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BONGHWAN (BH) KIM, MPA
GENERAL MANAGER

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REPORT RE:

NEIGHBORHOOD COUNCIL ELECTIONS

The Honorable Education and
Neighborhoods Committee
c/o the City Clerk
Room 395, City Hall
Mail Stop 160
200 North Spring Street
Los Angeles, California 90012

Council File No. 11-1912

Honorable Members:

As requested by your Honorable Body, this department submits this report to the honorable Education and Neighborhoods Committee to address the cost and administration of the Neighborhood Council elections if this department were to conduct the 2012 Neighborhood Council election cycle.

Background

On January 3, 2012, the City Council took action to request the City Attorney to prepare and present an Ordinance to transfer authority for conducting the Neighborhood Council elections from the Office of the City Clerk to the Department of Neighborhood Empowerment (Department) on a temporary basis for the 2012 Neighborhood Council election cycle. In addition, the City Council requested the Department to submit a report on how the Department would administer such elections as well as the associated costs. On May 9, 2012, the City Council took action to transfer the administration of the 2012 Neighborhood Council elections from the Office of the City Clerk to the Department. This report is an updated version of the original report submitted to the City Council on April 12, 2012.

The Department currently has \$120,000 set aside in its current budget for election outreach. In its fiscal year 2012-2013 budget package, the Department also submitted a request in the amount of \$639,964 for the necessary staffing and resources to conduct Neighborhood Council elections. Based on current records, at least eight-five (85) Neighborhood Councils have either full or partial Board seats up for elections in 2012. Four (4) Neighborhood Councils are not up for elections until 2014, and six (6) Neighborhood Councils in the Harbor Area are considering utilizing a selection process instead of an election. A selection process does not have a secret ballot and is usually conducted in a town hall style setting where Board members are selected by a showing of voter hands. To opt for a selection process, the Neighborhood Council must change its bylaws and have a selection process approved by the Department.

On February 10, 2012, the City Clerk released the results of their survey for Neighborhood Council Election Alternatives. In it, sixty-two (62) of the ninety-five (95) Neighborhood Councils responded with the following feedback:

- 53% of the Neighborhood Councils are not willing to postpone the 2012 elections to 2014, and 47% were willing to postpone to 2014
- Two-thirds of the Neighborhood Councils that opposed postponing the elections would not use a town hall style selection process
- 76% of those Neighborhood Councils that want to hold non-City Clerk elections prior to 2014 would contribute a limited amount of funds toward the cost of the election and 21% would cover the full cost
- 34% prefer an Independent Election Administrator as their first choice to conduct the elections and 25.8% identified the City Clerk as the next first choice to conduct elections with 16.1% preferring the town hall selection process
- Nearly 90% of Neighborhood Councils prefer some type of at polls election over all other election methods and nearly 63% prefer a standalone at polls election method with 27% preferring a combination of at polls with vote by mail and/or internet voting component
- 6% of Neighborhood Councils prefer internet voting combined with at polls election
- 85.4% of Neighborhood Councils prefer town hall elections (secret ballot) over town hall selections (non-secret ballot) as an alternative to conventional election methods

Collaboration Process for Feedback

The Department collaborated with the Los Angeles Neighborhood Councils Coalition's Election Task Force to receive recommendations from Board members and stakeholders on the elections. On January 28, 2012, the Election Task Force met with Neighborhood Council leaders from twenty-seven (27) Neighborhood Councils around the City of Los Angeles and passed the following motions regarding Neighborhood Council elections:

1. The Election Task Force recommends that Neighborhood Councils will run their own elections or selections at such time, place and manner of their choice with assistance of Department as it is capable.

2. The Election Task Force encourages Neighborhood Councils to run elections cooperatively and if desired, to conduct regional elections with the assistance of the Department.
3. Regions are to be established by Neighborhood Councils and their regional alliances.
4. Neighborhood Council elections or selections should be monitored or overseen by a trained, independent third party.
5. The Election Task Force requests the City Council to allocate in the fiscal year 2012-2013 budget, the amount of \$650,000 to the Department for additional staffing and resources for the Neighborhood Council election process.
6. The Election Task Force requests the City Council to expedite the process for contracting Independent Election Administrators and staffing associated with Neighborhood Council elections not to exceed sixty (60) days.
7. The Election Task Force recommends to Neighborhood Councils the inclusion of independent poll watchers as part of their elections.
8. Election challenges are to be heard and decided by arbiters hired and paid for by the Department.

These motions have also been adopted by the Los Angeles Neighborhood Councils Coalition.

The Valley Alliance of Neighborhood Councils adopted the following language regarding the Neighborhood Council elections:

1. Motion approved by the Valley Alliance of Neighborhood Councils for Neighborhood Councils to have the OPTION either to have an election or selection process in 2012, or to "opt-out" (no election) and have an election in 2014.
2. Resolution regarding City Clerk Conduct of Neighborhood Council Elections:

Be it resolved that the Valley Alliance of Neighborhood Councils (VANC), in order to preserve the right of Neighborhood Councils to conduct elections in 2012 and years following, requests the City Council to adopt a resolution or ordinance as follows:

The City Clerk is directed to allow Neighborhood Councils to conduct elections in 2012 and years following with or without the assistance of the City Clerk. The procedures should set forth in broad terms that neighborhood council elections will be conducted in a fair and transparent manner and in accordance with the approved bylaws and election procedures of each Neighborhood Council, the Plan and the Administrative Code. The procedures should encourage Neighborhood Councils to join together on a regional basis in order to lend assistance to one another in outreach and the conduct of elections.

As an Alternative, rescind the city ordinance authorizing the City Clerk to administer neighborhood council elections and authorize the Department of Neighborhood Empowerment, in partnership with Neighborhood Councils, to oversee elections going forward.

Proposal

In developing the proposal for the Department to conduct the Neighborhood Council elections, the following factors were taken into consideration:

1. Successful execution of at least eighty-five (85) Neighborhood Council elections;
2. Maintaining the integrity of all elections;
3. Existing staffing resources and City budget issues;
4. Input from the Neighborhood Councils, including the motions passed by the Election Task Force, the Valley Alliance of Neighborhood Councils and the Office of the City Clerk survey;
5. Short time period in which to prepare for the elections; and
6. Framework for Neighborhood Council elections developed by the Office of the City Clerk, which required a restructuring of the Neighborhood Council bylaws and Board terms.

By conducting the 2008 and 2010 Neighborhood Council elections, the Office of the City Clerk has developed an excellent foundation and structure for the Neighborhood Council elections. The Department's proposal for administering the Neighborhood Council elections would utilize this existing framework because of the short timeline to prepare for elections to offer the following election structure:

Elections Only in 2012– Under the Office of the City Clerk, elections were set up to occur in even numbered years. The Board terms were also changed to two (2) or four (4) year terms to sync with the elections. Holding elections in 2013 would result in mandated changes to Board terms or having yearly elections to maintain the current Board terms. To avoid such difficulties, the Department proposes to hold elections from August to November of 2012.

Regional Elections – The Department would operate elections on a regional model, using twelve (12) regions as opposed to the nine (9) regions set up by the City Clerk. The additional regions were created to provide more election support and to encourage Neighborhood Councils to pool their resources for election outreach. An updated draft of the new regions is attached along with proposed election weeks from which the Neighborhood Councils from each region would select one (1) day to hold their elections (Attachment A). The time of the elections on that day could vary for each Neighborhood Council depending on what worked for their community.

Conducted By Independent Election Administrators – The Department intends to hire and train ten (10) to twelve (12) Independent Election Administrators (IEA) to assist the Neighborhood Councils in conducting the elections in their regions. The final number of IEA's depends on how many Neighborhood Councils decide to hold selection instead of elections. While the Department would also accept volunteer IEA's, the Department would need paid IEA's as a back-up. The IEA for each region would be responsible for working in collaboration with the Neighborhood Councils to ensure that the Neighborhood Councils' bylaws and election procedures were correct; the candidates are qualified; the necessary ballots were created and translated; the Neighborhood Councils were meeting all election deadlines and outreach plans; the election locations were acceptable; and any other issues regarding elections were swiftly handled.

The Department's call out for IEA's in April resulted in thirteen (13) qualified applicants from the Neighborhood Council system. The IEA's will be trained in May and assigned their respective regions so they may start working with them immediately.

Streamline Election Procedures Process – Because Neighborhood Councils have already approved election procedures when the Office of the City Clerk conducted their elections, the Department will endeavor to use approved election procedures whenever possible and have the Board only approve necessary updates, such as Board seats up for election and location, date and time for the elections. Defaults will have to be established for those Neighborhood Councils who do not supply the necessary information to hold their elections in time to the Department. The election timeline will be shortened to sixty (60) days where Neighborhood Councils will have thirty (30) days to find candidates and thirty (30) days to outreach to voters. To save resources, those Neighborhood Councils who have uncontested seats will default to a selection process whereby the candidates will be affirmed.

The Department has released election updates to the Neighborhood Council (Attachment B) and is currently preparing an election manual to cover the proposed election structure and procedures for the 2012 election.

Vote by Mail and Write-in Candidates – Vote by mail services will be offered by the Department for an extra fee starting at \$500 for the set up and execution. Unlike in the past, the Department will handle all vote by mail requests, voter documentation and ballot receipt/counting with temporary staffing. Because there will be defaults that will be set up for uncontested seats, write-in candidates will not be allowed in this election cycle.

Back Office Support – Additional staffing would be needed to help support the administrative functions of running the elections, such as translation, finalizing and printing of ballots, processing vote by mail requests, etc. Existing Department staff will not have the capacity to take on these duties so the Department will bring on temporary staffing to assist the IEA's in providing the support to the Neighborhood Councils. This staffing will also be utilized as paid poll managers and workers for the election day along with other trained staff and Neighborhood Council volunteers. The existing Department staff of seventeen (17) has no capacity to administer elections because they are carrying on day to day Neighborhood Council matters, such as funding, assistance to low functioning Neighborhood Councils, grievances/complaints, trainings and Board of Neighborhood Commissioners support services. This work continues during elections. Also, by taking on the administrative burden of elections, we hope free up the Neighborhood Council volunteer time on the more important task of outreach.

Outreach Support – The Department will be conducting a citywide outreach campaign for Neighborhood Council awareness and elections. The Department website is being revamped to provide easy access to information and to push information out to stakeholders via social media. To assist the Neighborhood Councils with their outreach, the Department will create outreach templates and provide outreach trainings in every region. The Department will also assist with the posting of candidate information on its website. Neighborhood Councils are expected to also pay for outreach to their stakeholders and have the ability to encumber their current 2011-2012 funds for election outreach next fiscal year.

Arbitrators for Challenges – As initially suggested by the Office of the City Clerk, any election challenges will be handled by paid arbitrators hired and trained by the Department. The

Department will set up a challenge system for the elections and the structure for how arbitrators will review and remedy election issues.

Collaboration with Neighborhood Councils – Collaboration with the Neighborhood Councils is key in the success of the elections, and the Department is weighing the various suggestions coming in from Neighborhood Council leaders around the City. Whenever possible, any policies or procedures regarding the elections will be vetted with the Neighborhood Councils. While the Department will do its best to accommodate suggestions that assist in increasing the number of stakeholders who participate in the Neighborhood Council system and elections, the Department will balance implementation with our ability to administer the elections in a fair, transparent and open manner.

Further, Neighborhood Council leaders from around the City are stepping forward to assist with the 2012 elections by acting as IEA's, assisting with regional outreach and volunteering to be poll workers.

For additional information on the Department's election work and timeline, see Attachment C.

Implementation Costs

2011-2012 Fiscal Year Funds (\$120,000)

Although the City Council has not yet changed the election ordinance, the Department has begun to utilize the \$120,000 from the current fiscal year to prepare the election structure in order to meet the August through November 2012 election timeline. Neighborhood Councils must begin election preparations now in order to carry out the elections if the City Council takes action to have the Department administer the elections, and the Department requires resources to support such preparation.

2012-2013 Fiscal Year Request (\$639,964)

The Department lost four (4) Project Coordinators, one (1) Senior Project Coordinator, and \$350k in line item expenses to the Office of the City Clerk when they took over elections in 2010. The election budget for 2010 was \$1.2 million. At the request of the Mayor, the Department prepared a budget proposal for new staff and operating costs for Neighborhood Council elections, which will be submitted to the City Council on April 20, 2012. The Department is requesting \$639,964 to conduct the 2012 elections. We have tried to cut down the costs of the elections while providing for additional options, such as vote by mail.

- **Salaries – Four (4) Exempt Project Coordinators - \$269,963.52** –These full time staff positions will be responsible for managing and coordinating election and selection processes for all ninety-five (95) Neighborhood Councils and serve as primary liaison between the Neighborhood Council election committees, Election monitors, City Attorney, and other volunteers. This process will involve the review and approval of all by-laws changes to conform with the election/ selection, the development of election procedures, managing between ten (10) to twenty (20) as-needed election monitors, managing the use of as-needed arbiters to resolve all election challenges, staff the Elections Task Force which will serve as an advisory body to the Department, and supervise communications to and from each Neighborhood Councils regarding the

election/selection process. These positions will also be responsible for coordinating informational and training meetings for Neighborhood Councils, election monitors, and other volunteers. Three (3) of the four (4) positions will be hired for twelve (12) months while one (1) Project Coordinator will remain on staff during the off years to address outstanding post-event issues related to election challenges, database and records retention. This position will also be needed to prepare for the start up and planning for subsequent election/selection cycles. The exempt Project Coordinators will have to start on July 1, 2012 because the election timeline for the August elections will already have begun.

- **Contractual Services - \$250,000 (\$100,000 for Monitors, \$100,000 for Translation, \$50,000 for Arbiters)**
 - Election monitors, comprised of IEA's, poll managers and workers, will be hired for each region and will serve as an independent and impartial party to oversee the implementation of each election/selection. Their role/responsibilities will be to serve as the ultimate authority and responsibility for the administration of the election/selection process. Additional duties include: assisting in the completion of each election procedure to be approved by the Department, processing of candidates including verification of eligibility and conducting the candidate forum(s), processing of voters including pre-registration and eligibility, overseeing and approving the voter ballots, distributing and receiving ballots from voters, counting/re-counting the ballots, and issuing the election results. As needed, election poll managers and workers will be hired to assist with the day of elections to assist IEA's administration of the polling place for elections and be available to help with Neighborhood Councils with larger voter turnout.
 - Translation of all written materials and interpretation at meetings and forums in communities where there is a significant population of non-English speaking stakeholders.
 - Professional arbiters will be retained in order to hear and decide up on all election challenges. Staff will develop policies, procedures, and guidelines for the entire challenge process including eligible grounds for challenges.
- **Printing and Binding - \$50,000** - Funds will be used for the printing and binding of election instruction manuals and materials that will be used by the Exempt Project Coordinators to educate and inform Neighborhood Council Board Members and Stakeholders as part of the City-wide Neighborhood Council Election Plan.
- **Office and Admin - \$25,000** – These funds will be used for the office supplies and administrative items needed to support the use and distribution of election instruction manuals and materials that will be used by the Exempt Project Coordinators to educate and inform Neighborhood Council Board Members and Stakeholders as part of the City-wide Neighborhood Council Election Plan.

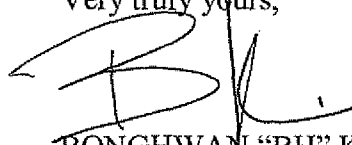
Because we will be implementing this new election structure for the first time, we expect that funds will be shifted between the various categories as we determine where Neighborhood Councils need more support.

Conclusion

In order for the Department to successfully create a framework for and to implement the 2012 Neighborhood Council election cycle, sufficient funding as detailed above is crucial.

If you have any questions regarding this matter, please contact me at (213) 978-1551. I will be available when you consider this matter in order to answer any questions you may have.

Very truly yours,

A handwritten signature in black ink, appearing to be 'Bonghwan Kim', written over a horizontal line.

BONGHWAN "BH" KIM, General Manager

ATTACHMENT A - Neighborhood Council Election Regions and Election Week

Region 1 – August 4th

1. Panorama City – 1/2
2. Mission Hills – 1/2
3. Sylmar
4. Arleta
5. Pacoima
6. Sun Valley – 1/2
7. Foothill Trails District
8. Sunland-Tujunga

Region 2 – Sept 3rd – Sept 9th

1. Granada Hills North – selection?
2. Granada Hills South
3. Porter Ranch – 1/2
4. Chatsworth - 2014
5. Northridge West – 1/2
6. Northridge East
7. Northridge South – selection?
8. North Hills West – 1/2
9. North Hills East

Region 3 – Sept 24th – Sept 30th

1. West Hills – 1/2
2. Canoga Park – 1/2
3. Winnetka – 1/2
4. Woodland Hills-Warner Center
5. Reseda – selection?
6. Lake Balboa
7. Encino

Region 4 – Sept 19th or 20th

1. Greater Toluca Lake
2. Greater Valley Glen
3. Sherman Oaks – 1/2
4. Studio City
5. Midtown North Hollywood
6. North Hollywood West – 1/2
7. North Hollywood Northeast – 1/2
8. Valley Village – 1/2
9. Van Nuys – 1/2
10. Tarzana

Region 5 – Sept 10th – Sept 16th

1. Central Hollywood – 1/2
2. Hollywood Hills West – selection?
3. Hollywood Studio District
4. Hollywood United – 1/2
5. East Hollywood
6. Greater Wilshire
7. Wilshire-Center Koreatown – 1/2
8. Olympic Park
9. PICO – 1/2
10. Mid City West

Region 6 – Nov 12th – Nov 18th

1. Downtown Los Angeles
2. Historic Cultural – 1/2
3. Westlake North
4. Westlake South
5. Pico Union – 1/2
6. MacArthur Park – 2014

Region 7 – Oct 1st – Oct 7th

1. Atwater Village – 1/2
2. Greater Echo Park Elysian
3. Silver Lake
4. Greater Griffith Park
5. Rampart Village
6. Elysian Valley Riverside – 1/2

Region 8 – Oct 8th – Oct 14th

1. Eagle Rock – 1/2
2. Historic Highland Park
3. LA-32
4. Lincoln Heights
5. Boyle Heights
6. Greater Cypress Park - 1/2
7. Arroyo Seco
8. Glassell Park

Region 9 – Oct 15th – Oct 21st

1. Empowerment Congress Southeast – 1/2
2. Empowerment Congress Southwest – 1/2 – selection?
3. Watts – 1/2
4. CANN DU – 2014
5. Central Alameda
6. South Central – 1/2
7. Voices of 90037

Region 10 – Oct 22nd – Oct 28th

1. Mid City – 1/2
2. West Adams – 1/2
3. United Neighborhoods of Historic – 1/2
4. Empowerment Congress North
5. Empowerment Congress West
6. Park Mesa – 1/2
7. Empowerment Congress Central

Region 11 – Oct 29th – Nov 4th

1. Bel Air-Beverly Crest
2. Del Rey
3. Mar Vista
4. Palms - 1/2
5. South Robertson – 1/2
6. Venice
7. Westchester-Playa – 1/2
8. West Los Angeles - 2014
9. Westside – selection?
10. Westwood

Region 12

1. Central San Pedro - selection
2. Coastal San Pedro - selection
3. Northwest San Pedro – selection
4. Harbor City – selection
5. Harbor Gateway South - selection
6. Harbor Gateway North - October
7. Wilmington – selection?

Unhighlighted Neighborhood Councils are up for elections in 2012

2014 - straight 4 year terms so the Board is not up for election in 2012

1/2 - staggered 4 year terms so only 1/2 of the Board is up for election in 2012

Selection - will be conducting a selection process (no secret ballot) outside of elections timeline (secret ballot)

Skipped week -- 8/27-9/2 (Labor Day Weekend)

ATTACHMENT B



**2012 NEIGHBORHOOD COUNCIL ELECTIONS
FREQUENTLY ASKED QUESTIONS**

- **Are Neighborhood Councils having elections in 2012? * updated**
Yes, the City Council took action on the ordinance on May 9, 2012 and authorized the Department of Neighborhood Empowerment (Department) to conduct the elections in the 2012-2013 fiscal year. We cannot, however, conduct elections without adequate funding so we will be working with the Budget and Finance Committee in the next few weeks to finalize their recommendation to the City Council on our \$659,000 funding request for the elections.
- **Who will administer the Neighborhood Council elections in 2012?**
The draft ordinance is written to temporarily give the Department the authority to conduct elections in the 2012-2013 fiscal year. The Office of the City Clerk retains the ability to conduct elections in 2014.
- **Who is paying for the elections?**
We have requested funding in the amount of \$659,000 in our proposed fiscal year 2012-2013 budget. This amount would cover hiring the additional staff needed to conduct elections, translation, printing, location fees and any necessary equipment and supplies. Neighborhood Councils will be responsible for the outreach to their local community about the elections. This funding request must still be approved by City Council.
- **What if my Neighborhood Council voted to opt out of the 2012 elections on the City Clerk survey?**
The City Clerk survey was only to determine those Neighborhood Councils that would be willing to wait until 2014 for the elections if there were no elections in 2012. If the Department administers elections in 2012, we will not be offering the ability for Neighborhood Councils to opt out of having either an election (or selection) in 2012 pursuant to the recommendations of the Mayor's Office and the Board of Neighborhood Commissioners. The Education and Neighborhoods Committee also recommended no opt out provision as well.
- **If there is no opting out of 2012 elections, why are some Neighborhood Councils not having elections?**
When the City Clerk administered the elections, Board terms were reset to two, four, or four year staggered terms. Neighborhood Councils selected what terms they wanted. The City Clerk set the default term to four year staggered terms in situations where the Neighborhood Council Board did not take action. In order to start a four year stagger, the Board decided which seats would have two year terms and which would have four year terms. Those seats that received two year terms in 2010, will have four year terms in 2012 in order to complete the four year staggered term cycle.

The Department would be conducting elections only for those Neighborhood Councils with two year and four year staggered terms in 2012. The handful of Neighborhood Councils that are not having elections in 2012 have four year straight terms and are not due to have elections until 2014.

- **When is the Department holding elections? *updated**

We will be conducting elections starting August 4, 2012 through the end of October, 2012, and the week of November 12, 2012 to November 18, 2012, so as not to run into the national election day on November 6, 2012 or to go into the holidays. While it is possible to hold elections in the beginning of 2013 as well, we do not want to do that as that would result in one year terms and bylaw changes because the next elections are scheduled to be held in the spring of 2014.

- **How will the Neighborhood Council elections be administered?**

We will be administering elections in twelve regions with an Independent Election Administrator assigned to each region. We are also bringing on paid and volunteer poll workers to assist on the day of the election as well. Each region has been assigned a week in which the Neighborhood Councils in that region will choose one day to hold their election by majority vote. On the day of the election, the Neighborhood Council can set the time in which they would like to hold their election. All Neighborhood Councils will be on this election timeline unless they have notified us that they are holding a selection process instead.

- **What's a selection process?**

A selection process is an open, fair and transparent way to select Board members in a non-secret vote, unlike an election, which requires a secret vote. All of the outreach requirements for candidates and voters will be the same as in an election, but the selection process will occur in a town hall setting. A neutral third party will oversee the town hall where candidates will speak first before the vote will be taken with either a show of hands or with a written ballot that must be signed by the voter. A selection process is usually completed within an hour or two.

- **Why would a Neighborhood Council want a selection process instead of an election?**

If a Neighborhood Council wanted one year terms for Board members or wanted more flexibility as to the day they want to hold a vote for the new Board members, then they will want to use a selection process. Elections are only held during the even numbered years so Board terms have to be two or four years. The Department's timeline for elections does not allow for as much flexibility for date selection since all of the Neighborhood Councils in a region must have their election on the same day. If a Neighborhood Council wanted a certain day not chosen by the region, then they will need to go to a selection process.

- **What do we have to do if we want to have a selection process instead of an election?**

Your Neighborhood Council will have to change its bylaws by May 12th in order to hold a selection process. Please contact Grayce Liu at grayce.liu@lacity.org or by calling (213) 978-1551 as soon as possible for more details.

- **What if my Neighborhood Council turned in bylaws amendments and hasn't received the Department approval yet?**

We are trying to incorporate any election updates and information from the City Clerk's 2010 Election Stipulation Worksheet as well as the Board of Neighborhood Commissioners Bylaws Table of Contents policy into all bylaws. Because of staffing issues, this is taking much longer than anticipated. We are working in order of the election regions so your Neighborhood Council will receive these updated bylaws with enough time before the elections to prepare.

- **What's different about how elections were conducted by the Department before the City Clerk and now?**
 Building on the great foundational work that the Office of the City Clerk established in the 2008 and 2010 elections, we are trying to further streamline election procedures and processes to make elections easier on the Neighborhood Councils while providing some flexibility, too, given the tight timeline.
 - **Regional Election Meetings** – because we are holding the elections regionally, we will be working to get information to the Neighborhood Councils via regional meetings so Neighborhood Councils in the same region will have the opportunity to get to know one another and to conduct regional outreach to save money if they want to
 - **Timeline** - the timeline for elections has been shortened to sixty days – thirty days to get candidates and thirty days to get voters. This sixty day timeline is counted from the day of the elections.
 - **Outreach** - rather than send out two mailers as outreach, we encourage Neighborhood Councils to utilize their existing outreach events to publicize their elections. Neighborhood Councils will be asked to provide an outreach plan that shows how they will reach their stakeholders during the candidate recruiting and voter notification phases of the elections. In addition, because we will be handling all of the sensitive election documentation, such as ballots and applications, Neighborhood Council Board members will be able to work on their election and/or outreach committees until the day of the election.
 - **Election Procedures** - we will use approved election procedures from the City Clerk unless the Neighborhood Council tells us otherwise. Neighborhood Councils will only need to provide us a coversheet with the changes for the 2012 elections, such as election day, time and location.
 - **Election Time** - the standard election time will be a four hour window with the ability to extend to six hours by request.
 - **Board Affirmation and Shortened Election Times** - in order to save on resources, if a Neighborhood Council has uncontested seats after the candidate filing deadline, we will hold a Board Affirmation town hall event instead of an election. At the town hall, the uncontested candidates will be acknowledged and affirmed to the Board seats for which they filed. If three or less seats are contested, then we will hold a shortened election time of two hours for the Neighborhood Council instead of the four.
 - **Vote by Mail** - we are offering vote by mail with an initial set up fee of \$500 because of the extra staffing we will bring on to administer your vote by mail, which includes setting up all paperwork, fulfilling requests for ballots, verifying any documentation as necessary and doing the final count.
 - **Candidate Write-In** - because of the Board Affirmation process described above, we are not offering candidate write-in's in this election cycle.

- **Department Back Office** - we will be handling all the election administration and paperwork, such as bylaws, election procedures, ballots, candidate/voter verification, vote by mail, etc. in order to free your Board members and stakeholders up to recruit candidates and voters.
- **Defaults** - like the City Clerk, the Department will set defaults for necessary election information, such as the election day, time, location, etc. if the Neighborhood Council does not provide the information by the set deadlines.

- **What else is the Department doing to support Neighborhood Council elections? *updated**

We have brought on former Independent Election Administrators, Jerry Kvasnicka and Stephen Box, as Election Coordinators to help us with administering elections and conducting outreach throughout the City. Stephen has already taken the EmpowerLA Leadership Academy on the road to the various regions to recruit and teach candidates such skills as public speaking, effective outreach via mail, social media, etc., and how to get your voice heard at City Hall. We will be contacting the Neighborhood Councils in each region to set up meetings in May and June to start regional outreach collaborations, but please feel free to contact your neighboring councils now to set up regional outreach meetings.

We are working on an Elections Manual that will be coming out shortly with all the nitty gritty on elections. We are also updating our www.empowerla.org website so it can effectively provide information on elections and Neighborhood Councils. More importantly, along with the EmpowerLA Leadership Academy, we are also planning a citywide outreach campaign on elections to assist Neighborhood Councils in their local outreach. We'll be providing outreach templates and ideas to the Neighborhood Councils as well.

- **What should my Neighborhood Council do now? *updated**

- **Start Talking Elections at your Neighborhood Council** - convene your elections and/or outreach committee and select representatives to send to the regional meetings where they will get a lot of great help via templates and effective outreach strategies from our Election Coordinators and other Neighborhood Councils. Remember, it's okay now for Board members who are candidates to be on these committees until the election day.
- **Make a Commitment to Recruit Candidates** – a good way to get great voter turnout is to have contested elections, i.e. multiple candidates for each Board seat. Make a commitment to recruit at least two candidates for each Board seat that is up for elections, and your candidates will be motivated to help with outreach.
- **Start Outreach Now** - if your Neighborhood Council has already planned a series of outreach events for the rest of the fiscal year, throw in a blurb about the upcoming elections into the materials so you can include that in your election outreach plan. Don't forget to tell them about the EmpowerLA Leadership Academy workshops (see below) so that we can help you with your election outreach. Start meeting with the other Neighborhood Councils in your election region to work collaboratively on outreach.

- **Encumber Election Outreach Funds** - if your Neighborhood Council has extra funds this fiscal year, you can encumber them by May 16th for the next fiscal year. Plan well because they must be used for election outreach, however, and cannot be reallocated if your Neighborhood Council doesn't use the funds next fiscal year.
- **Make Bylaw Changes** - if you want to have a selection, you need to change your bylaws by May 12th.
- **Election Stipulation Worksheet** – have your Board complete the Department's Election Stipulation Worksheet to finalize your Neighborhood Council's election procedures. The Department will be sending these out to each Neighborhood Council for Board action. Please make sure to return them to the Department by the deadline noted on the worksheet or the defaults will kick in.
- **Take an EmpowerLA Leadership Academy Workshop** - we've had a lot of great feedback from long time Board members about Stephen's workshops on campaigning and outreach, and we know you'll learn a lot of effective strategies. Advertise our workshops in to your stakeholders, too. There may be a future Board member ready to step forward with the right encouragement.

We really look forward to working with all of you on your elections! For questions on bylaws or more information in general, please contact Grayce Liu at grayce.liu@lacity.org or by calling (213) 978-1551. For questions on the regional election meetings, please contact Jerry Kvasnika at jerryelections@earthlink.net. For questions on the EmpowerLA Leadership Academy workshops and election outreach in general, please contact Stephen Box at stephen@thirdeycreative.net.

ATTACHMENT C

CITY OF LOS ANGELES DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 30, 2012
To: BongHwan Kim, General Manager
From: Grayce Liu, Senior Project Coordinator
Re: **2012 Neighborhood Council Election Status**

In February of 2012, the Department proposed an election timeline (Attachment A) with necessary actions. Although we have shifted this timeline to start elections a month earlier in order to avoid the national election in November, we are still on target to administer elections from August through October of 2012.

Please note that the Department initially delayed preparations in order to wait for City Council to take official action on the ordinances. Because of the timeline proposed, however, the Department had to start working on elections before City Council has passed the ordinances change. In addition, the election work is also delayed by IT issues since the Department does not have IT staff and ITA staff is not available to assist at times, but we are working it out as we proceed.

Here are the actions taken by the Department thus far and the plan for the upcoming months:

February

- Attended Neighborhood Council coalition meetings to solicit feedback regarding the elections (already convened the Election Task Force in January, which passed motions with regards to the elections – Attachment B)
- Reviewed and updated the RFP's for necessary contracts to bring in support staff for elections
- Began recruiting Election Coordinators
- Continued working on updating Neighborhood Council bylaws
- Worked with Neighborhood Councils interested in holding selection processes instead of elections
- Explored potential outreach possibilities, including new website, blog and social media
- Moved office to City Hall and dealt with computer connection issues for two weeks

March

- Attended Neighborhood Council coalition meetings to solicit feedback regarding the proposed election regions and timeline
- Recruited two Election Coordinators – Stephen Box and Jerry Kvasnicka (both are former Independent Election Administrators)
- Reviewed pros and cons of various possible election structures
- Completed first draft of proposed election regions and election timeline
- Continued working on updating Neighborhood Council bylaws

- Developed election outreach plan incorporating the EmpowerLA Leadership Academy, new website, and social media
- Launched new E-newsletter with weekly updates on elections, including social media links
- Dealt with continuing IT issues for setting up computers for election temp help
- Requested election documents from the City Clerk
- Met with Region 1 Neighborhood Councils to plan elections
- Met with temp agencies to prep for elections temps
- Recruited temp help for elections

April

- Attended Neighborhood Council coalition meetings to solicit feedback regarding the proposed election regions and timeline
- Hired two election temps to assist with bylaws and election procedures
- Recruited a capacity building specialist to assist in election support in South and East Los Angeles
- Dealt with continuing IT issues for setting up computers for election temp help
- Ordered additional equipment for elections (computers and laptops) for the temp help
- Launched aggressive EmpowerLA Leadership Academy workshop schedule (Attachment C), including an official elections launch at the Department Open House on April 30th
- Finalized election structure and prepared Neighborhood Empowerment Election FAQ's (Attachment D)
- Updated election timeline and regions per Neighborhood Council (Attachment E)
- Completed first draft of an election manual
- Revised election procedures to streamline election process
- Met with the City Clerk and again requested election documents
- Recruited potential Independent Election Administrators
- Continued working on updating Neighborhood Council bylaws
- Approved selection processes for Neighborhood Councils as well as bylaws
- Submitted Election Report to City Council with basic structure of elections
- Continued meeting with Region 1 Neighborhood Councils to plan elections
- Contacted other region Neighborhood Councils to plan May meetings to select election days
- Finalized list of necessary election equipment and materials
- Finalized designs of Department's new website
- Continued weekly E-Newsletters with information on elections and election outreach encumbrances

May

- Attend Neighborhood Council coalition meetings to solicit feedback regarding the proposed election regions and timeline
- Send out one sheet for Boards to approve election procedures
- Hold Independent Election Administrator orientation meeting on May 3rd with final selection and training of twelve by May 18th

- Hold 12 regional meetings with Neighborhood Councils to prepare for elections and outreach
- Finalize all bylaws and election procedures for Regions 1-3
- Purchase necessary election equipment and materials
- Assist with first selection process for Coastal San Pedro Neighborhood Council
- Finalize citywide elections campaign plan
- Open back office for elections in Valley office
- Hire temps to staff back office
- Send out weekly E-newsletters with focus on elections
- Release Election Manual, including templates
- Finalize new Department website, including individual pages for Neighborhood Councils
- Begin focusing capacity building in election campaigning and outreach in South and East Los Angeles

The sixty day count down for recruiting candidates and getting voters to the elections will start in June. At this point, the election team will focus its work based on the Region Timelines (Attachment F) while also working on:

June

- Attend Neighborhood Council coalition meetings to solicit feedback regarding the proposed election regions and timeline
- Start sixty day election timelines for Regions 1-3
- Begin revamping Board orientation trainings
- Begin recruiting volunteer and paid poll workers
- Begin recruiting arbiters
- Finalize all bylaws and election procedures for Regions 4-7
- Approve candidate applications and upload to Individual Neighborhood Council web pages

July

- Determine which Neighborhood Councils will have Board Affirmations or shortened elections
- Hire and train poll workers
- Hire and train arbiters
- Prepare ballots
- Handle any vote by mail requests
- Finalize all bylaws and election procedures for Regions 7-12

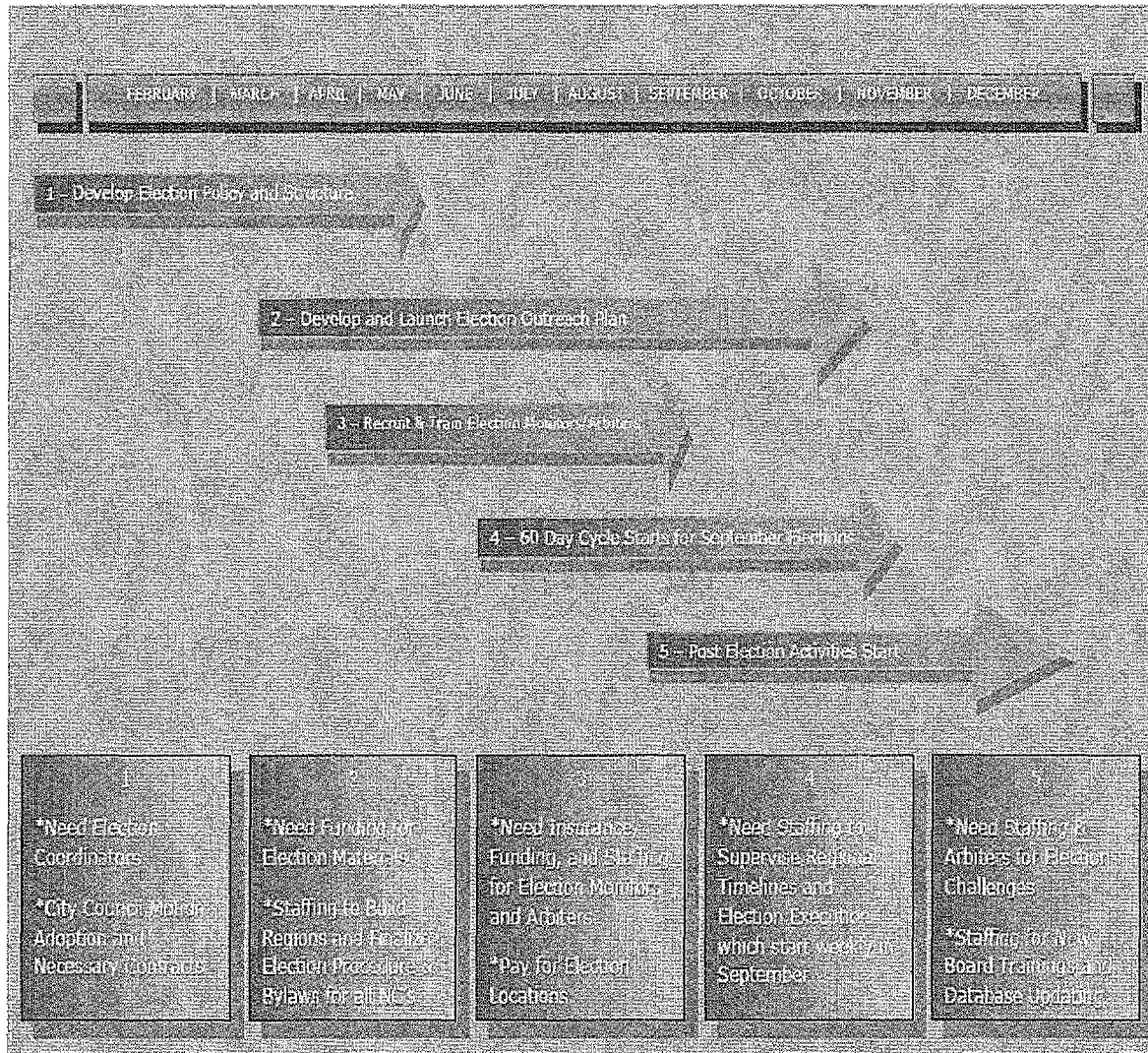
August

- Staff elections
- Handle any challenges
- Begin new Board Orientation trainings based on election regions

September to November – Staggered repeat of sixty day election timeline above

ATTACHMENT A

Department of Neighborhood Empowerment Proposed Election Timeline - 2012



ATTACHMENT B

Election Task Force Motions (passed January 28, 2012)

1. Election Task Force recommends that Neighborhood Councils will run their own elections or selections at such time, place and manner of their choice with assistance of Department of Neighborhood Empowerment (Department) as it is capable.
2. Election Task Force encourages Neighborhood Councils to run elections cooperatively and if desired, to conduct regional elections with the assistance of the Department.
3. Regions are to be established by Neighborhood Councils and their regional alliances.
4. Neighborhood Council elections or selections should be monitored or overseen by a trained, independent third party.
5. Election Task Force requests the City Council to allocate in the FY 2012-13 budget, the amount of \$650k to Department for additional staffing and resources for the Neighborhood Council election process.
6. Election Task Force requests City Council to expedite the process for contracting Independent Election Administrators and staffing associated with Neighborhood Council elections not to exceed 60 days.
7. Election Task Force recommends to Neighborhood Councils the inclusion of independent poll watchers as part of their elections.
8. Election challenges are heard and decided by arbiters hired and paid for by the Department.

ATTACHMENT C

EmpowerLA Leadership Academy

Overview: The Spring Semester of Empower LA's Leadership Academy is on the road with a brand new roster of empowerment sessions designed to support the upcoming Neighborhood Council elections with workshops on outreach, communications, and advocacy.

Empower Yourself sessions are hands-on opportunities that feature topics such as Public Speaking, Social Media, Powerful Partnerships, Group Dynamics, Successful Advocacy, and Parliamentary Procedure. The tools and strategies presented in these sessions are designed for personal growth.

Empower Your Community sessions present tools and strategies for improving the effectiveness of neighborhood councils and include Advocacy Campaigns, Media Strategies, Outreach Tools, Neighborhood Networks, Communications, Wordpress Websites, Newsletter Strategies, and Managing Mailing Lists.

Empower LA sessions are hosted by General Manager BongHwan (BH) Kim and feature City Hall leaders at the GM's Roundtable. These are great opportunities for neighborhood councils to engage stakeholders in face-to-face sessions with the people responsible for running the city and delivering City Services.

Purpose: Neighborhood Council elections are a Neighborhood Council's most significant and powerful outreach event, offering the opportunity to tell the NC story to the community, to revitalize the council with energetic candidates, to connect with stakeholders, and to establish priorities for the upcoming terms. NC Elections are a beginning, not an end, and a commitment to reaching out to the community with workshops that will engage qualified candidates will result in robust participation in the Neighborhood Council system.

Strategy: EmpowerLA's Leadership Academy typically features sessions that focus on board operations and standards. These include Brown Act training, Ethics training, Funding training, etc. In light of the upcoming Neighborhood Council elections, the Leadership Academy shifted the focus and is offering sessions that will attract new stakeholders and potential candidates while offering tools to existing boardmembers that will aid them in advocacy, outreach, and communications. The objective is to support the upcoming Neighborhood Council elections.

Schedule: There are 21 EmpowerLA Leadership Academy sessions scheduled in the Spring Semester (April through July), all in advance of the Neighborhood Council elections which are scheduled to begin in August. The workshops take place throughout the city, starting with the regions that are scheduled first for election activity.

Saturday, April 14th

North Valley - Region 1

Thursday, April 19th

Harbor Area - Election Region 12

Thursday, April 26th

North Valley - Election Region 1

Saturday, April 28th

Harbor Area - Election Region 12

Monday, April 30th

Empower LA Open House

LA City Hall

Saturday, May 5th

Central LA - Election Region 5

Thursday, May 10th

Central LA - Election Region 5

Saturday, May 12th

South Valley - Election Regions 3 & 4

Thursday, May 17th

South Valley - Election Regions 3 & 4

Thursday, May 31st

North Valley - Election Region 2

Saturday, June 2nd

Central LA - Election Region 6

Thursday, June 7th

Central LA - Election Region 6

Saturday, June 9th

East Area - Election Region 7

Thursday, June 14th

East Area - Election Region 7

Thursday, June 21st

East Area - Election Region 8

Saturday, June 30

East Area - Election Region 8

Saturday, July 7th

South LA - Election Region 9 & 10

Thursday, July 12th

South LA - Election Region 9 & 10

Saturday, July 14th

South LA - Election Region 9 & 10

Thursday, July 19th

West LA - Election Region 11

Saturday, July 28th

West LA - Election Region 11

Workshops: The workshops are designed to provide tools and strategies for engaging stakeholders and candidates, for increasing council effectiveness, and for establishing an effective foundation of outreach and communications. The courses range from personal growth workshops that develop community leaders to advocacy training and board capacity workshops for councils. The workshops are complemented several GM Roundtables, hosted by Department of Neighborhood Empowerment General Manager BongHwan "BH" Kim, that bringing City Hall to the communities.

"Get Connected"

build some clout by getting your Tweet on, filling your Facebook, building up your YouTube library, and embracing the social media revolution

"Getting Heard in City Hall"

it's one thing to make noise, it's another thing to be heard.
learn how to present your case to those who are in a position to address your issue

"Powerful Public Presentations"

overcome your fear of speaking in public and master the essential skill that ekey to the success of advocates, community leaders, and professionals

"The Three P's of Powerful Advocacy"

sometimes the most effective solutions are the simplest.
the three P's are certainly simple, but they are also time-tested effective

"Discovering Your Story"

everybody has a story and learning to tell that story is the foundation for successful advocacy, whether as an individual or on behalf of a community

"Community Time Banking"

something powerful happens when people begin to share their skills, their knowledge, and their time, creating a community that connects unmet needs with untapped resources

"The Greening of Los Angeles"

from community gardens to urban beekeeping, Angelenos are getting back to the basics and creating communities that share a passion for the simple pleasures of a sustainable lifestyle

"Neighborhood Council Elections"

plans for the upcoming neighborhood council elections and the importance of a solid connection between great outreach for candidates and successful voter turnout.

"Election Outreach"

the full spectrum of outreach tools, from old school to new school, analog to digital, print to virtual, low-tech to high-end, the choices are yours

"Getting Good Press"

simple rules for press releases that get attention, for engaging journalists, and for telling compelling stories that engage the media and their readers, your stakeholders

"The Secrets of Social Media"

the mysteries of social media are revealed along with tricks for turning Twitter, Facebook, YouTube, and Constant Contact into tools for "Getting Connected" effectively.

"Print Campaigns that Work"

a powerful strategy for using direct mail campaigns to connect with stakeholders, using simple postcards that are specific to an event such as an election and newsletters that include resource information.

"Email Campaigns & Newsletters"

the secrets of successful email campaigns plus strategies for building robust stakeholder databases and distributing digital newsletters that are appealing and effective.

"Branding Your Neighborhood"

election season is an excellent opportunity to tell the Neighborhood Council story and to connect stakeholders with the unique personality and character of their neighborhood

"Horizontal Partnerships, Vertical Growth"

successful advocates forge partnerships based on common ground, increasing their political power and improving the yield from their advocacy efforts

"Advocacy that Works, Outreach that Connects, Elections that Empower"

a blueprint for success that provides tools for defining issues, establishing goals, managing resources, executing strategies, maintaining communications, connecting with community partners, and capitalizing on the upcoming elections as the greatest outreach opportunity for neighborhood councils.

Participation: Five of the eight Neighborhood Councils in Election Region 1 have participated in the Leadership Academy. (Sun Valley Area, Sunland-Tujunga, Foothill Trails, Panorama City, Arleta) All seven of the seven Neighborhood Councils in Election Region 12 have participated in the Leadership Academy. (Coastal San Pedro, Central San Pedro, Northwest San Pedro, Harbor City, Harbor Gateway South, Harbor Gateway North, Wilmington) Additional Neighborhood Councils represented include Chatsworth, Granada Hills North, Encino, Atwater Village, and Northridge West.

Leadership Academy sessions average a dozen participants on Thursdays and two dozen participants on Saturdays when the GM's Roundtable takes place.

Complementary Activity: The Leadership Academy is complemented by focused Regional Outreach meetings that are designed for the Outreach Chairs. The Region 1 (North Valley) Outreach Committee has had three meetings during April, attended by representatives from six of the eight Neighborhood Councils.

City Council Support: The Leadership Academy sessions conducted in Region 1 and Region 12 were both supported by the respective City Council offices. Councilman Joe Buscaino of Council District 15 joined General Manager BH Kim at the GM's Roundtable in Election Region 12. Council District 2 was represented at the Region 1 by CD2's Mary Benson.

Additional Support: Neighborhood Commissioner Douglas Epperhart presented "The Three P's of Advocacy" at the Harbor Gateway workshop and joined BH Kim for the GM's Roundtable in San Pedro.

Response: Each workshop has resulted in requests for more training on topics that range from websites and newsletters to outreach strategies and marketing tools. In one case the participants asked that their session be extended so that a second social media workshop could be added, resulting in a five-hour Leadership Academy session.

ATTACHMENT D



2012 NEIGHBORHOOD COUNCIL ELECTIONS FREQUENTLY ASKED QUESTIONS

- **Are Neighborhood Councils having elections in 2012?**
The short answer is "most likely." City Council still needs to take action on the ordinance change that would authorize the Department of Neighborhood Empowerment (Department) to conduct the elections in the 2012-2013 fiscal year. The Education and Neighborhoods Committee has already forwarded the draft ordinance change from the City Attorney to the City Council for final action.
- **Who will administer the Neighborhood Council elections in 2012?**
The draft ordinance is written to temporarily give the Department the authority to conduct elections in the 2012-2013 fiscal year. The Office of the City Clerk retains the ability to conduct elections in 2014.
- **Who is paying for the elections?**
We have requested funding in the amount of \$659,000 in our proposed fiscal year 2012-2013 budget. This amount would cover hiring the additional staff needed to conduct elections, translation, printing, location fees and any necessary equipment and supplies. Neighborhood Councils will be responsible for the outreach to their local community about the elections. This funding request must still be approved by City Council.
- **What if my Neighborhood Council voted to opt out of the 2012 elections on the City Clerk survey?**
The City Clerk survey was only to determine those Neighborhood Councils that would be willing to wait until 2014 for the elections if there were no elections in 2012. If the Department administers elections in 2012, we will not be offering the ability for Neighborhood Councils to opt out of having either an election (or selection) in 2012 pursuant to the recommendations of the Mayor's Office and the Board of Neighborhood Commissioners. The Education and Neighborhoods Committee also recommended no opt out provision as well.
- **When is the Department holding elections?**
We will be conducting elections starting August 4, 2012 through the end of October, 2012, so as not to run into the national election day on November 6, 2012 or to go into the holidays. While it is possible to hold elections in the beginning of 2013 as well, we do not want to do that as that would result in one year terms and bylaw changes because the next elections will be held in 2014.
- **How will the Neighborhood Council elections be administered?**
We will be administering elections in twelve regions with an Independent Election Administrator assigned to each region. We are also bringing on paid and volunteer poll workers to assist on the day of the election as well. Each region has been assigned a week in which the Neighborhood Councils in that region will choose one day to hold their election by majority vote. On the day of the election, the Neighborhood Council can set the time in which they would like to hold their election. All Neighborhood Councils will be on this election timeline unless they have notified us that they are holding a selection process instead.

- **What's a selection process?**

A selection process is an open, fair and transparent way to select Board members in a non-secret vote, unlike an election, which requires a secret vote. All of the outreach requirements for candidates and voters will be the same as in an election, but the selection process will occur in a town hall setting. A neutral third party will oversee the town hall where candidates will speak first before the vote will be taken with either a show of hands or with a written ballot that must be signed by the voter. A selection process is usually completed within an hour or two.

- **Why would a Neighborhood Council want a selection process instead of an election?**

If a Neighborhood Council wanted one year terms for Board members or wanted more flexibility as to the day they want to hold a vote for the new Board members, then they will want to use a selection process. Elections are only held during the even numbered years so Board terms have to be two or four years. The Department's timeline for elections does not allow for as much flexibility for date selection since all of the Neighborhood Councils in a region must have their election on the same day. If a Neighborhood Council wanted a certain day not chosen by the region, then they will need to go to a selection process.

- **What do we have to do if we want to have a selection process instead of an election?**

Your Neighborhood Council will have to change its bylaws by May 12th in order to hold a selection process. Please contact Grayce Liu at grayce.liu@lacity.org or by calling (213) 978-1551 as soon as possible for more details.

- **What's different about how elections were conducted by the Department before the City Clerk and now?**

Building on the great foundational work that the Office of the City Clerk established in the 2008 and 2010 elections, we are trying to further streamline election procedures and processes to make elections easier on the Neighborhood Councils while providing some flexibility, too, given the tight timeline.

- **Regional Election Meetings** – because we are holding the elections regionally, we will be working to get information to the Neighborhood Councils via regional meetings so Neighborhood Councils in the same region will have the opportunity to get to know one another and to conduct regional outreach to save money if they want to
- **Timeline** - the timeline for elections has been shortened to sixty days – thirty days to get candidates and thirty days to get voters. This sixty day timeline is counted from the day of the elections.
- **Outreach** - rather than send out two mailers as outreach, we encourage Neighborhood Councils to utilize their existing outreach events to publicize their elections. Neighborhood Councils will be asked to provide an outreach plan that shows how they will reach their stakeholders during the candidate recruiting and voter notification phases of the elections. In addition, because we will be handling all of the sensitive election documentation, such as ballots and applications, Neighborhood Council Board members will be able to work on their election and/or outreach committees until the day of the election.
- **Election Procedures** - we will use approved election procedures from the City Clerk unless the Neighborhood Council tells us otherwise. Neighborhood Councils will only need to provide us a coversheet with the changes for the 2012 elections, such as election day, time and location.

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- **Election Time** - the standard election time will be a four hour window with the ability to extend to six hours by request.
- **Board Affirmation and Shortened Election Times** - in order to save on resources, if a Neighborhood Council has uncontested seats after the candidate filing deadline, we will hold a Board Affirmation town hall event instead of an election. At the town hall, the uncontested candidates will be acknowledged and affirmed to the Board seats for which they filed. If three or less seats are contested, then we will hold a shortened election time of two hours for the Neighborhood Council instead of the four.
- **Vote by Mail** - we are offering vote by mail with an initial set up fee of \$500 because of the extra staffing we will bring on to administer your vote by mail, which includes setting up all paperwork, fulfilling requests for ballots, verifying any documentation as necessary and doing the final count.
- **Candidate Write-In** - because of the Board Affirmation process described above, we are not offering candidate write-in's in this election cycle.
- **Department Back Office** - we will be handling all the election administration and paperwork, such as bylaws, election procedures, ballots, candidate/voter verification, vote by mail, etc. in order to free your Board members and stakeholders up to recruit candidates and voters.
- **What else is the Department doing to support Neighborhood Council elections?**

We have brought on former Independent Election Administrators, Jerry Kvasnicka and Stephen Box, as Election Coordinators to help us with administering elections and conducting outreach throughout the City. Stephen has already taken the EmpowerLA Leadership Academy on the road to the various regions to recruit and teach candidates such skills as public speaking, effective outreach via mail, social media, etc., and how to get your voice heard at City Hall. Jerry will be contacting the Neighborhood Councils in each region to set up meetings in May in order to select the final election days and to start regional outreach collaborations.

We are working on an Elections Manual that will be coming out shortly with all the nitty gritty on elections. We are also updating our www.empowerla.org website so it can effectively provide information on elections and Neighborhood Councils. More importantly, along with the EmpowerLA Leadership Academy, we are also planning a citywide outreach campaign on elections to assist Neighborhood Councils in their local outreach. We'll be providing outreach templates and ideas to the Neighborhood Councils as well.

- **What should my Neighborhood Council do now?**
 - **Start talking elections at your Neighborhood Council** - convene your elections and/or outreach committee and select representatives to send to the regional meetings where they will get a lot of great help via templates and effective outreach strategies from our Election Coordinators and other Neighborhood Councils. Remember, it's okay now for Board members who are candidates to be on these committees until the election day.
 - **Start Outreach Now** - if your Neighborhood Council has already planned a series of outreach events for the rest of the fiscal year, throw in a blurb about the upcoming elections into the materials so you can include that in your election outreach plan

2012 Neighborhood Council Election Status

April 30, 2012

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- **Encumber Election Outreach Funds** - if your Neighborhood Council has extra funds this fiscal year, you can encumber them by May 16th for the next fiscal year. Plan well because they must be used for election outreach, however, and cannot be reallocated if your Neighborhood Council doesn't use the funds next fiscal year.
- **Make Bylaw Changes** - if you want to have a selection, you need to change your bylaws by May 12th.
- **Take an EmpowerLA Leadership Academy Workshop** - we've had a lot of great feedback from long time Board members about Stephen's workshops on campaigning and outreach, and we know you'll learn a lot of effective strategies. Advertise our workshops in to your stakeholders, too. There may be a future Board member ready to step forward with the right encouragement.

We really look forward to working with all of you on your elections! For questions on bylaws or more information in general, please contact Grayce Liu at grayce.liu@lacity.org or by calling (213) 978-1551. For questions on the regional election meetings, please contact Jerry Kvasnika at jerryelections@earthlink.net. For questions on the EmpowerLA Leadership Academy workshops and election outreach in general, please contact Stephen Box at stephen@thirdevecreative.net.

ATTACHMENT E

Proposed Neighborhood Council Election Regions and Election Week

<p>Region 1 – 8/4/2012</p> <ol style="list-style-type: none"> 1. Panorama City – 1/2 2. Mission Hills – 1/2 3. Sylmar 4. Arleta 5. Pacoima 6. Sun Valley – 1/2 7. Foothill Trails District 8. Sunland-Tujunga 	<p>Region 5 – 9/10-9/16</p> <ol style="list-style-type: none"> 1. Central Hollywood – 1/2 2. Hollywood Hills West 3. Hollywood Studio District 4. Hollywood United – 1/2 5. East Hollywood 6. Greater Wilshire 7. Wilshire-Center-Koreatown – 1/2 8. Olympic Park 9. PICO – 1/2 10. Mid City West 	<p>Region 9 – 10/15-10/21</p> <ol style="list-style-type: none"> 1. Empowerment Congress Southeast 1/2 2. Empowerment Congress Southwest 1/2 – possible selection 3. Watts – 1/2 4. CANNDU – 2014 5. Central Alameda 6. South Central – 1/2 7. Voices of 90037
<p>Region 2 – 8/6-8/12</p> <ol style="list-style-type: none"> 1. Granada Hills North 2. Granada Hills South 3. Porter Ranch – 2014 4. Chatsworth – 2014 5. Northridge West – 1/2 6. Northridge East 7. Northridge South 8. North Hills West – 1/2 9. North Hills East – 2014 	<p>Region 6 – 9/24-9/30</p> <ol style="list-style-type: none"> 1. Downtown Los Angeles 2. Historic Cultural – 1/2 3. Westlake North 4. Westlake South 5. Pico Union – 1/2 6. MacArthur Park – 1/2 	<p>Region 10 – 10/22-10/28</p> <ol style="list-style-type: none"> 1. Mid City – 1/2 2. West Adams – 1/2 3. United Neighborhoods of Historic 4. Empowerment Congress North 5. Empowerment Congress West 6. Park Mesa – 1/2 7. Empowerment Congress Central
<p>Region 3 – 8/13-8/19</p> <ol style="list-style-type: none"> 1. West Hills – 1/2 2. Canoga Park – 1/2 3. Winnetka – 1/2 4. Woodland Hills-Warner Center 5. Reseda – possible selection 6. Lake Balboa 7. Encino 	<p>Region 7 – 10/1-10/7</p> <ol style="list-style-type: none"> 1. Elysian Valley Riverside – 1/2 1. Atwater Village – 1/2 2. Greater Echo Park Elysian 3. Silver Lake 4. Greater Griffith Park 5. Rampart Village 	<p>Region 11 – 10/29-11/4</p> <ol style="list-style-type: none"> 1. Bel Air-Beverly Crest 2. Del Rey 3. Mar Vista 4. Palms – 1/2 5. South Robertson – 1/2 6. Venice 7. Westchester-Playa – 1/2 8. West Los Angeles – 2014 9. Westside – possible selection 10. Westwood
<p>Region 4 – 9/17-9/23</p> <ol style="list-style-type: none"> 1. Greater Toluca Lake 2. Greater Valley Glen 3. Sherman Oaks – 1/2 4. Studio City 5. Midtown North Hollywood 6. North Hollywood West – 2014 7. North Hollywood Northeast – 1/2 8. Valley Village – 1/2 9. Van Nuys – 1/2 10. Tarzana 	<p>Region 8 – 10/8-10/14</p> <ol style="list-style-type: none"> 1. Eagle Rock – 1/2 2. Historic Highland Park 3. LA-32 4. Lincoln Heights 5. Boyle Heights 6. Greater Cypress Park – 1/2 7. Arroyo Seco 8. Glassell Park 	<p>Region 12</p> <ol style="list-style-type: none"> 1. Central San Pedro – selection 2. Coastal San Pedro – selection 3. Northwest San Pedro – selection 4. Harbor City – selection 5. Harbor Gateway South – selection 6. Harbor Gateway North 7. Wilmington – possible selection

2014- not up for election in 2012

1/2 – staggered 4 year terms so only 1/2 of the Board is up for election in 2012

Selection – will be conducting a selection process (no secret ballot) outside of elections (secret ballot)

Skipped weeks – 8/27-9/2 (Labor Day Weekend), 9/3-9/9 (extra week) – these weeks are available if a region wishes to go during these dates. We are planning to stop elections by November 6 (national elections), but can hold NC elections into mid-November, too, if a region wants to go into these dates.

