

NEIGHBORHOOD COUNCIL ELECTION PROCEDURES for the

(hereafter “Neighborhood Council”)

for the year

I. INTRODUCTION

- A. For the purpose of this year’s election, the governing board (hereafter “board”) of the Neighborhood Council formed an Elections Committee to draft these election procedures.
- B. Input from stakeholders was taken by the Neighborhood Council during the process of creating these election procedures.
- C. These election procedures were approved by the Neighborhood Council for submission to the Department of Neighborhood Empowerment for review and approval prior to implementation.
- D. These election procedures meet the minimum requirements set forth in the Neighborhood Council Election Procedures adopted by the Los Angeles City Council on January 25, 2005.

II. THE ELECTION

- A. The election will be a **Prepared Ballot Election with a Vote-by-Mail component**. In this election, candidates shall file for candidacy prior to the election and will then be included on a printed ballot that is distributed to the voters prior to election day and then returned to the election official via U.S. Postal Service, private courier or hand delivery or at the polling location(s) on election day.
- B. Proxy voting will not be allowed for this election.
- C. Voters may cast their ballots on the following dates, times and locations:

Date(s) (e.g. January 1, 2006)	Times (e.g. 8:00 AM to 4:00 PM) MUST BE AT LEAST FOUR (4) HOURS
Location (e.g., First Street Elementary School, Cafeteria, 10000 W. Main Street, Los Angeles, 90000)	

For elections with multiple dates and/or locations:

Date (e.g. January 1, 2006)	Times (e.g. 8:00 AM to 4:00 PM) MUST BE AT LEAST FOUR (4) HOURS
Location (e.g., First Street Elementary School, Cafeteria, 10000 W. Main Street, Los Angeles, 90000)	

- D.** The polling location(s) for the election is/are in compliance with the Americans with Disabilities Act (ADA).
- E.** If a disabled voter is unable to access the polling location, the following actions will be taken to ensure that the disabled voter is accommodated:

III. NEIGHBORHOOD COUNCIL BOUNDARIES

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

B. The following are the voting districts (if applicable) of the Neighborhood Council:

IV. DEFINITION OF STAKEHOLDER

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

- B.** Voting age requirement. In order to cast a ballot in the election, a stakeholder must be at least years of age on the date of the election.
- C.** All persons or other entities that meet the criteria for the definition of stakeholder as outlined in the Neighborhood Council's bylaws and in Article IV, Section A of these election procedures shall be eligible to vote in the election, either at the polls or by utilizing the Vote-by-Mail option.
- D.** Stakeholders cannot be denied the opportunity to vote for a candidate for member of the governing board for whom they are eligible to vote.
- E.** Stakeholders cannot be denied the opportunity to run for a board seat for which they hold stakeholder status.

V. THE STAKEHOLDER VERIFICATION PROCESS & ELIGIBILITY TO VOTE

- A. For this year's election, stakeholders must become eligible to vote through the process indicated by the checked-box below. Additionally, any voter eligibility documentation requirements requested of Vote-By-Mail voters will be equal to those requested of At Polls voters:

If the box below is checked, then a **Self-Affirmation** type of stakeholder verification shall take place for this election:

☐

- i. **Self-Affirmation Type Verification Process.** Unless prohibited by the bylaws, the Neighborhood Council will allow voters to verify their stakeholder status through either verbal or written self-affirmation.

Stakeholders may affirm their stakeholder status by completing the **Stakeholder Registration Form** shown as **Attachment C** to these election procedures. Stakeholders wishing to utilize the Vote-by-Mail component for this election should follow the **Instructions for Receiving a Vote-by-Mail Ballot** found as **Attachment D**.

A stakeholder may request to verbally affirm his or her stakeholder status. If a stakeholder requests to verbally affirm his or her stakeholder status, the Independent Election Administrator (or an official designee) shall complete the **Stakeholder Registration Form** based on the verbal statements provided by the stakeholder making a verbal affirmation of stakeholder status. A witness to the verbal Self-Affirmation and documentation of the verbal affirmation by the official designee must provide their signature in the appropriate location of the **Stakeholder Registration Form**.

If the box below is checked, then an **Identification** type of stakeholder verification shall take place for this election:

☐

- ii. **Identification Type Verification Process.** Unless prohibited by the bylaws, the Neighborhood Council may require that voters provide documentation of their stakeholder status in order to vote in the Neighborhood Council's governing board member election.


Stakeholders will be allowed to register to vote by completing **Attachment C, Stakeholder Registration Form**, to these election procedures. Stakeholders wishing to utilize the Vote-by-Mail component for this election should follow the **Instructions for Receiving a Vote-by-Mail Ballot** found as **Attachment D**.

Picture identification (such as a California Driver's License/Identification Card, U.S. Passport or credit card

containing the person's photograph) cannot be the only acceptable means of establishing stakeholder status.

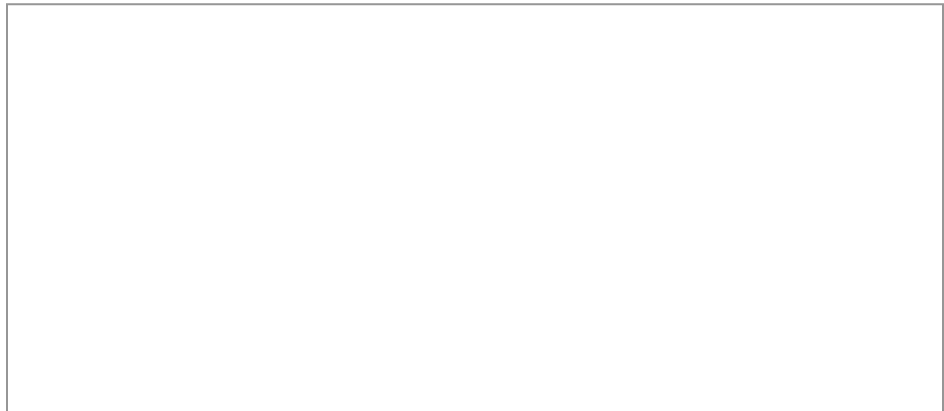
No single stakeholder or group of stakeholders will be required to provide greater documentation of stakeholder status than any other stakeholder or stakeholder group.

The following document(s) will be required to establish stakeholder status:



This section to be completed for **Identification** type elections **ONLY**.

The following document(s) will be accepted as alternative documentation to establish stakeholder status:



VI. PROVISIONAL VOTING

- A. A voter may cast a provisional ballot if the voter's eligibility to vote in the election cannot be determined in favor of the voter at the time the voter attempts to cast his or her ballot. This process must include the following provisions:
 - i. The only acceptable basis for challenging a voter's right to vote at the polling site will be that the person is not a stakeholder as defined by the Neighborhood Council bylaws or that the person was issued a Vote-by-Mail ballot.

- ii. If a voter is challenged on the basis that they were issued a Vote-By-Mail ballot, the voter may surrender the un-used ballot at the polling site at which time the voter will be issued a regular ballot.
- iii. If a voter is challenged on the basis that they are not a stakeholder eligible to vote in the election, the voter may produce any of the documentation outlined in these election procedures at which time the voter will be issued a regular ballot.
- iv. If a voter cannot produce the required documentation or the voter cannot surrender the Vote-by-Mail ballot then the voter will be offered the opportunity to vote a provisional ballot. The provisional ballot will be the same as regular ballot, except that prior to placement in the ballot box the provisional ballot will be placed inside a provisional envelope. On the outside of the envelope the voter will provide:
 - 1. The voter's name.
 - 2. The voter's address.
 - 3. The voter's stakeholder status.
 - 4. The voter's contact number(s).
- v. When a voter casts a provisional ballot, the voter will be issued instructions that explain what steps the voter must take to qualify the provisional ballot including documentation required to be submitted, where the documentation is to be submitted, and a contact number to request assistance or seek additional information. The deadline for submission of acceptable documentation shall be three (3) days after the election.

- B. The Independent Election Administrator will be responsible for the verification of the provisional ballots.

VII. THE INDEPENDENT ELECTION ADMINISTRATOR

- A. An Independent Election Administrator has been selected by the Neighborhood Council to conduct the election. To serve as the Independent Election Administrator, the person(s) or organization selected must have attended training program conducted by the Department of Neighborhood Empowerment and assisted in conducting at least one (1) prior neighborhood council governing board member election.

B. The Independent Election Administrator selected for this election is:

C. Contact information for the Independent Election Administrator is:

D. If the Independent Election Administrator cannot fulfill their responsibilities, the Neighborhood Council must immediately notify the Department of Neighborhood Empowerment so that a mutually agreed upon replacement Independent Election Administrator can be secured.

E. The Independent Election Administrator may utilize the staff, material, equipment and facility resources of the Neighborhood Council or the Department of Neighborhood Empowerment to assist them in carrying out the election administration duties, provided, however, that the following conditions are met:

- i. That none of the candidates for the governing board participate in any way in the handling/counting of ballots, voter/candidate registration/verification, and/or assisting voters engaged in the act of voting in translating the voting material or explaining the voting process (candidates may, however, distribute applications to Vote-by-Mail).
- ii. Written procedures must be developed that specify the roles and responsibilities of all parties participating in the administration of the election.
- iii. The Independent Election Administrator must maintain the ultimate authority and responsibility for the administration of the election.

F. The Department of Neighborhood Empowerment shall not act as the Independent Election Administrator.

G. The Independent Election Administrator shall be responsible for the following duties:

- i. Reviewing and providing input on these election procedures.

- ii. Processing of candidates including verification of eligibility and conducting or supervising the candidate forum(s).
- iii. Processing of voters including pre-registration, Vote-by-Mail and verification of eligibility as applicable.
- iv. Overseeing and approving the preparation of the ballot to be used in the election.
- v. Distributing and receiving ballots from the voters.
- vi. Verifying any provisional ballots.
- vii. Counting and recounting the ballots.
- viii. Issuing the election results.
- ix. Securing and submitting all election materials for records retention in accordance with the bylaws and these election procedures.

VIII. THE GOVERNING BOARD

- A. The number of board members to be elected by the stakeholders for this election is
- B. Will Board officers (e.g., President, Vice-President, Secretary, Treasurer, etc.) be elected (as prescribed in the bylaws) by the
☐ STAKEHOLDERS ☐ BOARD
- C. For this election, the board seats available, the terms of office for said board seat, the qualifications to be a candidate for any particular seat and instructions for filing for candidacy are described in **Attachment B, Board Seat Descriptions & Candidate Filing Form**, to these election procedures.
- D. Will write-in candidates for members of the governing board be allowed for this election? ☐ YES ☐ NO

IX. CAMPAIGNING

- A. The use of the City of Los Angeles Seal, the Department of Neighborhood Empowerment Logo or any other official Neighborhood Council designation created by the Department of Neighborhood Empowerment is prohibited for use on candidate materials.
- B. The governing board of the Neighborhood Council, acting in their official capacity as the governing board, is prohibited from endorsing or

campaigning for any candidate or group of candidates running for the governing board of the Neighborhood Council. This provision does not restrict the right of individual board members, acting as individual stakeholders, or any other stakeholders, from endorsing or campaigning for any candidate or group of candidates.

- C.** No City facilities, equipment, supplies or other City resources shall be used for campaigning activities except as provided below. City facilities may be used (1) to hold a candidate forum sponsored by a Neighborhood Council; (2) to hold a Neighborhood Council election; or (3) if the individual has obtained approval from an authorized representative of a City Department or Commission (if managing a Department) for use of the facility.
- D.** City resources may be used by a Neighborhood Council for communicating with voters through the printing and mailing of a voter information pamphlet which includes candidate statements and/or the posting of candidate statements on its website. To the extent that the Neighborhood Council provides candidate statements to the voters or neighborhood council mailing lists to candidates, candidates shall be given access in a timely and uniform manner.

X. POLLING PLACE OPERATIONS

- A.** The process used to select the polling site(s) for this election incorporated the following considerations:
 - i.** The site(s) selected must be of sufficient size to accommodate the voter sign-in process, actual voting, and any allowable candidate/campaign activities.
 - ii.** The site(s) selected should have sufficient parking.
 - iii.** The site(s) selected should be convenient for those utilizing public transportation.
 - iv.** The site(s) selected must be accessible for the disabled or procedures must be in place to accommodate disabled voters.
- B.** The bylaws and these election procedures for the Neighborhood Council shall be posted at the polling site(s) for stakeholder review.
- C.** If applicable, a list of certified write-in candidates will be posted conspicuously at the polling site(s).

- D.** A list of all persons issued a Vote-By-Mail ballot and all those returning a Vote-By-Mail ballot must be prepared and provided to the person(s) managing the polling site(s) for use in the voter sign-in process.
- E.** The following campaigning activities (e.g., campaign speeches, candidate nominations, etc), and the duration for such activities allowed at the polling site are as follows (if no campaigning activities will be allowed, indicate “*No campaigning activities will be allowed at the polling site.*”):

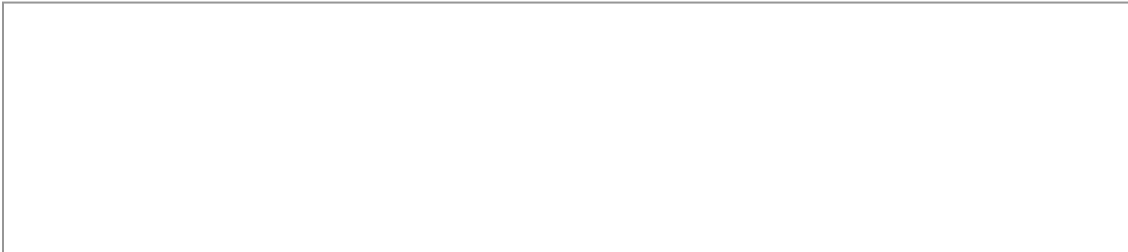
- F.** Electioneering activities are not allowed in relation to the polling site as follows (e.g., Electioneering may not take place within 100 feet of the polling site):

- G.** Signage will be posted indicating the boundary where electioneering activities are prohibited.
- H.** The polling site(s) will remain open for a minimum of four (4) hours.
- I.** The Independent Election Administrator will announce in a loud voice in front of the polling site(s) at the appointed time that the polls are open.
- J.** The Independent Election Administrator will announce in a loud voice in front of the polling site(s) 10 minutes before the close of polls that the polls will close in ten (10) minutes.
- K.** Any persons in line outside of the poll at the time of the closing of the polls will be allowed to vote.

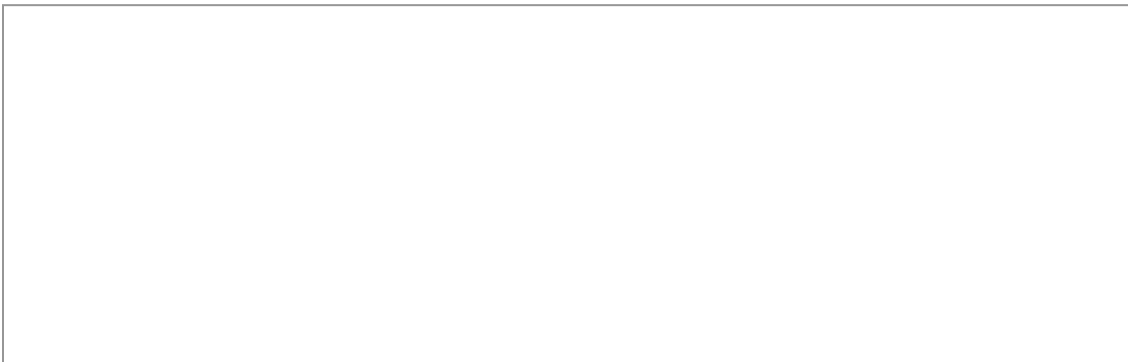
- L.** Observers will be allowed inside the polling site throughout the election, provided that the observers do not, in any way, attempt to interfere with or influence the activities of the polling place workers or the voters.
- M.** Only the Independent Election Administrator or his or her assistants are allowed to issue, receive or process ballots from the voter.
- N.** A voter may designate another person to assist them in the voting process. The person providing the assistance cannot be a candidate in the election.

XI. BALLOT DESIGN

- A.** The Independent Election Administrator will be responsible for overseeing and approving the design of the ballot(s) to be used in the election.
- B.** The specific size, shape, color and numbering (if applicable, see Article XI, (F), below) of the ballots to be used are as follows:

A large, empty rectangular box with a thin black border, intended for the specific design details of the ballots as required by item B.

- C.** If applicable, the restrictions on the use of candidate titles to be used on the ballot (e.g. number of words, professional titles are not allowed, etc) are as follows:

A large, empty rectangular box with a thin black border, intended for the specific restrictions on candidate titles as required by item C.

- D.** The ballots will use the same size, font and color of type for all candidate names and titles.
- E.** Any transliteration of candidate names or translation of candidate titles shown on the ballot shall be provided uniformly for all candidates.
- F.** If ballots are numbered in such a way that a specific ballot can be tracked to a specific voter through the registration or sign-in forms, then the ballot

identification process is to be used solely by the Independent Election Administrator or the Final Decision Maker to facilitate resolution to election challenges. If such a ballot numbering or other tracking system is used, the voters must be so informed, either on the ballot or within the instructions or sign-in forms, that the Independent Election Administrator or the Final Decision Maker will be the only ones permitted to review both documents and to do so solely for the purpose of resolving formal challenges to the election.

- G.** The candidates for each office will be placed on the ballot in random order based on drawing names from a hat or similar process.
- H.** Voter instructions will be included on the ballot or accompanying material to assist the voter in completing the ballot correctly.

XII. CANVASS OF VOTES, ISSUANCE OF RESULTS AND RATIFICATION OF THE ELECTION

- A.** The Independent Election Administrator will be responsible for tabulating the ballots and announcing the unofficial results on election day, or as soon thereafter as possible.
- B.** The Independent Election Administrator will verify all Provisional and Vote-by-Mail Ballots for inclusion in the Final Official Certified Canvass.
- C.** The deadline for completion of the Final Official Certified Canvass, including regular ballots, Vote-by-Mail ballots and any Provisional Ballots, shall be seven (7) days after the election. The Final Official Certified Canvass of ballots may occur on election day if there are no outstanding ballots to be counted.
- D.** The location, date(s), and time that the Final Official Certified Canvass of ballots will occur is as follows:

- E.** The Final Official Certified Canvass activities will be open to the public for observation, provided that the observers must not interfere with or attempt to influence the vote tabulation in any way.
- F.** The process for resolving tie votes is as follows:

- G. The Independent Election Administrator will submit a Final Election Reconciliation Report and Official Certified Canvass, on forms provided by the Department of Neighborhood Empowerment, to the Neighborhood Council and the Department of Neighborhood Empowerment immediately upon completion.
- H. Require that the final election results be announced by the Neighborhood Council and the Department of Neighborhood Empowerment immediately upon receipt of the final election results from the Independent Election Administrator.
- I. The process for ensuring that all candidates are notified of the election results is as follows:

XIII. TRANSLATION AND INTERPRETATION SERVICES

- A. The Neighborhood Council (check only one (1) box) ☐ does ☐ does not have a substantial population of monolingual non-English speakers. Election materials and interpretation services will be provided at election information meetings and at the polling site(s) in the following language(s): English (state other languages if "does" is checked above)

XIV. OUTREACH FOR THE ELECTION

- A. Upon approval of the Election Procedures, the Neighborhood Council must begin informing stakeholders about the election process by complying with the following minimum outreach requirements.
- B. **60 Day Outreach and Notification Requirements.** Not less than 60 days prior to the election, the Neighborhood Council shall:

- i. Hold one (1) noticed public meeting to provide information about the Neighborhood Council and to discuss and distribute the election procedures, voter registration forms and other pertinent election information.
 - ii. Provide at least one (1) mass distribution of a general information flyer containing at a minimum the following information:
 - a) The name and general purpose of the Neighborhood Council and announcement of the upcoming election.
 - b) The definition of a stakeholder as defined by the Neighborhood Council bylaws.
 - c) The date(s), hours and location(s) of the election.
 - d) The opportunity and process for becoming a candidate.
 - e) Voter eligibility requirements.
 - f) Vote-By-Mail process (including application and ballot submission procedures).
 - g) Upcoming election related meetings.
 - h) Sources to obtain additional information.
 - iii. The election information contained in the general information flyer along with a contact telephone number must be posted at the Neighborhood Council's currently authorized posting locations.
- C. Between the period of 60 and 30 days before the election, post candidate filing and other related election information and deadline dates along with an information contact telephone number at the Neighborhood Council's currently authorized posting locations.
- D. **21 Day Outreach and Notification Requirements.** Not less than 21 days prior to the election the Neighborhood Council shall:
 - i. Provide at least one (1) mass distribution of an election information reminder flyer containing at a minimum:
 - a) The date(s), time, place(s) of the election
 - b) The candidates that will appear on the ballot

- c) Vote-By-Mail application and ballot submission process
- d) Write-in candidate procedures
- e) Contact numbers for obtaining additional information

E. 30 Day Outreach and Notification Requirements. Not less than 30 days prior to the election, the Neighborhood Council shall:

- i. Hold one (1) publicly noticed candidate informational meeting to explain the establishment of, function of and opportunity to serve on the governing body. At the meeting, the Neighborhood Council shall distribute copies of, and provide training related to:
 - 1. The bylaws
 - 2. Election Procedures
 - 3. Candidate and voter registration forms
 - 4. Candidate filing and verification of eligibility requirements for placement on the ballot
 - 5. Write-in candidate procedures (if applicable)
 - 6. Campaigning procedures and any campaigning restrictions
 - 7. Requirements upon winning office, and
 - 8. Any other information the Neighborhood Council determines would be useful.

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

XV. THE NEIGHBORHOOD COUNCIL ELECTION COMMITTEE

- A.** For this year's election, an election committee has been formed by the Neighborhood Council. The election committee consists of stakeholders from the Neighborhood Council.
- B.** The election committee should be established not less than 140 days prior to the election.
- C.** The election committee shall be responsible for working with the Independent Election Administrator and the Department of Neighborhood

Empowerment to oversee and implement all activities related to the election, including, but not limited to:

- i. Finalizing the election procedures for board approval
- ii. Preparing and distributing all election announcements and candidate information
- iii. Assisting with the oversight of eligibility and verification of all stakeholders and candidates
- iv. Overseeing notification and outreach of the election and all processes connected with the election to the community
- v. Preparing election materials as necessary for the election
- vi. Implementing a printed ballot election with a Vote-by-Mail component
- vii. Following up with all entities upon the conclusion of the election (e.g., announcement of results, storage of election records, post election evaluation of the election process, etc.)

D. The election committee members and contact information is as follows:

NAME	PHONE NUMBER	EMAIL

E. Of the election committee members listed above, please identify which, if any, are able to communicate with stakeholders who **ARE NOT** monolingual English speakers (required if the Neighborhood Council contains a substantial population of non-monolingual English speakers).

NAME	LANGUAGE(S) SPOKEN

XVI. RECOUNTS AND CHALLENGES

A. Recount of Votes Cast

- i. Any stakeholder may request a recount of a specific contest or the entire election results within five (5) days of the completion of the Final Official Certified Canvass by the Independent Election Administrator by filing a written request with the Department of Neighborhood Empowerment. For a recount to be accepted for action, (a) the number of votes separating the candidates must be 10% or less of the total votes cast in that specific contest, and (b) the stakeholder filing the request must provide the same stakeholder status verification required of voters in the election.
- ii. The Independent Election Administrator will conduct the recount within five (5) days of receipt from a stakeholder by the Department of Neighborhood Empowerment of the written request for a recount.
- iii. Public notice of the location, date and time of the recount will be posted at the Neighborhood Council's required notice sites a minimum of 24 hours before the recount is to take place and that the person(s) requesting the recount will be provided individual notice within the same time frame.
- iv. The recount will be open to public observation, provided that observers must not interfere with or in any way attempt to influence the persons conducting the recount.
- v. The Independent Election Administrator will certify the recount results to the Neighborhood Council and the Department immediately upon completing the recount.
- vi. The certified recount results will be announced by the Neighborhood Council and the Department of Neighborhood Empowerment immediately upon receipt of the certified recount results from the Independent Election Administrator.

B. Election Challenges

- i. Any stakeholder who submits the same stakeholder documentation required of the voters in the election may file a challenge to the conduct of the election no later than five (5) days of the completion of the Final Official Certified Canvass by the Independent Election Administrator by filing a written request with the Department of Neighborhood Empowerment. The written request must:

1. Identify the basis for the challenge to the election.
 2. Identify the person(s) issuing the challenge.
 3. Provide contact information for the person(s) issuing the challenge.
- ii. From a pool of Final Decision Makers (which is composed of stakeholder representatives from the Neighborhood Councils) DONE shall, on a rotational basis, select a minimum of three (3) of the members from the arbitration pool to act as the Final Decision Makers and conduct the specific election challenge review and issue final findings. The members selected cannot have participated in the conduct of the election in any way nor have any vested interest in the outcome of the election challenge.
 - iii. The Department of Neighborhood Empowerment will immediately submit the election challenge to the Final Decision Makers which will conduct the review and issue final findings with respect to an election challenge.
 - iv. The Department of Neighborhood Empowerment may, with the concurrence of the Neighborhood Council, engage the services of the City of LA's Human Relations Commission to act as the Final Decision Maker if a Final Decision Maker cannot be obtained from the pool of Neighborhood Council stakeholder representatives. The back-up Final Decision Maker selected cannot have participated in the conduct of the election in any way nor have any vested interest in the outcome of the election challenge.
 - v. Public notice of the receipt of an election challenge will be posted at the Neighborhood Council's required notice sites at the time the election challenge is submitted to the Final Decision Makers and that the person(s) submitting the election challenge will be provided individual notice within the same time frame.
 - vi. Require that the Final Decision Makers complete the review and issue the final findings to the Department of Neighborhood Empowerment within 30 days of receipt of the election challenge from the Department of Neighborhood Empowerment. If circumstances arise such that the review and issuance of findings cannot be completed in 30 days, the Final Decision Makers may utilize up to a maximum of two additional 15-day review periods. The Final Decision Makers will submit a notice to the Department of Neighborhood Empowerment identifying the reasons for the delay prior to initiating each review period extension.

- vii. The findings of the Final Decision Makers will be final and binding on the Neighborhood Council.
- viii. Immediately upon receipt of the findings of the Final Decision Makers, the Department of Neighborhood Empowerment will work with the Neighborhood Council to begin implementing the findings, as necessary, of the Final Decision Makers.
- ix. Challenges must be submitted to:

Department of Neighborhood Empowerment
Att: Election Challenge for the

334-B East Second Street
Los Angeles, CA, 90012
Fax: (213) 485-4608
Email: done.ncelections@lacity.org

XVII. SEATING OF NEWLY ELECTED BOARD MEMBERS

- A. Newly elected governing board members will not be seated pending the final results of a recount or an election challenge. The incumbent board members will continue in their duly elected/appointed positions until the election challenge is resolved.

XVIII. GOVERNING BOARD MEMBER SEATS NOT FILLED THROUGH THE ELECTION

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

XIX. ELECTED BOARD MEMBER CONTACT INFORMATION

- A. Within seven (7) business days of the announcement of final election results, the election committee must submit the names, candidate/board member stakeholder affiliation, board seat, public contact information, and private contact information (if available) for each newly elected board member. All information must be submitted on the form prescribed by the Department of Neighborhood Empowerment.

XX. DISPOSITION OF ELECTION RECORDS

- A.** The Independent Election Administrator shall retain all election materials including ballots, voter rosters, candidate filing documents, voter registration forms, etc. until the period for requesting a recount or filing a challenge has passed, or if a recount request or an election challenge is filed, until those processes are concluded.
- B.** In the case of an election challenge, the Independent Election Administrator shall make the election materials available to the Final Decision Maker upon request.
- C.** At the conclusion of the recount and election challenge resolution period, the Independent Election Administrator shall turn all election materials over to the Neighborhood Council. The Neighborhood Council shall then retain the election materials for a period of six (6) months, after which they shall be destroyed.
- D.** If the ballot design and the voter registration allows for a ballot to be tracked to an individual voter, then the Independent Election Administrator will permanently redact the tracking information from the actual ballots prior to handing over the election materials to the Neighborhood Council.

ATTACHMENT A: ELECTION TIMELINE

[illegible]

ATTACHMENT B:
BOARD SEAT DESCRIPTIONS & CANDIDATE FILING FORM

1. THE FOLLOWING CHART CONTAINS INFORMATION REGARDING BOARD SEATS FOR THIS ELECTION

BOARD POSITION & TERM OF OFFICE	# OF SEATS	ELECTED or APPOINTED?	QUALIFICATIONS TO RUN FOR THE SEAT	QUALIFICATIONS TO VOTE FOR THE SEAT

1. (CONTINUED FROM PAGE 1, NUMBER 1)

[illegible]

2. THE CANDIDATE VERIFICATION PROCESS & ELIGIBILITY TO RUN FOR OFFICE

FOR THIS YEAR'S ELECTION, CANDIDATES MUST BECOME ELIGIBLE TO RUN FOR OFFICE THROUGH THE PROCESS INDICATED BY THE CHECKED-BOX BELOW:

A **Self-Affirmation**
type of **candidate**
verification shall take
place for this election:

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- a. **SELF-AFFIRMATION TYPE OF VERIFICATION PROCESS.** UNLESS PROHIBITED BY THE BYLAWS, THE NEIGHBORHOOD COUNCIL WILL ALLOW CANDIDATES TO VERIFY THEIR ELIGIBILITY TO HOLD OFFICE THROUGH EITHER VERBAL OR WRITTEN SELF-AFFIRMATION BY COMPLETING THIS FORM. (GO TO NUMBER 3)

An **Identification** type
of **candidate**
verification shall take
place for this election:

☐

- b. **IDENTIFICATION TYPE VERIFICATION PROCESS.** UNLESS PROHIBITED BY THE BYLAWS, THE NEIGHBORHOOD COUNCIL MAY REQUIRE THAT CANDIDATES PROVIDE DOCUMENTATION TO PROVE THEIR ELIGIBILITY TO HOLD OFFICE BY COMPLETING THIS FORM AND SUPPLYING THE REQUIRED IDENTIFICATION.

PICTURE IDENTIFICATION (SUCH AS A CALIFORNIA DRIVER'S LICENSE/IDENTIFICATION CARD, U.S. PASSPORT OR CREDIT CARD CONTAINING A PERSON'S PHOTOGRAPH) CANNOT BE THE ONLY ACCEPTABLE MEANS OF ESTABLISHING STAKEHOLDER STATUS AND CANDIDATE ELIGIBILITY.

THE FOLLOWING DOCUMENT(S) WILL BE REQUIRED TO ESTABLISH CANDIDATE ELIGIBILITY:

This section to be
completed for
Identification type of
candidate verification
ONLY

3. CANDIDATE FILING REQUIREMENTS

- a. TO FILE FOR CANDIDACY, CANDIDATES MUST COMPLETE NUMBER 4 OF THIS ATTACHMENT AND SUBMIT THE ATTACHMENT BY THE FILING DEADLINE.
- b. AT THE TIME OF FILING TO RUN IN THE ELECTION, A CANDIDATE MUST BE A STAKEHOLDER ELIGIBLE TO RUN FOR, AND HOLD, THE SPECIFIC OFFICE FOR WHICH THE CANDIDATE IS FILING.

c. THE CANDIDATE FILING PERIOD BEGINS ON:

d. THE DEADLINE TO FILE FOR CANDIDACY TO HAVE THE CANDIDATE'S NAME PRINTED ON THE BALLOT IS:

e. COMPLETED CANDIDATE FILING FORMS MUST BE SUBMITTED TO:

f. WRITE-IN CANDIDATES: ☐ WILL BE ALLOWED ☐ WILL NOT BE ALLOWED IN THIS ELECTION.

g. IF WRITE-IN CANDIDATES WILL BE ALLOWED, THE WRITE-IN CANDIDATE FILING PERIOD MAY BEGIN AS EARLY AS THE END OF THE REGULAR CANDIDATE FILING PERIOD (IDENTIFIED IN "D" ABOVE) BUT MUST NOT END ANY LATER THAN THE OPENING OF THE POLLS ON ELECTION DAY.

h. IF WRITE-IN CANDIDATES WILL BE ALLOWED IN THIS ELECTION, FILING TO BE A WRITE-IN CANDIDATE WILL BEGIN ON AND
END ON

i. IF WRITE-IN CANDIDATES WILL BE ALLOWED IN THIS ELECTION, CANDIDATES WISHING TO BE CERTIFIED AS A WRITE-IN MUST COMPLETE THE CANDIDATE FILING FORM AND SUBMIT THE COMPLETED FORM TO: