

CHAPTER I

GENERAL PROVISIONS

Sec. 103. City Clerk to be Superintendent of Elections.

(d) The City Clerk shall ensure in all City elections conducted by the City Clerk that the vote shall be by Official Ballot and the election shall be so guarded and conducted as to detect fraud and preserve the purity and secrecy of the ballot in accordance with this Code and other applicable law. All City elections conducted by the City Clerk shall be held and conducted in accordance with the provisions of the Charter, this Code and applicable provisions of State or Federal law, including the use of a voting system certified by the California Secretary of State.

Sec. 104. Established Election Dates and the Classification of Elections.

(a) Elections held in the City are the Primary Nominating Election, the General Municipal Election and Special Elections. Until the year 2020, The the Primary Nominating Elections for City offices and the Board of Education, Primary Nominating Election shall be held on the first Tuesday after the first Monday in March in every odd-numbered year and the General Municipal Election shall be held on the third Tuesday in May in every odd-numbered year, as provided in Charter Section 401, except that no such elections will be held in the year 2019 in order to transition to new election dates as provided in Charter Section 401 (b).

(b) Beginning in the year 2020, primary nominating elections for City offices and the Board of Education, shall be held on the first Tuesday after the first Monday in June in every even-numbered year, and general municipal elections shall be held on the first Tuesday after the first Monday in November of every even-numbered year.

(c) Special Elections shall be held on the dates established by the ordinances calling those elections and shall otherwise be held and conducted, and the returns shall be canvassed, announced and declared, in the same manner as other elections and pursuant to the applicable laws and processes of the jurisdiction conducting the election.

Sec. 105. Consolidated and Concurrent Elections.

(a) The City Council may consolidate Special City Elections with each other, with ~~the Primary Nominating Election, with the General Municipal Election,~~ or with any County, State, District, Federal, or local election, and may allow elections of other jurisdictions to be consolidated with any City election.

Sec. 106. Ordinance Calling an Election.

(a) The Council shall, by ordinance, order the holding of all elections. The ordinance ordering the election shall specify the object and time of holding the election and whether the election is to be conducted by the City Clerk or, alternatively, consolidated with another election or otherwise conducted by the County of Los Angeles. Except for an election held pursuant to Charter Sections 432, 452 and 462, the ordinance ordering the holding of an election shall be adopted by the City Council no later than 60 days before the date of the election.

(b) Upon enactment, a copy of each ordinance ordering the holding of an election shall be transmitted to the County Registrar/Recorder.

(c) All ordinances ordering the holding or consolidation of elections shall be published or posted in accordance with the Charter.

(d) The publication or posting of the ordinance calling an election shall constitute the notice of election.

Sec. 107. Board of Education.

(b) The Board of Education shall be composed of seven members to be elected at the same time and in the same manner as members of the City Council, ~~for a term of four years.~~ Each member shall be elected to an individual Office as a member of the Board of Education from Districts 1, 2, 3, 4, 5, 6, or 7.

~~(c) At either the Primary Nominating Election to be held in 1979 or the General Municipal Election to be held in 1979 and every four years thereafter, there shall be elected four members to fill Offices for Districts 1, 3, 5, and 7, and their term shall commence on the first day of July next succeeding their election. At either the Primary Nominating Election to be held in 1981 or the General Municipal Election to be held 1981 and every four years thereafter, there shall be elected three members to fill Offices for Districts 2, 4, and 6, and their terms shall commence on the first day of July next succeeding their election.~~

Sec. 110. Eligibility to Vote.

(b) The City Clerk shall obtain from the County Registrar/Recorder or other officer of the County of Los Angeles the official list of registered voters to be utilized for the holding of a City election conducted by the City Clerk.

Sec. 112. Time Off for Voting.

(a) Any day on which any City election conducted by the City Clerk is held shall not be considered a holiday, but time off for voting shall be granted as follows:

CHAPTER II
VOTING PRECINCTS

Sec. 200. Establishment of Voting Precincts.

(a) A voting precinct is one or more established election precincts that are combined for purposes of voting at a specified location for a particular election. Established election precincts are those defined as such by the County. The City Council may, for the purpose of conducting City elections conducted by the City Clerk, adopt the voting precincts established by the Board of Supervisors, or, for the ensuing election, may establish new voting precincts.

CHAPTER III

CANDIDATES AND CANDIDATE PROCESSING PROCEDURES

Sec. 308. City Clerk Acceptance of a Nominating Petition.

(c) Any signer of a petition or supplemental petition may withdraw the signature by filing with the City Clerk a verified revocation of the signature before the petition or supplemental petition containing the signature has been presented to the City Clerk. No signature can be revoked after the petition or supplemental petition to which it is attached has been presented to the City Clerk.

(ed) No amendments, changes, alterations or corrections of any kind, clerical or otherwise, shall be permitted to be made in any petition after it is filed with and approved for proceeding to the signature examination phase by the City Clerk.

Sec. 309. Requirements for Signing Nominating Petitions.

~~(d) Any signer of a petition or supplemental petition may withdraw the signature by filing with the City Clerk a verified revocation of the signature before the petition or supplemental petition containing the signature has been presented to the City Clerk. No signature can be revoked after the petition or supplemental petition to which it is attached has been presented to the City Clerk.~~

Sec. 312. Write-In Candidates.

(g) No name written upon a ballot in any City election conducted by the City Clerk shall be counted for election to or nomination for an office unless the name is of a candidate who has qualified as a write-in candidate pursuant to this section.

CHAPTER IV

OFFICIAL SAMPLE BALLOT
AND VOTER INFORMATION PAMPHLET

ARTICLE A – OFFICIAL SAMPLE BALLOT SPECIFICATIONS AND DISTRIBUTION

Sec. 400. Official Sample Ballot Specifications.

(a) The City Clerk shall cause to be printed a representation of the form of ballot required for any City election conducted by the City Clerk, known as the Official Sample Ballot, in a sufficient amount to ensure that every registered voter can be provided a copy.

(b) Official Sample Ballots for any City election conducted by the City Clerk shall provide an accurate representation of the Official Ballots to be used in the specific election as to form, and shall conform to the following specifications:

(c) Official Sample Ballots shall not be numbered consecutively. However, the Official Sample Ballots for City elections conducted by the City Clerk shall have indicated thereon, when necessary, the sample ballot group number, to facilitate the mailing of Official Sample Ballots to the voters.

CHAPTER V
OFFICIAL BALLOTS

Sec. 500. Ballots Used.

All ballots used at a City election conducted by the City Clerk shall be printed and/or created according to the specifications established in this Code.

Sec. 502. Provision of Paper Ballots to the Precinct Board Member.

(a) The City Clerk shall prepare and provide to a member of each designated Precinct Board, prior to the City election conducted by the City Clerk at which public officers are to be voted for, or at which any measures are to be submitted, Official Ballots in a quantity as may be required for that precinct, which ballots shall be printed in accordance with the provisions of this Code. No ballot shall be used in voting at any Primary, General, or Special City Election conducted by the City Clerk held to nominate or elect public officers or determine questions submitted to a vote of the people except the Official Ballots furnished by the City Clerk.

Sec. 503. Provision of Voting Devices and Electronic Voting Equipment to the Precinct Board Members or to the Polling Place.

(a) The City Clerk shall prepare and provide to a member of each designated Precinct Board or to a responsible person at the polling place, prior to the City election conducted by the City Clerk at which public officers are to be voted for, or at which any measures are to be submitted, a sufficient number of voting devices or electronic voting equipment as may be required for that precinct. No voting device or electronic voting equipment shall be used in voting at any Primary, General, or Special City Election conducted by the City Clerk held to nominate or elect public officers or determine questions submitted to a vote of the people except those furnished by the City Clerk.

Sec. 504. Ballot Form and Specifications.

(a) Official paper ballots for all City elections conducted by the City Clerk shall be printed on paper stock approved by the Secretary of State.

(h) A ballot that has candidates and measures printed directly on the ballot will include the following:

(1) Each group of candidates shall be headed by the name of the office for which they are running: "Mayor," "City Attorney," "Controller," "Member of the Council," or "Member of the Board of Education," as the case may be, or any other office that may be consolidated onto the City election conducted by the City Clerk. The designation of the office and the number of candidates to be voted for shall be printed in bold face type not smaller than 10-point.

**CHAPTER VII
INITIATIVE, REFERENDUM AND RECALL PETITIONS**

Sec. 710. City Clerk Acceptance of an Initiative Petition.

(e) Withdrawal of Name from Initiative Petition. Any signer of a petition or supplemental petition may withdraw the signature by filing with the City Clerk a verified revocation of the signature from the petition or supplemental petition containing the signature before conditional acceptance by the City Clerk. No signature can be revoked from the petition, or supplemental petition, to which it is attached once conditionally accepted by the City Clerk.

(ef) No amendments, changes, alterations or corrections of any kind, clerical or otherwise, shall be permitted to be made in any petition after it is filed with and approved for proceeding to the signature examination phase by the City Clerk.

Sec. 711. Examination of Initiative Petitions.

(d) The proponents of an initiative petition may withdraw the petition at any time before the Clerk certifies that the petition has qualified for presentation to the Council.

(de) Certification by City Clerk of an Initiative Petition - Presentation to the City Council. If the City Clerk determines that the petition, or the petition as supplemented, is sufficient, the City Clerk shall present the dated certification of sufficiency to the City Council and to the proponents without delay. If the City Clerk determines that the petition, or the petition as supplemented, is insufficient, the City Clerk shall prepare a dated certificate showing the result of the examination, and shall notify the proponents of the insufficient petition without delay. A new petition seeking essentially the same ordinance shall not be filed until at least six months after the date of the City Clerk's certificate. The sufficiency or insufficiency of the petition shall not be subject to review by the City Council.

(ef) Contest of Certification of Insufficiency of an Initiative Petition. If an Initiative petition, or petition as supplemented, is certified by the City Clerk to be insufficient, the proponents shall, upon request, be given immediate access to review the petition. Within 30 days after the date of the City Clerk's certificate, the proponents may file with the City Clerk a statement of contest of the certification on the ground that the petition contains a sufficient number of valid signatures of registered voters for a certificate of sufficiency to be issued. The statement of contest shall be verified and shall contain a list identifying all signatures, which the City Clerk has determined are invalid but which the proponents claim are valid. For each signature, the list shall contain the following:

- (1) The name and address of the signer;
- (2) The section and line number where the signature is located on the petition; and
- (3) The reference number by which the current voter registration record may be located in the records of the Office of the County Registrar-Recorder. Alternatively, the proponents may furnish a certified copy of the affidavit of registration.

(fg) Within 15 days after the filing of a statement of contest, the City Clerk shall examine the statement, current voter registration record and the affidavits attached or referred to in it. After examining the signatures referred to in the statement of contest, the City Clerk shall certify the sufficiency or insufficiency of the petition. No further statement of contest may be filed. The City Clerk shall notify the proponents of the petition of the results of the examination. If the City Clerk determines that the petition is sufficient, the City Clerk shall prepare a new certification to so indicate and shall present the new certificate to the City Council without delay.

(gh) Judicial Contest of City Clerk's Determination on Initiative Petition. Any further action challenging the City Clerk's determination on the statement of contest shall only be made in an appropriate court of law. In any action, no signatures shall be considered which were not on the original statement of contest. After an election is held

based on any petition, whether or not supplemented, the sufficiency of the petition and supplemental petition, if any, shall not be subject to judicial review or be otherwise questioned in any respect.

~~(h) Withdrawal of Name from Initiative Petition. Any signer of a petition or supplemental petition may withdraw the signature by filing with the City Clerk a verified revocation of the signature before the petition or supplemental petition containing the signature has been presented to the City Clerk. No signature can be revoked after the petition, or supplemental petition, to which it is attached has been presented to the City Clerk.~~

Sec. 716. City Clerk Acceptance of a Referendum Petition.

(a) If the proponents file a Referendum Petition within the timeframe specified in Section 714 above, the City Clerk will issue to the proponents, at the time of filing, a Conditional Acceptance of Filing receipt that documents the date of filing and the total number of signatures that the proponents claim are affixed to the petition. All signatures for filing shall be presented at the same time.

(b) The City Clerk will then conduct an initial review of the petition to determine if the total number of signatures affixed to the petition equals or exceeds the total number of signatures required and if all of the Circulator Affidavits have been completed and fully executed. At this time, the City Clerk may request the proponents to correct minor clerical errors in the Circulator Affidavits. Any such correction must be made within two business days of the City Clerk's request. The City Clerk shall not accept a petition section for filing unless the Circulator Affidavit for that section has been completed and fully executed.

(c) If, upon completion of the initial review, the City Clerk determines that the total number of signatures affixed to petition sections with complete and fully executed Circulator Affidavits equals or exceeds the total number of signatures required, the City Clerk will issue to the proponents a Final Acceptance of Filing receipt that approves the petition for filing and for proceeding to the signature examination phase.

(d) If, upon completion of the initial review, the City Clerk determines that the total number of signatures affixed to petition sections with complete and fully executed Circulator Affidavits does not equal or exceed the total number of signatures required, the City Clerk will issue to the proponents a dated letter rejecting the filing and documenting the petition's filing deficiency. No further action shall be taken by the City Clerk with regards to this petition.

(e) Withdrawal of Name from Referendum Petition. Any signer of a petition or supplemental petition may withdraw the signature by filing with the City Clerk a verified revocation of the signature from the petition or supplemental petition containing the signature before conditional acceptance by the City Clerk. No signature can be revoked from the petition, or supplemental petition, once conditionally accepted by the City Clerk.

(ef) No amendments, changes, alterations or corrections of any kind, clerical or otherwise, shall be permitted to be made in any petition after it is filed with and approved for proceeding to the signature examination phase by the City Clerk.

Sec. 717. Examination of Referendum Petitions.

~~(h) Withdrawal of Name from Referendum Petition. Any signer of a petition or supplemental petition may withdraw the signature by filing with the City Clerk a verified revocation of the signature before the petition or supplemental petition containing the signature has been presented to the City Clerk. No signature can be revoked after the petition, or supplemental petition, to which it is attached has been presented to the City Clerk.~~

Sec. 725. City Clerk Acceptance of a Recall Petition.

(e) Withdrawal of Name from Recall Petition. Any signer of a petition or supplemental petition may withdraw the signature by filing with the City Clerk a verified revocation of the signature before the petition or supplemental petition containing the signature has been presented to the City Clerk. No signature can be revoked after the petition, or supplemental petition, to which it is attached has been presented to the City Clerk.

(ef) No amendments, changes, alterations or corrections of any kind, clerical or otherwise, shall be permitted to be made in any petition after it is filed with and approved for proceeding to the signature examination phase by the City Clerk.

Sec. 726. Examination of Recall Petitions.

~~(g) Withdrawal of Name from Recall Petition. Any signer of a petition or supplemental petition may withdraw the signature by filing with the City Clerk a verified revocation of the signature before the petition or supplemental petition containing the signature has been presented to the City Clerk. No signature can be revoked after the petition, or supplemental petition, to which it is attached has been presented to the City Clerk.~~

CHAPTER VIII

POLLING PLACE PROCEDURES

ARTICLE A – PRECINCT BOARDS

Sec. 802. Precinct Board Member Qualifications.

(a) In accordance with Section 403 of the Charter, and except as provided in subsequent Section 803, Precinct Board Members will be registered voters of the City, or of the Los Angeles Unified School District in the case of a Board of Education election; and, as far as practical, they will reside either in the precincts or within a general area surrounding the precincts in which they serve.

(b) Precinct Board Members must be able to read and write the English language.

(c) No candidate who has taken out papers for nomination, nor a member of the candidate's immediate family, shall be permitted to act as a Precinct Board Member.

Sec. 803. Student Additional Assistant Precinct Board Members.

The City Clerk may appoint not more than five students additional assistants of each (a) and (b) provided below, per precinct to serve under the direct supervision of Precinct Board Members designated by the City Clerk.

(a) A student may be appointed, notwithstanding lack of eligibility to vote, so long as the student ~~possesses the following qualifications:~~ (a) is at least 16 years of age at the time of the election at which that student serves as a Precinct Board Member; and b) is a United States Citizen or will be a citizen at the time of the election to which that student is serving as a Precinct Board Member; or is eligible to serve as a precinct worker under the state election code; and (c) is a student in good standing attending a public or private secondary educational institution. ~~No student appointed shall be used by a Precinct Board to tally votes.~~

(b) Additional assistants who are eligible to serve as a precinct workers under the state election code may also be appointed.

(c) No student person appointed under this provision shall be used by a Precinct Board to tally votes.

ARTICLE B – POLLING PLACES

Sec. 809. Selection of and Compensation for Polling Places.

(a) The City Clerk shall select and contract for the use of a suitable polling place for each precinct, or consolidated precincts, for all City elections conducted by the City Clerk, and shall utilize, insofar as possible, rooms in schools and other public buildings.

ARTICLE C – POLLING PLACE SUPPLIES

Sec. 817. Provision of Equipment and Supplies to Polling Place.

The City Clerk shall prepare, procure, and provide for each polling place an adequate number of voting booths, voting equipment, a ballot box or equivalent equipment, and all ballots, printed forms, and supplies of every description necessary to the conduct of City elections conducted by the City Clerk. The City Clerk may assemble the equipment and supplies as necessary for the efficient opening and operation of the polling place; and further may print individual forms or combine and include in one binding an assortment of forms as are required to the holding of any City election conducted by the City Clerk.

Sec. 818. Equipment and Supplies for Concurrent Election.

Where a City election conducted by the City Clerk is scheduled to be held on the same day as a county, state or another city election, but not consolidated therewith, or consolidated but using separate ballots, the City Clerk shall furnish each polling place with the equipment and supplies necessary for the conduct of City elections. Special instructions shall be issued to the Precinct Boards by the City Clerk regarding polling place procedures to be followed for these types of elections.

Sec. 819. Provision of Digest of Duties.

The City Clerk shall prepare a brief digest of the Los Angeles City election laws pertaining to the duties of Precinct Board Members, with specific reference to the Code and Charter sections involved. One or more copies of the digest shall be included in each supply box and shall be used in every City election conducted by the City Clerk.

**CHAPTER XII
UNOFFICIAL CANVASS AND OFFICIAL CANVASS**

Sec. 1226. Conducting the Official Canvass.

The official canvass shall commence as soon as practical following the election, shall be open to the public, and shall result in a certification of the results to the City Council or other jurisdiction in the case of a consolidated election being conducted by the City Clerk. The canvass shall be continued daily until completed not more than 248 days after the election.

Sec. 1239. Certified Statement of the Results.

The City Clerk shall prepare a certified statement of the results of the election and submit it to the City Council within 248 days after the day of the election.

**CHAPTER XV
RECALL ELECTIONS**

Sec. 1501. Ordering of a Recall Election.

When a recall petition is presented to the City Council by the City Clerk, the City Council shall within 20 days, by ordinance, call for the holding of a Special Election, and if necessary a Special Runoff Election, for the purpose of submitting to the voters of the City at large, of the Council District, or of the Board of Education District, as the case may be, the question of whether the officer shall be recalled, and if recalled, for the election of the successor. The Special Election shall be held not less than ~~60~~88 days nor more than ~~10~~25 days after the date of City Council action on the petition; provided, however, that if any other election for any purpose at which all the qualified voters of the City, of the Council District, or of the Board of Education District, as the case may be, are entitled to vote, is to occur during that time period, the City Council shall order the holding of the recall election and the consolidation thereof with the other election.