

## MOTION

Council File 11-1912 (Item 6 on the Wednesday, May 9, 2012 Council agenda) is an ordinance to temporarily transfer from the City Clerk to the Department of Neighborhood Empowerment (DONE) the authority to conduct all Neighborhood Council (NC) elections during the 2012 NC Election cycle, only.

In conjunction with that ordinance, in order to assist DONE in their development of NC Election materials and documents necessary to prepare for and conduct the 2012 NC Election cycle, I MOVE the following:

1. INSTRUCT the City Clerk to transfer essential NC election materials and documents that the City Clerk developed for the 2008 and 2010 NC Elections, as generally described in the Manifest attached to this motion, to the Department of Neighborhood Empowerment, subject to availability and in electronic form if possible.
2. INSTRUCT the Department of Neighborhood Empowerment to review these materials and accordingly revise, update or modify them appropriately for relevancy to the 2012 NC Election cycle.

PRESENTED BY:



BERNARD C. PARKS,  
Councilmember, 8<sup>th</sup> District

SECONDED BY:



Attachment: NC Election Materials Manifest

ORIGINAL

MAY 9 2012

## LIST OF NEIGHBORHOOD COUNCIL ELECTION DOCUMENTS, 2008-2012

Doc. No.	Pre-Election Processes
<b>A</b>	<b>NC Election Schedule and Regional Organization</b>
A-1	2008 Regional Area Map
A-2	2010 Regional Area Map
A-3	2010 NC Maps
A-4	2010 Regional Election Week and Random Ballot Placement Lottery Flyer
A-5	2010 NC Regional Election Day Selection and Random Ballot Placement Lottery Results
A-6	2008 Regional Election Week and Random Ballot Placement Lottery Results
A-7	NC Regional Lottery Board 11x17
A-8	NC Regional Election Day Selection Ballot
A-9	2010 Regional Election Timelines
<b>B</b>	<b>Public Events</b>
B-1	2010 NC Election Development Group (EDG) Flyer and Agenda
B-2	2010 NC EDG Overview
B-3	NC EDG Agenda
B-4	Regional Informational Meeting Flyer
B-5	Regional Informational Meeting Schedule
B-6	Facility Confirmation Correspondence
B-7	Neighborhood Council Election Unit (NCEU) Assignments
B-8	Regional Informational Meeting Power Point Presentation
B-9	Regional Informational Meeting Power Point Handout
B-10	Regional Informational Meeting Signage
B-11	Regional Information Meeting Sign-In Sheet
B-12	Regional Information Meeting Supply Checklist
B-13	2008 Regional Lottery Results
B-14	2010 NC EDG Survey
B-15	Pre-2010 Election Day of the Week History
<b>C</b>	<b>Election Procedure (EP) Development</b>
C-1	2010 Regional EP Templates
C-2	EP Development Training
C-3	Sample EP Formatting
C-4	EP Endorsement Form
C-5	NC EP Endorsement Form Tracking Matrix
C-6	EP Presentation Notes Template
C-7	Attachment B Board Terms and Staggered Board Formatting
C-8	2010 NC Election Procedures Stipulation Language Worksheet
C-9	Section 9 User's Guide
C-10	Ballot Voting Model
C-11	2010 NC Map(s) Endorsement Form
C-12	2010 NC Election Policy Manual
<b>D</b>	<b>Polling Place Recruitment</b>
D-1	2010 NC Polling Place Accessibility Survey
D-2	2010 NC Polling Place Contract Form
D-3	2010 NC Polling Place Suggestions
D-4	2010 NC Polling Place Suggestion Forms
D-5	2010 NC Polling Place Contracts
D-6	2010 NC Polling Place Appeals

## LIST OF NEIGHBORHOOD COUNCIL ELECTION DOCUMENTS, 2008-2012

Doc. No.	Pre-Election Processes
<b>E</b>	<b>Candidate Filing</b>
E-1	2010 NC Candidate Filing Packet
E-2	Candidate Filing Management Review
E-3	2010 Candidate Filing Form-Front Page
E-4	2010 Candidate Filing Form
E-5	2010 Candidate Statement
E-6	2010 Candidate Packet Notice of Withdrawal
E-7	2010 NC Candidate Filing Guidelines
E-8	Acceptable Forms of Documentation
E-9	2010 Candidate Filing Form-Back Page
E-10	2010 Candidate Verification Receipt
E-11	2008 Candidate Verification Receipt
E-12	2008 Candidate Orientation Checklist
E-13	It's Your Responsibility Form
E-14	Candidate Filing Signs
E-15	Stakeholder/Candidate Informational Meeting Flyer
<b>F</b>	<b>Ballot Development</b>
F-1	Ballot Definitions and Review Process
F-2	Ballot Layout Procedures
F-3	Ballots to Print
F-4	2010 NC Sample Ballot
F-5	2010 NC Ballot Matrices
<b>G</b>	<b>Vote-By-Mail (VBM) Processing</b>
G-1	2010 NC Vote-By-Mail Application
G-2	2010 NC Ballot Reissue Form
G-3	2010 NC Provisional Ballot Receipt
G-4	2010 NC VBM Deadline Dates
G-5	Daily Count Log
G-6	Weekly Count Log
G-7	Daily Applications Count
G-8	NC VBM Ballots Log
G-9	VBM Daily NC Phone Log
G-10	Notes for Provisional Votes
G-11	NC VBM Instructions
G-12	NC VBM Discrepancies
G-13	NC VBM Letter Template-Incomplete Application
G-14	2010 VBM Turnout by Region
G-15	VBM Envelopes
G-16	2008 Neighborhood Council Elections Vote-By-Mail Processes
G-17	2008 Incoming Ballots Daily Count
G-18	2008 Applications with Discrepancies
G-19	2008 Too Late to Mail Notice
<b>H</b>	<b>Translations</b>
H-1	Language Assistance Request Log
H-2	Translation Request Log
<b>I</b>	<b>Informational Mailers</b>
I-1	2008 1 <sup>st</sup> Mailer-ID Required
I-2	2008 1 <sup>st</sup> Mailer-Self Affirmation
I-3	2008 2 <sup>nd</sup> Mailer-ID Required
I-4	2008 2 <sup>nd</sup> Mailer-Self Affirmation
I-5	2008 Letter to Stakeholders
<b>J</b>	<b>Supply Assembly</b>
J-1	Election Day Re-Supply Checklist
J-2	NC Voting Booth Assembly Instructions
J-3	NC Election Material Log

# LIST OF NEIGHBORHOOD COUNCIL ELECTION DOCUMENTS, 2008-2012

Doc. No.	Election Day Processes
<b>K</b>	<b>Polling Place Procedures</b>
K-1	NC Polling Place Clerk's Handbook
K-2	2010 NC Volunteer Pollworker Program Flyer and Application
K-3	NC Polling Place Supply Checklist
K-4	Pollworker Job Description Sheets
K-5	Provisional Ballot Envelope
K-6	Provisional Ballot Receipt
K-7	Provisional Voting Information
K-8	What is Provisional Voting?
K-9	Voting Instructions (English, Chinese, Farsi, Japanese, Spanish)
K-10	Curbside Voting Instructions for Clipboard
K-11	Factual Basis Stakeholder Handout
K-12	Polling Place Incident Report
K-13	Election Information Binder Cover Page
K-14	Election Information Binder Table of Contents
K-15	Runner Van Delivery Logs
K-16	Vehicle Signs
K-17	Official Ballot Box Signs
K-18	Official Voted Ballot Signs
K-19	2010 NC Pollworker Statistics
K-20	NC Pollworker Appointment Notice Letter
K-21	NC Pollworker Guidelines
K-22	NC General Training Procedures
K-23	Stakeholder Registration Form (SA/ID)
K-24	NC Election Survey
K-25	Purple-Striped Envelope Checklist
K-26	Election Day Media Sign-In Sheet
K-27	Election Day Observer Sign-In Sheet
K-28	Stakeholder Sign-In Sheet
K-29	Polling Place Set-Up Sheets
K-30	Polling Place Locations
K-31	Inside Signage Envelope Checklist
K-32	Outside and Inside Signage Envelope
K-33	Outside Signage Envelope Checklist
K-34	Paper American Flag
K-35	VBM Roster of Voters
K-36	Yellow Coding Dots (for Provisional Voting)
K-37	Blue Coding Dots (for Curbside Voting)

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Doc. No.	Election Day Processes
<b>L</b>	<b>Election Central (E-Central)</b>
L-1	E-Central Reference Book
L-2	Pollworker List by NC
L-3	Pollworker List by Pollworker Name
L-4	Polling Place List by NC
L-5	Polling Place List by Facility Name
L-6	E-SWAT Contact List
L-7	E-Central Checklist
L-8	Departure Times
L-9	ID/SA and Comments
L-10	Inspector Check-in Log
L-11	E-Day Calls Report by NC
L-12	E-Day Calls Report by Call Type
L-13	Checklist Election Day Departure
L-14	Checklist Piper Tech Return
L-15	Checklist Service Center
L-16	E-Day Resupply Van Checklist
L-17	Internal Policy Dismissing Pollworkers
L-18	NC Basic Info (By Region)
L-19	Check-in Questions
L-20	2010 NC Elections-Cumulative Voter Turnout by NC Alpha Order
L-21	2010 NC Elections-Cumulative Voter Turnout by Regions
L-22	Observer Name Badges
<b>M</b>	<b>Election Day Signage</b>
M-1	Large NC Sign for Front of Official Tables
M-2	Polling Place Hours Signs
M-3	Curbside Voting Sign
M-3	Curbside Voting Guidelines Sign
M-4	Enter Here Sign
M-5	Exit Here Sign
M-6	ID Required Sign
M-7	No Disturbance at the Polling Place Sign (English, Chinese, Farsi, Japanese, Korean, Spanish)
M-8	No Electioneering Beyond This Point Sign
M-9	No Electioneering Sign (English, Chinese, Korean, Spanish)
M-10	No Food, Drink, Cell Phone, Smoking Sign
M-11	Not an Entrance/Exit Sign
M-12	Observer Guidelines (English, Chinese, Korean, Spanish)
M-13	Table Sign for Polling Place Clerk Positions
M-14	Tally Location Information Sheet
M-15	"No VBM" Roster Sign

# LIST OF NEIGHBORHOOD COUNCIL ELECTION DOCUMENTS, 2008-2012

Doc. No.	Post-Election Processes
<b>N</b>	<b>Ballot Tally/Canvass</b>
N-1	Ballot Statements
N-2	Official NC Ballots
N-3	"No Candidates" Lists
N-4	Adjudication Process
N-5	Inspection Schedule
N-6	Pre-Tally and Ballot Inspection Procedures
N-7	Procedure for Spoiling Multiple Pages of One Ballot Type
N-8	Remake Board Instructions
N-9	Remake Log Form
N-10	Scanning Procedure
N-11	Snag Log
N-12	Canvass Schedule
N-13	Tally Sheets
N-14	Ballot Inspection Procedural List
<b>O</b>	<b>Recounts and Challenges</b>
O-1	Recount Request Form
O-2	2010 NC Challenge Review Panel Volunteer Program Flyer and Application
O-3	2010 NC Challenges
O-4	Letter-Challenge Accepted
O-5	Letter-Challenge Denied
O-6	Challenge and Sanction Form
O-7	Board Notification Letter-Challenge Received
O-8	Challenge Tracking Log
O-9	Acknowledgment of Receipt Letter
O-10	Challenge Acceptability Criteria Form
O-11	Challenge Review Panel Meeting Sign-In Sheet
O-12	Challenge Panel Agenda Template
O-13	Challenge Submittal and Review Dates
O-14	Challenge Review Panel Selection and Dismissal Policy
O-15	Challengeable Offences and Alternate Sanctions
O-16	Challenge Panel Introductions and Instructions
O-17	Challenge Review Panel Loyalty Oath
O-18	Challenge Review Panel Meeting Schedule
O-19	Challenge Review Panel Training Presentation
<b>P</b>	<b>Election Certification</b>
P-1	Board Notification Letter-No Challenge Received
P-2	2008 Election Certification Memo
P-3	2008 Election Certification Cover Letter
<b>Q</b>	<b>Retention of Election Materials</b>
Q-1	Neighborhood Council Election Documents Release Form
Q-2	2008 NC Turnover Letters
<b>R</b>	<b>Post Election Events</b>
R-1	2010 Regional Neighborhood Council Election Feedback Meeting Flyer
R-2	2010 NC Regional Feedback Meeting PowerPoint Presentation
R-3	2010 NC Post Elections Survey
R-4	Regional Feedback Meeting Agenda
R-5	Regional Feedback Meeting Sign-In Sheet
R-6	Regional Feedback Meeting Supplies List
R-7	Regional Feedback Meeting Signs
R-8	Where Do We Go From Here? A Public Discussion on the 2008 NC Elections
R-9	2008 NC Election Survey

# LIST OF NEIGHBORHOOD COUNCIL DOCUMENTS, 2008-2011

Doc. No.	Reports
<b>S</b>	<b>Ordinances, City Codes, and Other Reference Materials</b>
S-1	Ordinance No. 179680
S-2	Plan for a Citywide System of Neighborhood Councils
S-3	NC Bylaws (2010)
S-4	Frequently Asked Questions
S-5	Office Policy on Abusive Behavior from the Public
S-6	NC Election Unit Desk Manual
<b>T</b>	<b>Reports</b>
T-1	2008 NC Elections After Action Report
T-2	2010 NC Elections After Action Report
T-3	2010 NC Budget Summary
<b>U</b>	<b>2012 NC Election Study</b>
U-1	NC Election Alternatives Survey Report
U-2	NC Board Election Alternatives Survey
U-3	Stakeholder Election Alternatives Survey
U-4	NC Election Study Timeline
U-5	NC Board Member Election Alternative Study PowerPoint Handout
U-6	NC Election Alternatives Educational Workshop PowerPoint Handout
U-7	NC Election Alternatives Factsheet
U-8	2012 NC Election Alternatives Survey Results
U-9	2012 NC Election Alternatives Survey Regional Results
U-10	NC Elections Common Processes and Cost Variables
U-11	Frequently Asked Questions about the Study
U-12	2011-2012 Mayor's Budget, "Exhibit H"
U-13	Council File 11-0600-S23