample language for candidacy and voter eligibility in districts.]</i>			
Homeowner Representative Area 3	Elected	Stakeholder who is 16 years of age or older who lives within Area 3 of the council boundaries, and owns and occupies their place of residence whether single- or multi-family.	Homeowner Stakeholder who is 16 years of age or older who lives within Area 3. Must live and own place of residence.
Sub-Area Representative At-large Stakeholder Seat	Elected	Stakeholder who may be a resident of the Sub-area or any other Stakeholder category group in the Sub-area.	Community Stakeholder who is 13 at the time of the election.
<i>[Below find sample language for candidacy and voter eligibility for the factual basis position.]</i>			
Community Director	Elected	Stakeholder older than 18 years who lives, works, or owns property or those who declare a stake in the neighborhood and affirm the factual basis for it.	Stakeholder who lives, works, or owns property in the neighborhood and also those who declare a stake in the neighborhood and affirm the factual basis for it.

EXAMPLE B

Los Angeles Neighborhood Council (LANC) Ballot Voting Model

This memorandum details the process that will be followed for voter verification process during the LANC Elections. Stakeholders must choose 'one' type of Stakeholder status. This choice will determine what type of ballot they will receive.

1) RESIDENT – DISTRICT ONE

Stakeholders 18 years and older can **ONLY** vote for District One Representative **plus**

- President, Vice-President, Secretary, Treasurer
- Factual Basis Representative

2) RESIDENT – DISTRICT ONE

Stakeholders 18 years and younger can **ONLY** vote for District One Representative **plus**

- President, Vice-President, Secretary, Treasurer
- Factual Basis Representative
- Youth Representative

3) RESIDENT – DISTRICT TWO

Stakeholders 18 years and older can **ONLY** vote for District Two Representative **plus**

- President, Vice-President, Secretary, Treasurer
- Factual Basis Representative

4) BUSINESS

Business Stakeholders can **ONLY** vote for Business Representative **plus**

- President, Vice-President, Secretary, Treasurer
- Factual Basis Representative

5) ARTIST

Artist Stakeholders can **ONLY** vote for Art/Cultural Representative **plus**

- President, Vice-President, Secretary, Treasurer
- Factual Basis Representative

6) COMMUNITY-BASED ORGANIZATION (CBO)

CBO Stakeholders can **ONLY** vote for ***no more than two*** CBO Representatives **plus**

- President, Vice-President, Secretary, Treasurer
- Factual Basis Representative



Office of the City Clerk
Election Division

2010 Neighborhood Council (NC) Election Procedures Stipulation Language Worksheet

The 2010 Neighborhood Council Election Procedures Stipulation Language Worksheet is the means by which a Neighborhood Council Board can participate in the development of their 2010 Election Procedures. Using this worksheet, your Board will establish general voter and candidate guidelines specific to your NC election. The stipulations in this worksheet will be used by the City Clerk – Election Division to develop your NC's Election Procedures.

The deadline for the City Clerk – Election Division to have received (not postmarked) a Board approved copy of the 2010 NC Election Procedures Stipulation Language Worksheet is 5:00 p.m. on **Monday, June 1, 2009**. Please send or fax this worksheet to the information provided below.

Office of the City Clerk, Election Division,
555 Ramirez Street,
3rd Floor, Space 300,
Los Angeles, CA 90012
(213) 978-0444
(888) 873-1000
Fax: (213) 978-0376
TTY: 311 for Los Angeles City Residents or
(213) 485-2121

Any 2010 NC Election Procedures Stipulation Language Worksheet received past the deadline will be considered late and will not apply to the 2010 NC Election. Where language contained in the 2010 NC Election Procedures Stipulation Language Worksheet is not defined by a Neighborhood Council, the Citywide 2010 NC Election Procedures Stipulation Language Worksheet defaults will apply to that specific issue.

Should you have any questions and or concerns regarding this document, you may call the Neighborhood Council Election Unit at (213) 978-0444. For more information on the Neighborhood Council Elections, please feel free to visit the Neighborhood Council Election Unit website: <http://cityclerk.lacity.org/election/ncdocs/website.pdf>.

City Clerk Neighborhood Council Election Unit
**2010 Neighborhood Council (NC) Election
 Procedures Stipulation Language Worksheet**



This list of stipulations is adopted by the

Default Citywide Election Values

[insert your Neighborhood Council's name]

voted on **April 11** 2009,
[insert date Board approved this document]

and provides information regarding Stakeholder membership, the Board's structure, and Stakeholder eligibility for voting and for being selected or elected to a Board seat. The provisions in this 2010 NC Election Procedures Stipulation Language Worksheet supersede any prior inconsistent provisions contained in the NC bylaws. Pursuant to Article V, Section 1 of the Plan for a Citywide System of Neighborhood Councils (Plan), the Stipulation Language is incorporated by reference in the NC's bylaws and shall be affixed to the NC bylaws. The deadline for submitting the 2010 NC Election Procedures Stipulations Language to the City Clerk – Election Division is 5:00 p.m. on **Monday, June 1, 2009**. Any 2010 NC Election Procedures Stipulation Language Worksheet received past the deadline will be considered late and will not apply to the 2010 NC Election. Where language contained in the 2010 NC Election Procedures Stipulation Language Worksheet is not defined by an NC, the Citywide 2010 NC Election Procedures Stipulation Language Worksheet defaults will apply to that specific issue.

Board Approval and Contact Information

Please provide the name, title and signature of the person(s) authorized by the Neighborhood Council to submit this Stipulation Language Worksheet.

NC Election Development Group

Name/Title	Signature	Date
------------	-----------	------

Email	Day Phone Number	Night Phone Number
-------	------------------	--------------------

Name/Title	Signature	Date
------------	-----------	------

Email	Day Phone Number	Night Phone Number
-------	------------------	--------------------

Name/Title	Signature	Date
------------	-----------	------

Section 1: Administration of Elections

The Neighborhood Council's election will be conducted by the City Clerk every two years in every even-numbered year in accordance with the rules and regulations promulgated by the City Clerk. The City Clerk will hold these elections between March and June of the even-numbered years. The rules and regulations developed by the City Clerk shall take precedence over any inconsistent language in the NC bylaws.

Section 2: Stakeholder Definition

[Pursuant to Los Angeles Administrative Code Section 22.811(a)(2) and Article II, Section 1 of the Plan, the mandatory definition of Stakeholder below will apply to all Neighborhood Councils.]

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be 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.

Section 3: Method for Verifying Stakeholder Status

(Select only **ONE** by placing a ✓ in the corresponding box next to the Stakeholder verification method your board chooses.)

*[OPTION A: The following establishes the Stakeholder verification method for your Neighborhood Council election as **self-affirmation**.]*

Voters will verify their Stakeholder status through written self-affirmation. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing the facts to support that declaration.

OR

*[OPTION B: The following requires **documentation** in order to establish Stakeholder status for your Neighborhood Council election.]*

Voters will verify their Stakeholder status by providing documentation acceptable to the City Clerk – Election Division. Stakeholder status may also be established by means of declaring a stake (or interest) in the neighborhood and providing documentation acceptable to the City Clerk – Election Division supporting that declaration. Factual basis Stakeholders will also be required to provide a form of documentation to substantiate their factual basis claim.

Section 4: Declaring a Stake in the Neighborhood Council in Districts Based on Participation/Membership in an Organization, Group or Place of Worship

(Select only **ONE** by placing a ✓ in the corresponding box next to process of establishing status your board chooses.)

[Below find sample language for determining the Stakeholder status of an individual who has established their stake in the Neighborhood Council via their participation/membership in an organization, group or place of worship. This section applies only to stakeholders that are allowed to vote in multiple districts.]

[OPTION IS NOT APPLICABLE: This Neighborhood Council does not have districts.]

OR

*[OPTION A: This sample language establishes Stakeholder status based on the **physical address** of the organization or place of worship.]*

Where Stakeholder status in a district is established by participation or membership in an organization, group or place of worship, the physical address for the organization or place of worship shall be used to establish the district Stakeholder status.

OR

*[OPTION B: This sample language establishes Stakeholder status based on the **service providing area** of the organization or place of worship.]*

Where Stakeholder status in a district is established by participation or membership in an organization, group or place of worship, the service-providing area for the organization or place of worship shall be used to establish the district Stakeholder status.

Section 5: Minimum Voting Age

(Select the minimum voting age for your NC by writing it in the space provided below.)

All Stakeholders aged 15 *[insert the desired age which must be at least 12 years old under the City Clerk's proposed rules]* and above shall be entitled to vote in the Neighborhood Council Elections.

Section 6: Board Terms

All current Board terms, which end prior to your 2010 NC election, shall be extended until after the certification of election results or the resolution of all official election challenges for your 2010 NC election, whichever date is later. There are no term limits.

(Select only **ONE** by placing a ✓ in the corresponding box next to the length of the Board terms your board chooses.)

[OPTION A: The following is for a two-year term:]

Beginning with the City Clerk conducted election held between March and June of 2010, a Board member's term shall be for the duration of two years or until a successor is elected or appointed.

OR

[OPTION B: The following is for a four-year term:]

Beginning with the City Clerk conducted election held between March and June 2010, a Board member's term shall be for the duration of four years or until a successor is elected or appointed.

OR

[OPTION C: The following is for a four-year term with a staggered election cycle, electing half the Board during each election. Initially, all Board members will be elected and the staggering system begins with the next election:]

The intent of the Board is to establish a staggered election system where approximately half of the Board is elected at each City Clerk conducted election beginning with the City Clerk conducted election conducted between March and June 2010.

Positions elected to a one-time, two-year term beginning in year 2010 shall be designated Group A. Positions elected to a four-year term beginning in year 2010 shall be designated Group B.

Thereafter, beginning in year 2012, Group A shall also have a four-year term.

(continued on next page)

The following Board seats shall be designated Group A *[initially elected for a two-year term or until a successor is elected or appointed]*:

[If necessary, please use an additional sheet of paper to complete the list..]

The following Board seats shall be designated Group B *[elected for a four-year term or until a successor is elected or appointed]*:

[If necessary, please use an additional sheet of paper to complete the list..]

Section 7: Appointed Board Seats (where applicable)

(Select only ONE by placing a ✓ in the corresponding box next to the appointment process your board chooses.)

[If you have an appointment process, you must list the appointed positions and add a statement indicating the process. There are a number of processes available.]

[OPTION IS NOT APPLICABLE: All seats on the Neighborhood Council Board are elected.]

OR

[OPTION A: The NC uses the appointment clause in their bylaws.] 1st**

The appointment of Board seats shall be conducted according to _____ *[insert the Article and Section in the NC's bylaws where the appointment clause can be found.]* of the NC Bylaws. The appointed seat shall have a term of ____ *[insert a time frame]* year(s).

OR

[OPTION B: The President makes the appointments with Board approval.]

The following seats are appointed and will not be elected as part of the City Clerk conducted elections:

[List the seats that are appointed. If necessary, please use an additional sheet of paper to complete the list of appointed seats.]

These _____ *[insert the number of appointed seat(s)]* positions shall be appointed by the President with Board approval under the following process: Following the City Clerk conducted election and the selection of a Board President, the President shall within _____ *[insert a time frame]* days of assuming office appoint a qualified Stakeholder to the selected seat subject to a majority vote of the Board at a public meeting. If the seat is not filled within _____ *[insert the same time frame as above]* days from the time the President assumes office, the seats shall be filled in accordance with the vacancy provision in Section 8. The appointed seat shall have a term of _____ *[insert a time frame]* year(s).

OR

[OPTION C: The Board makes the appointments.] 2nd**

The following seats are appointed and will not be elected as part of the City Clerk conducted elections:

[List the seats that are appointed. If necessary, please use an additional sheet of paper to complete the list of appointed seats.]

These _____ *[insert the number of appointed seat(s)]* positions shall be appointed by the Board under the following process: Following the City Clerk conducted election, the elected Board members shall within _____ *[insert a time frame]* days of assuming office appoint a qualified Stakeholder to the selected seat subject to a majority vote of the Board at a public meeting. If the seat is not filled within _____ *[insert the same time frame as above]* days from the time the elected Board members assume office, the seats shall be filled in accordance with the vacancy provision in Section 8. The appointed seat shall have a term of _____ *[insert a time frame]* year(s).

OR

[OPTION D: A caucus or an outside organization makes the appointments.]

The following seats are appointed by a caucus or an outside organization and will not be elected as part of the City Clerk conducted elections:

[List the seats that are appointed. If necessary, please use an additional sheet of paper to complete the list of appointed seats.]

These _____ [insert the number of appointed seat(s)] positions shall be filled by a caucus process that is outlined in the NC Bylaws. The appointed seat shall have a term of _____ [insert a time frame] year(s).

Section 8: Vacancy Clause

(Select only ONE by placing a ✓ in the corresponding box next to the vacancy process your board chooses.)

[This process is necessary as the City Clerk will not hold special elections to fill resulting vacancies after the election. The provisions in this section shall also apply to all seats not filled in accordance with Section 7 of this document. There are a number of processes available. The City Clerk recommends the following as possible processes:]

[OPTION A: The NC uses the vacancy clause in their bylaws.] 1^{St**}

A vacancy on the Board shall be filled according to _____ [insert the Article and Section in the NC's bylaws where the vacancy clause can be found.] of the NC Bylaws. The appointed applicant's term shall be limited to the term for the vacated seat.

OR

[OPTION B: The President fills the vacancy.]

A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

OR

[OPTION C: The President fills the vacancy with Board approval.]

A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The President shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

OR

[OPTION D: The Board fills the vacancy.] 2nd**

A vacancy on the Board shall be filled by a Stakeholder who satisfies the eligibility requirements for holding the vacated Board seat. The Board shall have the discretion to appoint the vacancy from any applicants or among any other qualified Stakeholders at any time, subject to a majority vote of the Board at a public meeting. The appointed applicant's term shall be limited to the term for the vacated seat.

****The NC EDG decided that the bylaws should be the default value when establishing how to fill an appointed position. Where the NC's bylaws do not provide with a process, the 2nd Option will be the default appointment process.**

Section 9: Governing Board Composition and Voting

[All Stakeholders must have the ability to participate on your Board by having the ability to be seated as a Board member and vote. You must have at least one "at large" seat to accommodate those Stakeholders who "declare a stake in the neighborhood." This "at large" seat can be accommodated either within one of the existing Board positions OR by adding no more than one "at large" seat to the existing Board. The additional seat CANNOT be added where the "at large" seat already exists on the Board.]

State the Total Number of Seats on Your Board : _____

Using the table below, describe the number of Board seats, the eligibility requirements for holding any specific Board seats, and indicate which Stakeholders may vote for the Board seats. Please attach your table as Attachment A. See Example A, attached to this Worksheet as a sample.

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
All Positions		Any Stakeholder	Any Stakeholder

Section 10: Voting Model (where necessary)

[Where a NC has varying ballot types that are issued according to a voter's Stakeholder status, the City Clerk strongly recommends that the NC provide a defined voting model. Please attach your voting model describing which Stakeholders are allowed to vote for which NC seats as Attachment B. [See Example B, attached as a sample voting model used during the 2008 NC Elections that you may utilize as a template, using your NC Board seat categories.]

Section 11: Declaring Candidacy for Positions on the Board

(Select only **ONE** by placing a ✓ in the corresponding box next to the candidacy process your board chooses.)

*[OPTION A: Below find sample language requiring that candidates can only seek candidacy in **no more than one Board position** at a time.]*

A candidate shall declare their candidacy for no more than one position on the Neighborhood Council Board during a single election cycle.

OR

*[OPTION B: Below find sample language allowing candidates to seek **candidacy in more than one Board position** at a time. The option of allowing candidates to run for more than one position on the Board **requires** the Board to have a vacancy clause.]*

A candidate may declare their candidacy for more than one position on the Neighborhood Council Board during a single election cycle.

If a candidate seeking multiple Board positions on one NC Board is declared the winning candidate for more than one of those positions, the candidate will be required to vacate all except one Board position within no more than three days from the day the elections are certified or from the day when any and all election recounts and challenges are resolved for your 2010 NC election, whichever date is later. These vacated positions shall be filled with the remaining candidate who received the most votes, or if none, via the vacancy clause identified in this 2010 NC Election Procedures Stipulation Language Worksheet.

Where the candidate does not vacate all except one Board position by the deadline, the candidate will be stripped of all positions except for the position where the candidate received the most votes.

EXAMPLE A

BOARD POSITION	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<i>[Below find sample language for Stakeholder eligibility to run and vote for positions. Where the Stakeholder eligibility for the seat has not been defined, the default eligibility to establish candidacy for the position would be the Neighborhood Council's Stakeholder definition.]</i>			
President	Elected	Stakeholder	Community Stakeholder who is 13 years of age at the time of the election.
Community-Based Organization Representative	Elected	Stakeholder who is at least 18 years of age at the time of the election, who is a member of a community based organization or a faith-based group.	Stakeholder who is 16 years of age.
At-large Representative	Elected	Any Stakeholder who is at least 18 years of age at the time of the election.	Any Stakeholder who is at least 18 years of age at the time of the election.
<i>[Below find sample language for candidacy and voter eligibility in districts.]</i>			
Homeowner Representative Area 3	Elected	Stakeholder who is 16 years of age or older who lives within Area 3 of the council boundaries, and owns and occupies their place of residence whether single- or multi-family.	Homeowner Stakeholder who is 16 years of age or older who lives within Area 3. Must live and own place of residence.
Sub-Area Representative At-large Stakeholder Seat	Elected	Stakeholder who may be a resident of the Sub-area or any other Stakeholder category group in the Sub-area.	Community Stakeholder who is 13 at the time of the election.
<i>[Below find sample language for candidacy and voter eligibility for the factual basis position.]</i>			
Community Director	Elected	Stakeholder older than 18 years who lives, works, or owns property or those who declare a stake in the neighborhood and affirm the factual basis for it.	Stakeholder who lives, works, or owns property in the neighborhood and also those who declare a stake in the neighborhood and affirm the factual basis for it.

EXAMPLE B

Los Angeles Neighborhood Council (LANC) Ballot Voting Model

This memorandum details the process that will be followed for voter verification process during the LANC Elections. Stakeholders must choose 'one' type of Stakeholder status. This choice will determine what type of ballot they will receive.

1) RESIDENT – DISTRICT ONE

Stakeholders 18 years and older can **ONLY** vote for District One Representative **plus**

- President, Vice-President, Secretary, Treasurer
- Factual Basis Representative

2) RESIDENT – DISTRICT ONE

Stakeholders 18 years and younger can **ONLY** vote for District One Representative **plus**

- President, Vice-President, Secretary, Treasurer
- Factual Basis Representative
- Youth Representative

3) RESIDENT – DISTRICT TWO

Stakeholders 18 years and older can **ONLY** vote for District Two Representative **plus**

- President, Vice-President, Secretary, Treasurer
- Factual Basis Representative

4) BUSINESS

Business Stakeholders can **ONLY** vote for Business Representative **plus**

- President, Vice-President, Secretary, Treasurer
- Factual Basis Representative

5) ARTIST

Artist Stakeholders can **ONLY** vote for Art/Cultural Representative **plus**

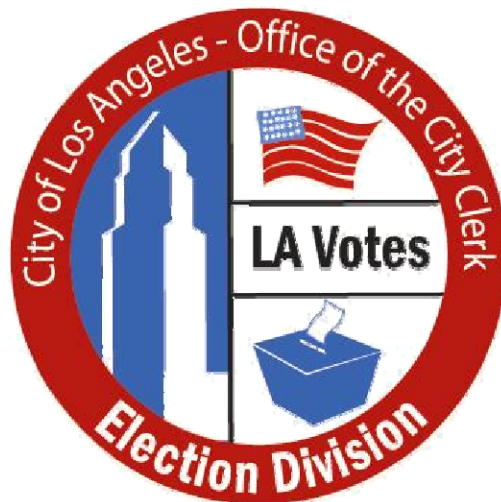
- President, Vice-President, Secretary, Treasurer
- Factual Basis Representative

6) COMMUNITY-BASED ORGANIZATION (CBO)

CBO Stakeholders can **ONLY** vote for ***no more than two*** CBO Representatives **plus**

- President, Vice-President, Secretary, Treasurer
- Factual Basis Representative

2010 NEIGHBORHOOD COUNCIL POLLING PLACE CLERKS' HANDBOOK



**Office of the City Clerk
Election Division
Pollworker Recruitment and Training Section
Revised: 03/01/2010**

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I. ELECTION DAY DUTIES – BEFORE POLLS OPEN

A. CHECK-IN WITH FACILITY STAFF

Make sure that you identify a person that will assist you at the site. You will have the contact information for facility staff inside of your Election Information binder.

B. UNLOAD ALL SUPPLIES (AND TABLES AND CHAIRS WHERE APPLICABLE)

C. SET UP THE POLLING PLACE

Clearly display the following:

Outside Signs

- All directional signs leading to the polling location, including Disabled Access Directional Arrows
- Polling Place Hours sign
- Vote Here sign
- Enter Here sign
- Measure **100 feet** from the door of the room (use twine provided) where voting will take place and post the “No Electioneering Beyond This Point” signage. Ensure signs are posted where they can be seen from all directions when approaching polling place.
- Curbside Voting sign near the street entrance(s) to the polling place facility
- No Electioneering sign
- Tally Location Sheet
- Not an Entrance/Exit sign
- Paper flag in front of polling place facility

Inside Signs

- Exit Here sign
- Observers’ Guidelines sign
- No Electioneering sign
- No Food, Drink, Cell Phone usage or Smoking Allowed sign

Place on the Official Table

- Observer’s Sign-In sheet
- Media Sign-In sheet
- VBM Roster(s)
- VBM Envelopes

- Yellow Coding Dots for Provisional Voting
- Stakeholder Registration Forms
- Clipboards with Black Ink Pens for Registration
- Blue Coding Dots for Curbside Voting
- Factual Basis Stakeholder Status handouts
- 11"X17" NC maps
- Copies of Attachment B and C
- List of Acceptable Forms of Documentation
- Provisional Ballot Envelopes
- Provisional Ballot Receipts
- Provisional Ballot Instructions
- Provisional Ballot Sleeve
- Yellow Folder for Provisional Stakeholder Registration Forms
- Stakeholder's Sign-In sheet
- One (1) pack of each Ballot Type from the White Supply Box
- Job Description Sheets
- Large NC sign (11x17) attached to the Official Table
- Place Ballot Box next the Official Table, where it is visible – do not lock it until the first Stakeholder is shown the empty Ballot Box.

Voting Booths and Kiosk

- Place Kiosk(s) where visible, without obstructing the flow of Stakeholders
- Set up voting booths and daisy-chain lights for the booths

Remove all supplies that will not be used during the Election from the Official Table.

D. ANNOUNCEMENTS

- At 10 and 5 minutes prior to the opening of polls, step outside and make an announcement that the polls will be opening at the applicable time.

II. OPENING THE POLLS

A. DECLARE THE POLLS “OPEN”

Declare the polls open at the applicable time.

B. VOTING HOURS

Ensure the polling place remains open during the established voting hours.

III. VOTING PROCEDURES

A. STANDARD VOTING PROCEDURES

When a Stakeholder arrives to vote on Election Day, follow these instructions:

Roster Clerk

1. Ask the Stakeholder if he or she is there to vote for the Neighborhood Council (NC) Election. If the Stakeholder answers “yes,” ask the Stakeholder to state his or her name.
2. Cross reference the name of the Stakeholder with the VBM Roster to make sure that he or she was not issued a VBM Ballot.
3. If the Stakeholder’s name **does** appear on the VBM Roster, the Stakeholder can choose to:
 - a. Vote the VBM Ballot and turn it in at the Polls. Have the Stakeholder sign the VBM Roster next to his or her name. Staff must write “received” next to the Stakeholder’s name on the VBM Roster. Make sure that the VBM envelope is signed and direct the Stakeholder to drop the envelope directly into the Ballot Box.

NOTE: If the Stakeholder forgot or misplaced the return envelope, give the Stakeholder a green VBM replacement envelope.

- b. Surrender the VBM Ballot and vote at the Polls. Have the Stakeholder sign the VBM Roster next to his or her name. Staff must write “surrendered” next to the Stakeholder’s name on the VBM Roster and on the back of the VBM Ballot.

NOTE: All surrendered VBM Ballots should be marked “surrendered” and placed inside the White Supply Box.

- c. Vote using a Provisional Ballot if he or she misplaced, failed to bring, didn’t receive or didn’t request a VBM Ballot, or VBM Roster shows that Ballot was returned.

- Affix a yellow Provisional Coding Dot on the upper, left-hand corner of the Stakeholder Registration Form.

If the Stakeholder’s name **does not** appear on the VBM Roster, provide him or her with a Stakeholder Registration Form.

4. Instruct the Stakeholder to clearly print his or her full name, complete residence address, phone number and email address (optional), and identify his or her stakeholder status by checking the applicable box(es) and providing the

requested information for the status(es). Ask the Stakeholder to return the completed Stakeholder Registration Form to the Registration Clerk.

5. Inform the Stakeholder that he or she may ask questions if he or she has any difficulty with the form.

Registration Clerk

Self-Affirmation NC

The Stakeholder simply completes and signs the Stakeholder Registration Form. No further documentation is required.

Documentation Requirement NC

The Stakeholder completes and signs the Stakeholder Registration Form. The Stakeholder will be required to prove identity and stakeholder status. He or she can provide a picture ID (does not have to be a CA issued ID) to prove identity and another form of ID to prove his or her stakeholder status claim (if the picture ID does not prove identity **and** stakeholder status claim). The Stakeholder may also provide two non-picture IDs to establish his or her identity.

Factual Basis Stakeholders

A Stakeholder using Factual Basis as a means to establish his or her stakeholder status claim must check the box and provide a detailed description of the factual basis in the section provided for this purpose.

NOTE: A Documentation Required NC will require Stakeholders to provide documentation to support the factual claim.

1. Once the Stakeholder has handed you the Stakeholder Registration Form, please review it for completeness.
 - Make sure the form is filled out appropriately with required information, signature and date.
 - Make sure the Stakeholder checked the box and identified how he or she is a Stakeholder in the NC.
2. Compare the address the Stakeholder is using to establish his or her stakeholder status with the NC Map to make sure that it falls within the boundaries of the NC or in some cases that it falls within a particular subdistrict, zone or area.

NOTE: If available, use the Tablet PC to determine if an address is located within an NC particularly near boundary lines or when determining subdistricts or zones within the NC boundaries. The 11 X 17 map should be used for all addresses that clearly fall within the boundary lines of an NC.

3. Verify the Stakeholder's status is in accordance with the specifications in **Attachment B** of the Election Procedures to ensure the Stakeholder meets the requirements.
4. Documentation Required NC ONLY (Self-Affirmation NC skip to #5). Verify the documentation the Stakeholder uses to establish his or her stakeholder status. The **List of Acceptable Forms of Documentation** can be used to determine acceptable forms of identification.

NOTE: Verify that the Stakeholder meets the minimum age requirement to vote. Each NC will have a different age requirement. Age restrictions may also apply if the Stakeholder is voting for a certain seat such as Youth Representative or Senior Representative.

- Ensure that the documentation proves the Stakeholder's identity and status. Different categories may require different forms of ID.

NOTE: The Stakeholder may vote provisionally if he or she cannot provide documentation to prove his or her stakeholder status. Place a Provisional Coding Dot on the upper left-hand corner of the Stakeholder Registration Form.

5. Based on the Stakeholder's status, write the Ballot Type number for the Ballot(s) the Stakeholder is eligible to vote for on the Stakeholder Registration Form.

Neighborhood Council

2010 Stakeholder Registration Form

Ballot Type Selection

For Polling Place Clerk Use Only

Write the ballot type number for the Ballot(s) issued, located at bottom, left hand corner of the ballot (Example: 00900A)

077005

TO BE FILLED OUT BY VERIFYING POLLING PLACE STAFF

- Complete the gray shaded area at the bottom of the Stakeholder Registration Form.

TO BE FILLED OUT BY VERIFYING POLLING PLACE STAFF		
a	Method of Verifying Stakeholder:	<input type="checkbox"/> Self-Affirmation <input type="checkbox"/> Documentation Required
b	ID type(s) provided:	<input type="checkbox"/> CA DL/ID <input type="checkbox"/> Other: _____
c	Verified by (print): _____	Signature: _____ Date: _____

- Indicate the method used to verify the Stakeholder’s status by either checking the **Self-Affirmation** or **Documentation Required** box.
- Verify and check the box and/or write down what type of original documentation was used to qualify the Stakeholder status (Documentation Required NCs only).
- Print your name, sign, and date the form.

NOTE: Direct Stakeholder to the Provisional Clerk if the Stakeholder will be issued a Provisional Ballot. Please refer to the Provisional Voting Procedures on page 8.

Provisional Clerk

The procedures for the Provisional Clerk are covered under the Provisional Voting Procedures section on page 8.

Ballot Clerk

- Ask to see the Stakeholder Registration Form.
- Instruct Stakeholder to print his or her name and phone number on the Stakeholder’s Sign-In Sheet.
- Issue the Ballot(s) according to the Ballot Type(s) listed on the Stakeholder Registration Form.

NOTE: If a yellow Provisional Coding Dot is affixed on the Stakeholder Registration Form, issue the Ballot(s) with a Provisional Ballot Sleeve and remind the Stakeholder to return to the Provisional Clerk after voting. Place the Provisional Stakeholder’s Registration Form in the Yellow Folder provided for Provisional Stakeholders’ Registration Forms.

4. Demonstrate the proper method for marking the Ballot(s) to the Stakeholder. Instruct the Stakeholder **not** to fold the Ballot(s) when casting his or her vote(s).
5. Instruct the Stakeholder to take the voted Ballot(s) to the Ballot Box Clerk.
6. If a Stakeholder is issued more than one Ballot but only wishes to vote for some and not all, give the Stakeholder all of the Ballots and instruct him or her to deposit the blank Ballots into the Ballot Box.

Ballot Box Clerk

1. When the Stakeholder returns with the voted Ballot(s), instruct the Stakeholder to drop the Ballot(s) into the Ballot Box.

NOTE: The Ballot(s) should not be folded.

2. Ensure that all Ballots are dropped into the Ballot Box.

NOTE: If a Stakeholder is casting a Provisional Ballot, ensure that the Provisional Ballot Envelope is completed and signed before dropping it into the Ballot Box.

3. Thank the Stakeholder for participating in the Neighborhood Council Election.

B. PROVISIONAL VOTING PROCEDURES


Provisional Voting entitles any Stakeholder who claims a stake in a NC Election to vote even though his or her right to vote cannot be immediately established at the polling place. A Provisional Ballot Envelope must be completed in front of the Stakeholder. The Stakeholder must place the voted Ballot into the Provisional Envelope, sign, and seal it before placing it into the Ballot Box.

NOTE: If there is any question whether a Stakeholder has a right to vote that cannot be resolved immediately, LET HIM OR HER VOTE A PROVISIONAL BALLOT. The Stakeholder's right to vote will be established by the Election Division personnel prior to counting the Ballot.

The Provisional Ballot Envelope consists of two sections described below.

FOR THE STAKEHOLDER –
The Stakeholder completes all fields and signs this section.

FOR POLLING PLACE CLERK – The Polling Place Clerk completes this section indicating why the Stakeholder is voting provisionally, Ballot Type number(s) and prints his or her name.

<p>FOR THE VOTER <i>COMPLETE AND SIGN</i></p> <p>First Name: _____ M.I. _____ Last Name: _____</p> <p>Current Residence Address: _____ City: _____ Zip: _____</p> <p>Stakeholder Status/Qualifying Address: _____ City: _____ Zip: _____</p> <p>Mailing Address (if different from Current Residence Address above): _____ _____ City: _____ Zip: _____</p> <p>Neighborhood Council: _____</p> <p>Birth Date: __/__/____</p> <p><u>Voter Declaration</u> I declare under penalty of perjury that I am a Stakeholder in the Neighborhood Council listed above and I have not previously voted in this Neighborhood Council election by any means.</p> <p>Voter Sign Here  _____</p>	<p>FOR USE BY POLLING PLACE CLERK</p> <p>COMPLETE THIS SECTION – <u>Check a Box:</u></p> <p><input type="checkbox"/> On Vote-By-Mail Roster – no ballot to surrender</p> <p><input type="checkbox"/> Stakeholder Status has not been established</p> <p><input type="checkbox"/> Stakeholder Status has been challenged</p> <p>Comments: _____ _____</p> <p>Polling Place Clerk's Name _____ _____</p> <p style="text-align: center;">Ballot Type(s) # (List the number(s) of the Ballot(s) you have issued)</p> <p>_____ _____</p>
<p>CITY OF LOS ANGELES – OFFICE OF THE CITY CLERK</p> <p>PROVISIONAL BALLOT ENVELOPE</p> <p>VOTING TWICE IS PROHIBITED</p> <p>Violations may be referred to the City Attorney</p>	

You will issue a Provisional Ballot if:

- The Stakeholder is a VBM Stakeholder, with no Ballot to surrender.
- The Stakeholder refuses to provide required information on the Stakeholder Registration Form.
- The Stakeholder has not been able to provide you with appropriate identification document(s) (if applicable).
- The Stakeholder's status has been challenged at the poll.

Follow these steps:

1. Hand the Stakeholder a Provisional Ballot Envelope to complete. The Stakeholder must provide his or her full name, residence address, the address he or she is using to establish stakeholder status, mailing address (if different from residence), the name of the NC and his or her birth date. **Be sure the Stakeholder signs the envelope.**
2. Review the Provisional Ballot Envelope to ensure that **all required** information has been filled out correctly.
3. Complete the Polling Place Clerk's section on the Provisional Envelope. Using the Stakeholder Registration Form as a reference, write the Ballot Type number(s) of the Ballot(s) the Stakeholder will be issued provisionally ballot(s).
4. Direct the Stakeholder to the Ballot Clerk and inform the Stakeholder to bring the Ballot(s) back to you after he or she finishes voting.
5. Upon receiving the Ballot(s), remove the Provisional Ballot sleeve, place the Ballot(s) into the Provisional Ballot Envelope and seal it.

The Provisional Ballot Receipt should be completed by the Provisional Clerk.

Provisional Ballot Receipt

You have been issued a provisional ballot for the following reason:

- Insufficient Documentation/Identification**
We must receive the proper identification/documentation from you within three (3) City of Los Angeles business days after Election Day in order to process your ballot. Please refer to the List of Acceptable Forms of Documentation provided to you by our staff for examples. Copies of identification/documentation should not be mailed as they may not arrive in time.
- Your Stakeholder Status has been challenged at the Poll**
We will investigate the matter and process your ballot accordingly.
- Other: _____

All required documentation must be delivered (not postmarked) to the Election Division Office no later than 5:00 p.m. on _____. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday (Excluding Holidays).

City of Los Angeles
Office of the City Clerk
Election Division
Piper Technical Center
555 Ramirez Street
3rd Floor, Space 300
Los Angeles, CA 90012
Fax: (213) 978-0376

If you have any questions regarding your provisional ballot, please call (213) 978-8050 or (888) 873-1000. You can also visit our website at: <http://cityclerk.lacity.org/election/ncdocs/website.pdf>

City of Los Angeles - Office of the City Clerk
LA Votes
Election

Indicate why the Stakeholder voted provisionally.

Provide deadline date.

6. Fill out a Provisional Ballot Receipt indicating why the Stakeholder voted provisionally and the deadline to provide documentation.
7. Hand the Stakeholder a Provisional Ballot Receipt and instruct him or her to deposit the Provisional Ballot Envelope into the Ballot Box.

NOTE: Remind Stakeholder that he or she will have to provide all necessary documents within three (3) City of Los Angeles business days after Election Day.

C. MISCELLANEOUS VOTING PROCEDURES

1. Spoiled Ballots

If a Stakeholder spoils a Ballot:

- Write "Spoiled" on the front of the returned Ballot, have the Inspector sign it, and place it in the White Supply Box.
- Reissue a new Ballot.

NOTE: Retain spoiled Ballots in the White Supply Box. Do not expose the Stakeholder's choices. If a Stakeholder spoils a second Ballot, the Stakeholder may return it for a third Ballot. The Stakeholder may not receive a fourth Ballot.

2. Write-In Votes

Space is provided for Write-in candidates on the Ballot.

If the Stakeholder decides to cast a Write-in vote, please explain to the Stakeholder that:

- He or she must write the name of the candidate on one of the Write-In (WI) spaces provided on the Ballot.
- Fill in the oval that corresponds to the Write-In space.

Write-in votes for officially qualified Write-in candidates will be the only ones counted. A list of qualified Write-in candidates, if any, will be displayed in each voting booth.

3. If a Stakeholder fills out a Stakeholder Registration Form, receives a Ballot and leaves the polls without returning the Ballot:

- Draw a line through the person's name in the Stakeholder's Sign-In Sheet and write "Ballot taken by Stakeholder."

NOTE: During closing procedures, the total number of Stakeholders who leave the polls without returning the Ballot(s) must be entered on Line 3 of the Ballot Statement.

4. **If a Stakeholder fills out a Stakeholder Registration Form and receives a Ballot and then returns the Ballot un-voted because he or she does not wish to vote.**

Have the Stakeholder deposit the blank Ballot(s) into the Ballot Box.

If the Stakeholder does not wish to deposit the Ballot(s) into the Ballot Box:

Do not reissue the Ballot(s).

Write "Spoiled" on the back of the Ballot(s).

Have the Inspector initial the Ballot(s).

Place the Ballot(s) in the White Supply Box.

IV. RECURRING PROCEDURAL DUTIES

- A.** Routinely check the voting booths to ensure they are free of stray marks and/or campaign literature.

V. ASSISTING STAKEHOLDERS

A. ASSISTING STAKEHOLDERS OUTSIDE THE POLLING PLACE – CURBSIDE VOTING

Any Stakeholder who comes to the polls and cannot reach the voting area because of architectural barriers or physical limitations may request to vote "curbside."

When a Stakeholder has requested curbside voting, a Polling Place Clerk will bring the Ballot(s) to the Stakeholder, assist the Stakeholder if necessary, and place the Stakeholder's Ballot(s) in the Ballot Box. If a Stakeholder requests this service, a Polling Place Clerk should:

- Take a Stakeholder Registration Form, the Curbside Voting clipboard with Curbside Voting Guidelines and pen out to the Stakeholder.
- Once the Stakeholder has completed the Stakeholder Registration Form, return to the polling place to verify the Stakeholder's status in the NC and identify the Ballot(s) the Stakeholder is eligible to receive.
- Indicate on the Stakeholder Registration Form that the Stakeholder is voting "Curbside" by affixing a blue Curbside Voting Coding Dot on the upper left-hand corner of the Stakeholder Registration Form.
- Take the following items to the Stakeholder outside the polling place:
 - The eligible Ballot(s)
 - A pen
 - A clipboard
- Explain to the Stakeholder the proper procedure for marking the Ballot.

Once the Stakeholder has marked his or her Ballot:

- Thank the Stakeholder for having voted and inform the Stakeholder that the voting process has been completed.
- Return to the polling place and place the voted Ballot(s) into the locked Ballot Box.

If you have any questions regarding this matter, please contact the NC Election Unit, at (213) 978-0444.

VI. CHALLENGES

A. GROUNDS FOR CHALLENGES

A person wishing to vote may be challenged by a Polling Place Clerk upon any or all of the following grounds:

- That the person is listed as a VBM Stakeholder.
- That the person is not a Stakeholder as defined in Attachment B.
- That the person is not the person whom he or she claims to be.
- That the person has already voted that day.

NOTE: A challenge may be considered and determined by the Polling Place Clerks at the time of the challenge or you may ask the Stakeholder to vote a Provisional Ballot. **IF THERE IS ANY QUESTION WHETHER A STAKEHOLDER HAS A RIGHT TO VOTE THAT CANNOT BE RESOLVED IMMEDIATELY OR THE STAKEHOLDER REFUSES TO PROVIDE REQUIRED DOCUMENTATION (WHERE APPLICABLE), LET THE STAKEHOLDER VOTE PROVISIONALLY.** The Stakeholder's right to vote will be established by Election Division personnel prior to counting the Ballot.

B. RESOLVING CHALLENGES

If the challenge is: The Stakeholder is listed as a VBM Stakeholder.

If the Stakeholder has his or her VBM Ballot to surrender, allow the Stakeholder to vote a regular Ballot at the Polls (not a Provisional Ballot).

If the Stakeholder does not have a Ballot to surrender, allow the Stakeholder to vote a Provisional Ballot. See instructions under Provisional Voting Procedures on page 8.

If the challenge is: The person is not a Stakeholder as defined in Attachment B.

Allow the Stakeholder to vote a Provisional Ballot. See instructions under Provisional Voting Procedures on page 8.

If the challenge is: The Stakeholder is not the person whom he or she claims to be.

The challenge may be resolved **in favor of** the challenged person, unless the challenge is based on a name already listed on the Stakeholder's Sign-In Sheet. Allow the Stakeholder to vote a regular Ballot (not a Provisional Ballot).

If the challenge is: The Stakeholder has already voted that day.

The challenge may be resolved **in favor of** the challenged person, unless the challenge is based on a name already listed on the Stakeholder's Sign-In Sheet. Allow the Stakeholder to vote a regular Ballot (not a Provisional Ballot).

NOTE: If the Stakeholder is challenged by a Polling Place Clerk, the Stakeholder should be asked to vote a Provisional Ballot.

VII. POLLING PLACE POLICIES

The following is a summary of commonly referred to polling place policies. This list is not meant to be exhaustive. For clarification of these policies or for policies not covered in this section, please refer to your **2010 NC Election Policies** or call ECentral at (213) 978-0304.

- A. No Electioneering allowed. Campaigning may not take place within 100 feet of any polling place (see the **2010 NC Election Policies, Policy No. 5** for further information). This includes excessive noise and audio equipment that creates a nuisance to voters or staff within the 100-foot mark. Activities beyond the 100-foot mark are subject to the rules of the particular property owner and should be respected. Any person or persons engaged in electioneering will be directed by polling place clerks to cease and be asked to leave. Any questions should be directed to the ECentral at (213) 978-0304. Throw away any campaign material you find at the polling place.
- B. The polling place is public. Observers are permitted to watch throughout the Election provided that they do not attempt to interfere with or influence the activity of the Polling Place Clerks or the Stakeholder. All Observers must sign in with the Inspector. Observers will be permitted to enter the Polling Place once the polling place officially opens for voting.
- C. No food, drink, cell phone usage or smoking is allowed inside the polling place.
- D. A voting booth may not be occupied by more than one person at a time, except:
 - When a Stakeholder is being assisted; and/or
 - When a Stakeholder is accompanied by small children.
- E. Voting booths must be in full view of the Polling Place Clerks at all times. Only Stakeholders may pass between the Polling Place Clerks and the voting booths.
- F. A majority of the Polling Place Clerks must be present at all times.
- G. Regardless of the weather, the American flag must be displayed in a prominent place throughout the hours the polls are open (including after dark). The American flag should be displayed with the stars appearing on the upper left-hand side as you are facing it.
- H. Absolutely no one, except Polling Place Clerks, may receive a voted Ballot from a Stakeholder.
- I. Absolutely no one may solicit a Stakeholder to show his or her Ballot.
- J. No one other than the Stakeholder may examine his or her Ballot, except for a person assisting a Stakeholder.

- K.** The use of threat or force, violence, coercion, or intimidation to compel a person to vote or refrain from voting is prohibited.
- L.** No person shall photograph, videotape, or otherwise record a Stakeholder entering or exiting a polling place without his or her consent (see the **2010 NC Election Policies, Policy No. 7** for further information).
- M.** The City of Los Angeles is committed to maintaining a work environment that is free of harassment or discrimination. All employees and non-employees are responsible NOT to engage in any discriminatory activities while in the polling place. If any Polling Place Clerk witnesses or experiences what is perceived to be discrimination or harassment, immediately inform the Inspector and contact the Election Division's Personnel Officer at (213) 978-0440.

VIII. NEIGHBORHOOD COUNCIL ELECTION OBSERVER GUIDELINES

- A. Prior to opening, all Observers must wait outside while the Polling Place Clerks sets up the Polling Place location. Observers will be permitted to enter the Polling Place once voting begins.
- B. All Observers must sign in with the Inspector. A badge will be issued and must be worn at all times. When leaving for the day/evening, please return the badge to the Inspector.
- C. Observers may not interfere in the Election or the voting process. Observers cannot assist in operations, touch or handle any Ballots or other election-related materials.
- D. There shall be no Electioneering within 100 feet of the Polling Place measured from the entrance to the room or location where the Stakeholders are voting.
- E. Observers may not talk to or solicit Stakeholders in the Polling Place.
- F. Observers are allowed to videotape Polling Place operations only after they have received everyone's permission to film. If someone objects to being videotaped, the Observer must stop filming.
- G. Candidates are not permitted as Observers at the Polling Place on Election Day.
- H. Observers have the right to ask Polling Place Clerks questions regarding election procedures and to receive an answer or be directed to the appropriate official for an answer. However, if persistent questioning disrupts the execution of their duties, the Polling Place Clerks can stop responding and direct the Observers to the Inspector for all further answers. If disruptions persist, the Observer may be asked to leave.
- I. Only Polling Place Clerks and Stakeholders engaged in voting may be within the voting booth area during the time the polls are open.
- J. No smoking, food or beverages are allowed in the Polling Place.

NOTE: OBSERVERS HAVE THE RIGHT TO VIEW ALL ELECTION OPERATIONS.

If you have any questions regarding this matter, please contact the NC Election Unit at (213) 978-0444.

IX. CLOSING THE POLLS

A. CLOSE THE POLLS

- At ten minutes prior to closing, a Polling Place Clerk declares aloud, “The polls will close in ten minutes.”
- At the applicable time, a Polling Place Clerk declares aloud, “The polls are now closed.”
- Permit anyone who is in line by closing to vote, but do not allow anyone arriving after closing to vote.

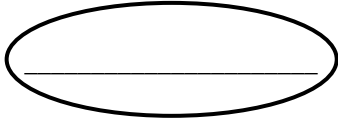
NOTE: Observers may watch the closing of the polls. However, they may not in any way interfere with these activities.

B. COMPLETE THE BALLOT STATEMENT

The Ballot Statement documents how many Stakeholders voted at your polling place and how many Ballots were used. Information on the Ballot Statement must be legible and completed with a blue or black pen.

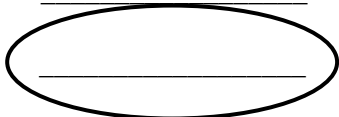
Step 1 – Ballot Statement

Line 1 – Number of Ballots Received should already be filled out on the Ballot Statement.

<h1>BALLOT STATEMENT</h1>	
<u>TO BE COMPLETED BY POLLING PLACE CLERKS:</u>	
1. NUMBER OF BALLOTS RECEIVED	
2. NUMBER OF SPOILED BALLOTS	_____
3. NUMBER OF BALLOTS ISSUED, BUT NOT RETURNED	_____
4. NUMBER OF UNUSED BALLOTS	_____
5. TOTAL BALLOTS CAST (SUBTRACT LINES 2, 3, AND 4 FROM LINE 1)	_____

Step 2 – Count Spoiled Ballots

Remove spoiled Ballots from the White Supply Box. Count the number of spoiled Ballots and place the total on Line 2 of the Ballot Statement.

1. NUMBER OF BALLOTS RECEIVED	_____
2. NUMBER OF SPOILED BALLOTS	

Return these spoiled Ballots to the White Supply Box.

Step 3 – Count Ballots Issued But Not Returned

Count the names of the Stakeholders that are identified as persons that were issued Ballots but did not return them.

Place the total on Line 3 of the Ballot Statement.

1. NUMBER OF BALLOTS RECEIVED	_____
2. NUMBER OF SPOILED BALLOTS	_____
3. NUMBER OF BALLOTS ISSUED, BUT NOT RETURNED	_____
4. NUMBER OF UNUSED BALLOTS	_____

Step 4 – Count Unused Ballots

Count the number of unused Ballots. To expedite the reconciliation process, please note that the Ballots are bundled into sets of 50 or 100 and may be counted in increments of 50 or 100. The only sets that will need to be counted individually will be the ones from which Ballots were removed and issued to Stakeholders.

Place the total on Line 4 of the Ballot Statement.

1. NUMBER OF BALLOTS RECEIVED	_____
2. NUMBER OF SPOILED BALLOTS	_____
3. NUMBER OF BALLOTS ISSUED, BUT NOT RETURNED	_____
4. NUMBER OF UNUSED BALLOTS	_____

Step 5 – Calculate Total Ballots Cast

To calculate **ALL** casted Ballots, **subtract** Lines 2, 3 and 4 from Line 1 and place the total on Line 5.

<h1 style="margin: 0;">BALLOT STATEMENT</h1>	
<u>TO BE COMPLETED BY POLLING PLACE CLERKS:</u>	
1. NUMBER OF BALLOTS RECEIVED	_____
2. NUMBER OF SPOILED BALLOTS	_____
3. NUMBER OF BALLOTS ISSUED, BUT NOT RETURNED	_____
4. NUMBER OF UNUSED BALLOTS	_____
5. TOTAL BALLOTS CAST (SUBTRACT LINES 2, 3, AND 4 FROM LINE 1)	_____

Place the total on Line 5.

Step 6 – Sign Certification of Ballot Statement

The Inspector and a Clerk sign the Certification at the bottom of the Ballot Statement.

<h2 style="margin: 0;">CERTIFICATION</h2>	
We hereby certify that the above statement is true and correct.	
INSPECTOR _____	
CLERK _____	

X. SEALING THE BALLOT BOX AND PACKING SUPPLIES

A. SEALING THE BALLOT BOX

Do not perform the following steps until the Ballot Statement has been completed.

- Insert the Ballot Statement back into the sheet protector it was removed from.
- Seal the Ballot Box by taping the Ballot Statement (keep inside the sheet protector) over the Ballot Box slot.

B. PACK THE WHITE SUPPLY BOX

Place the following items in the White Supply Box:

- All surrendered VBM Ballots
- All unused Ballots
- All Spoiled Ballots

C. PACK PURPLE-STRIPED ENVELOPE

Place the following in the Purple-Striped Envelope:

- VBM Roster
- Yellow Folder with Provisional Stakeholder Registration Forms
- Stakeholder Registration Forms
- Stakeholder's Sign-In Sheet
- Observers' Sign-In Sheet
- Media Sign-In Sheet
- Polling Place Clerks' Report (along with any submitted complaints)

D. PACK CLEAR SUPPLY BAG

Place the following in the Clear Supply Bag:

- Measuring Twine for No Electioneering (100 ft.)
- Unused Vote-By-Mail Envelopes
- Four (4) Disabled Assistance Pens
- Pair of Scissors

- Ruler
- Heavy Duty Doorstop
- Blue Masking Tape
- Curbside Voting Instructions on Clipboard
- Unused Curbside Voting Coding Dots
- Forty Four (44) Ball-Point Pens
- Brown Extension Cord for Voting Booth Lights

E. PACK OUTSIDE SIGNAGE ENVELOPE

Place the following in the envelope for outside signs:

- Polling Place Date and Hours Sign
- Enter Here Sign
- Curbside Voting Sign
- No Electioneering Sign
- Tally Location Sheet
- Three (3) No Electioneering Beyond This Point Signs
- Paper Flag
- Vote Here Sign
- Six (6) Arrow Directional Signs
- Four (4) Disabled Access Arrow Directional Signs

F. PACK INSIDE SIGNAGE ENVELOPE

Place the following in the envelope for inside signs:

- Not an Entrance/Exit Sign
- Exit Here Sign
- Observer's Guidelines Sign
- No Electioneering Sign
- No Food, Drinks, Cell Phone Usage or Smoking Sign

G. PACK SUPPLY BOX

Place the following items in the Black Supply Box:

- Paper Flag

- White Supply Box
- Clear Supply Bag
- Outside Signage Envelope
- Inside Signage Envelope
- Voting Booth Lamps
- Orange Extension Cord
- Small Supply Box
- 5,10 or 20 Clipboards with Black Ink Pens for Registration
- Election Information Binder
- How to Assemble Voting Booth and Kiosk Instructions
- VBM Roster (if applicable)
- Job Description Sheets
- Provisional Voting Instructions
- Unused Provisional Envelopes
- Unused Provisional Receipts
- Unused Provisional Voting Coding Dots
- Provisional Ballot Sleeves
- Unused Factual Basis Stakeholder Status Hand Out

H. DISMANTLE KIOSK AND VOTING BOOTHS

- Collapse Kiosk(s) and return with supplies.
- Collapse voting booths and return with supplies.

NOTE: Remember to return voting booth lamps inside Supply Box.

I. LEAVE POLLING PLACE CLEAN AND ORDERLY

Be considerate and make sure to leave the Polling Place clean. If tables and chairs need to be put away, put them away. Pick up all trash and leave the establishment as you found it. We are a guest at their location and would like to be invited back.

J. DELIVER THE BALLOTS AND SUPPLIES TO THE SERVICE CENTER

- Drive **directly** to the Service Center to return Ballots and supplies.

XI. EMERGENCY PROCEDURES

A. ACCIDENTS

If serious injury occurs, immediately call paramedics by dialing 911. If you are in a public building, be aware that there may be an additional number you need to dial before you dial “911.”

If any accident occurs at the polls, immediately call ECentral at (213) 978-0304. The Election Division will, if necessary, send someone to assist you. Please call no matter how minor the accident.

B. DISTURBANCES

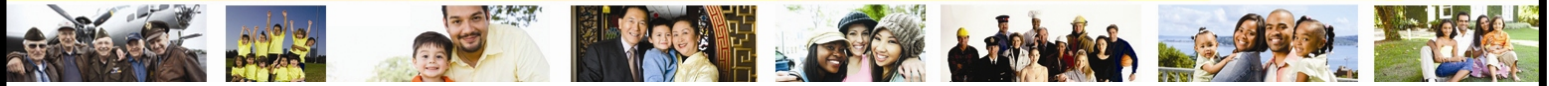
If a disturbance occurs, dial 911 for assistance, and then call ECentral at (213) 978-0304 to report the problem. The Polling Place Clerks may not hire private security guards or authorize anyone to enforce the law at the polling place.

C. LOCAL EMERGENCY OR NATURAL DISASTER

In any emergency, your first concern should be your safety, the safety of your fellow Polling Place Clerks, and any Stakeholders who are present. If a local emergency or natural disaster (such as an earthquake, flood, or extensive fire) occurs on Election Day, it is the City’s intent that the election continue to completion, if at all possible. Polling Place Clerks should try to keep polling places open for voting and generally try to continue to operate as best they can. If necessary, Polling Place Clerks may take action to cope with the emergency. Such action might involve, for example, posting a notice and moving the voting away from an unsafe structure to a more suitable, nearby location.

As is always the case on Election Day, if you need assistance, call ECentral at (213) 978-0304.

Office of the City Clerk Election Division



Neighborhood Council (NC) Volunteer Pollworker Program

The Office of the City Clerk – Election Division is seeking individuals that are interested in volunteering as pollworkers for the 2010 NC Elections. Volunteers will take part in the electoral process while improving the quality of Los Angeles neighborhoods for residents.

We are especially looking for individuals who are bilingual in English and another language including, but not limited to Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese.

POLLWORKER INFORMATION

On Election Day, pollworkers will work for approximately eight (8) hours at varying times to assist with the administration of NC elections. As a volunteer pollworker, you **will not receive any compensation for your service**. This includes the eight (8) hours of service on Election Day, as well as the mandatory training session.

REQUIREMENTS

To be a volunteer pollworker, you must be:

- at least 18 years of age by Election Day
- able to speak, read and write English or be bilingual
- signed up by the established deadline
- able to provide your own transportation and means of communication (e.g., telephone, cell phone)
- able to attend the mandatory training session
- able to work at a location assigned by the Election Division
- able to participate on a **voluntary basis**

POLLWORKER ASSIGNMENT

If selected, you will receive an appointment notice detailing the NC you are assigned to along with the election date and time. You will also receive the dates, times and location of the mandatory training sessions. **All pollworkers must attend training in order to work on Election Day.** The training sessions will be held at the Election Division Office and last approximately three (3) hours. Individuals that do not sign up to be a pollworker by the established deadline will not be able to participate.

If you would like to participate in the pollworker volunteer program for Neighborhood Council Elections, please complete a [Volunteer Pollworker Application](#) and submit it to our office **no later than 30 days prior to Election Day**. For additional information, you can contact our office by email at Clerk.ElectionPW@lacity.org, by phone at (213) 978-0363 or toll free at (866) 899-8683.



VOLUNTEER POLLWORKER APPLICATION NEIGHBORHOOD COUNCIL ELECTIONS



Name: _____
(First) (Middle) (Last)

Address: _____
(Street Number & Name) (Apt. #) (City) (Zip Code)

Phone Numbers: _____
(Daytime Phone Number) (Cell Phone Number)

Birth Date: ____/____/____ Email: _____@_____
mm dd yyyy

My first language is: _____ I also speak: _____ (please specify dialect, e.g., Mandarin or Cantonese)

I am interested in volunteering for the following Neighborhood Council (NC) Election(s)*

* Please be advised that although a request can be made to be assigned to a specific NC, placement will be based upon operational needs. The Election Division does not guarantee assignment to the NC of your choice. Language skills will also be taken into consideration when completing pollworker assignments. Pollworker assignments may also be made via a lottery process. You must be able to commit to the entire eight (8) hours on Election Day.

Also, please note that you cannot serve as a volunteer pollworker in a NC Election where you or a family member are a certified candidate or certified Write-in candidate.

I am available to volunteer as a pollworker in the following region(s) (Please check all that apply. See NC Regional Map for detailed information):

- | | | | |
|---------------------------------------------------|----------------------|---------------------------------------------------|----------------------|
| <u>Election Date</u> | <u>Region</u> | <u>Election Date</u> | <u>Region</u> |
| <input type="checkbox"/> Tuesday, March 2, 2010 | Region A | <input type="checkbox"/> Saturday, March 20, 2010 | Region F |
| <input type="checkbox"/> Saturday, March 27, 2010 | Region B | <input type="checkbox"/> Sunday, April 11, 2010 | Region D |
| <input type="checkbox"/> Thursday, April 29, 2010 | Region G | <input type="checkbox"/> Thursday, May 13, 2010 | Region E |
| <input type="checkbox"/> Thursday, May 27, 2010 | Region C | <input type="checkbox"/> Tuesday, June 8, 2010 | Region I |
| <input type="checkbox"/> Saturday, June 26, 2010 | Region H | | |

You must submit this application **no later than 30 days prior to Election Day** to City Clerk–Election Division, 555 Ramirez Street, Space 300, Los Angeles, CA 90012, Attn: Pollworker Recruitment Section in order to be scheduled for training and participate as a volunteer pollworker. As a volunteer pollworker, you will not receive any compensation for your service.

By signing this application you acknowledge that you are volunteering your service to be a pollworker and will not receive any form of compensation. (Please see the Volunteer Pollworker Program Flyer for more details)

Signature: _____ Date: _____

SAMPLE

Neighborhood Council Name (NC)

SAMPLE

Instructions: Fill in the oval  completely with BLUE or BLACK ink only.

**District One Representative
(Vote for 1)**

0005 JOHN WAYNE

0006 WI

**Student Representative
(Vote for 1)**

0035 THOMAS JEFFERSON

0036 JOHN TYLER

0037 WI

**At-Large Representative
(Vote for 1)**

0065 AUDIE MURPHY

0066 WI

**District Two Representative
(Vote for 1)**

0015 MARILYN MONROE

0016 MARLENE DEITRICH

0017 WI

**Faculty or Staff
Representative
(Vote for 1)**

0045 MILLARD FILLMORE

0046 WI

**Faith Based Community
Representative
(Vote for 1)**

0075 WI

**District Three Representative
(Vote for 1)**

0025 MICKEY MANTLE

0026 LOU GEHRIG

0027 WI

**Educational Community
Representative
(Vote for 1)**

0055 JOHN ADAMS

0056 WI