### City of Los Angeles Department of Neighborhood Empowerment

# **Ethics Training**

Please note, all Neighborhood Council board members are <u>required</u> to complete Ethics Training.

A three-part online version may be accessed via the Department of Neighborhood Empowerment's websites:

www.LacityNeighborhoods.com.
For additional information,
please contact your Department Advocate
or call (213) 485-1360 for assistance.



### CONFLICTS OF INTERESTS

### General Rule

As a general rule, you should avoid situations where your official actions may affect or appear to affect your private interests, financial or non-financial.

## What is a Conflict of Interest?

You have a conflict of interest if your public actions as a Neighborhood Council Board Member affect your personal financial interests or the interests of your immediate family members. It does not matter whether the action has a negative or positive effect on the interest. State law prohibits you from making, participating in making, or attempting to influence any government decision if it is reasonably foreseeable that the decision will have a material financial effect on any of your economic interests or those of an immediate family member.

### A Note About the City's "Appearance" Standard

Keep in mind that in addition to state law, the City has its own conflict provision. Pursuant to City Charter Section 222, it is "not in the public interest" for you to act on a matter if you do not believe that you could act impartially or if the public might reasonably reach that conclusion.

### And a Note About Decisions Related to Contracts

State law prohibits you from being financially interested in any Neighborhood Council contract if your duties call on you to participate in any way or at any stage in the development, negotiation or execution of that contract. You are also prohibited from participating in any matter related to a contract where a party to the contract is your employer or where you know, or should have reason to know, that any party to the contract is a person by whom you were employed immediately prior to entering government service and within 12 months prior to the time you are called to act on the matter.

## How Do I Know If I Have a Conflict?

It can be difficult to determine on your own whether you have a legal conflict of interest pursuant to state or City law. Therefore, it is important to remember to contact the City Attorney for advice *any* time your work on the Neighborhood Council Board involves:

- a business in which you or family members have an investment; or
- real property in which you or family members have an interest; or
- any source of income or loans to you or family members (includes a person or entity that has provided you with gifts); or
- any person or entity with which you have a relationship other than in your capacity
  as a City official (examples: a personal friend; a person with whom you are in business; a person with whom you own real property; a close relative's employer); or
- any person with whom you have an agreement concerning future employment.

It is the City Attorney's job to work with you to determine if you have a conflict pursuant to City or state law and determine whether you must "disqualify" yourself. Contact the City Ethics Commission or the Department of Neighborhood Empowerment if you need assistance from the City Attorney. Please note that the mere presence of one of the interests listed does not necessarily mean that you have a conflict. Other factors may be involved and the City Attorney will advise you of your responsibilities.

### **CONFLICTS OF INTERESTS**

## What Happens if I Have a Conflict?

If a conflict of interest exists, you must be "disqualified" - - meaning that you must abstain from making, participating in making or attempting to use your official position in any way to influence the governmental decision that might affect that personal interest. The Office of the City Attorney provides advice about whether a conflict exists and how to disqualify yourself if necessary. Please be aware that severe penalties may result for you and the City if you do not abstain when appropriate.

### **Example**

### Do You have a Conflict?

You are a Neighborhood Council Board Member and your Neighborhood Council is accepting bids from local print shops to produce a monthly Community Newsletter. Your husband, the best printer in town, owns a Fast and Friendly Printing franchise. Since he has been the in the printing business for decades, you think you would be an excellent judge for awarding the contract. Your husband's Fast and Friendly Printing shop wants to bid on the contract so he has his business partner draft the bid and make the presentation to the board rather than doing it himself. You and your husband know nothing about the details of the bid. In this case, do you have a conflict of interest?

Because you have a financial interest in your spouse's business, you would have a financial interest in the contract to be considered and would most likely be disqualified from participating at any stage in the development, negotiation or execution of that contract. In this situation, you need to consult the City Attorney for advice about how to proceed as soon as you know it is even a possibility that your spouse's business will be a bidder on the contract. To get in contact with the appropriate City Attorney, you should contact the Department of Neighborhood Empowerment or the City Ethics Commission for assistance.



### **Legal Update Regarding the California Public Records Act**

Office of the City Attorney - Neighborhood Council Advice Division July, 2007

On May 30, 2007, the Second Appellate District issued a decision in *Los Angeles Unified School District v. Superior Court* (2007) 151 Cal. App. 4<sup>th</sup> 759 ("*LAUSD*") regarding the ability of public agencies to seek requests under the Public Records Act (the "Act") from other public agencies.

The Act is a state law that allows a member of the public the ability to access public records in the possession of local agencies. (*Gov. Code § 6250 et. seq.*) In *LAUSD*, the City of Long Beach and the Long Beach City Attorney submitted a Public Records Act request to the Los Angeles Unified School District. The school district challenged the ability of the City of Long Beach and the Long Beach City Attorney to make requests because they did not fall under the definition of a "member of the public" under the Act. (*Id. at 763.*) Under the Act, a "member of the public" is defined to include a "person, except a member, agent, officer, or employee of a federal, state, or local agency acting within the scope of his or her membership, agency, office or employment." (*Gov. Code § 6252 (b).*)

In *LAUSD*, the court held that a municipal corporation, the City of Long Beach, was included within the definition of "person" under the Act. (*LAUSD*, supra, 151 Cal. App. 4<sup>th</sup> at 771.) In addition, the court concluded that the Long Beach City Attorney retained his status as a "person" who is allowed to make requests under the Act, even though the request was made in an official capacity to another local agency. (*Id. at 774*.) Accordingly, as a result of the ruling in *LAUSD*, a neighborhood council board member whose own board or a City Department is not informally providing records could then make a request under the Act.

Neighborhood council board members are entitled to access and view their own records as a matter of course. Thus, Neighborhood Council boards should operate with courtesy and comity in sharing their board records among each of its board members. Similarly, Neighborhood Councils should work informally and cooperatively with City Departments in requesting records. We strongly recommend the use of informal cooperation among the City family to obtain and share records. Neighborhood Councils should develop cooperative standing rules to address the distribution of records among board members without the need to resort to formal requests under the Act. The Public Records Act is a time-consuming and cumbersome tool to resort to in conducting ordinary business because it requires a formal response, formal tracking, and the expenditure of a significant amount of additional resources to address a matter that could be handled informally.

If your Neighborhood Council board receives a request from a board member under the Act, please immediately contact your board's Project Advocate, who will work in conjunction with our Office, to address the request in cooperation with your board. The Act creates specific time lines for responding to requests and, in the event of non-compliance with a request, the requestor may be able to obtain attorney fees and costs against a local agency that does not comply with the Act. For additional questions or information contact your board's Project Advocate.

### THE PUBLIC RECORDS ACT

Neighborhood Council Advice Division Los Angeles Office of the City Attorney February 2002

### I. Overview

- A. What is the Public Records Act/Effect on You.
- B. The Public Record Act- the policies underlying the Act/general discussion of statute
- C. Responding to Public Record Act Requests
- D. Drafting Your Memos with an Eye Toward the Act

### II. The Public Records Act - Policies and Law

- A. Policy Access tempered with a concern for privacy.
  - 1. Government Code Section 6260 access fundamental right
  - 2. City of San Jose v. Superior Court (1999) 74 Cal. App.4th 1008.

    Disclosure of records under the PRA "involves tow fundamental yet competing interests: (1) prevention of secrecy in government; and (2) protection of individual privacy."
- B. Road Map to the Statute
  - 1. Produce the record unless an Exemption Exists
    Section 6252 definitions Public Record/Writing
    Once disclosed always disclosed
  - 2. Numerous Statutory Exemptions
    - a. Memo's/Preliminary Drafts Notes Exempt only if all three apply:
      - must be preliminary draft note or memo
      - not retained in ordinary course of business
      - public interest in withholding must CLEARLY outweigh the public interest in disclosure

Citizens for a Better Government v. Department of Food & Agriculture, (1985) 171 Cal.App.3d 704
Env group wanted Dept records on pesticide surveillance

Fed Info Act - exemption protects deliberative materials produced in the process of making decisions but not factual materials. protects poly questions attending pending administrative decisions.

b. Records pertaining to pending litigation to which the public agency is a party until litigation is adjudicated or settled.

- c. Personnel, medical, or similar files the disclosure of which would constitute an unwarranted invasion of personal privacy.
- d. Catchall exemption. Section 6255
  On the facts of the particular case the public interest served by not disclosing the record CLEARLY outweighs public interest served by disclosure of the record.
  - 1. City of San Jose v. Superior Court, (1999) 74 Cal. App.4th 1008. Airport Noise Complaints privacy & chilling effect info otherwise available
  - 2. CBS, Inc., v Sherman Block, (1986) 42 Cal.3d 646
    Names and addresses of concealed gun permit holders
    -voluntarily provided
  - 3. The deliberative process privilege. pre-decisional factual inextricably intertwined for policy decision

### III. Responding to Public Record Act Requests

- A. Available for Inspection during Business Hours/Available for copying upon payment of duplication costs.
- B. 10 Days to respond whether records are disclosable and in possession (may extend 14 more days if need time to search for records/voluminous records/consult another agency) Section 6253
- C. Injunctive Relief or Declaratory Relief for Writ of Mandate

### IV. Drafting Your Memos

- A. Write for the World to See.
- B. Sterilize/Just the Facts

### **EXCERPTS FROM CALIFORNIA GOVERNMENT CODE**

### §§ 6250. Legislative finding and declaration

In enacting this chapter, the Legislature, mindful of the right of individuals to privacy, finds and declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state.

### §§ 6252. Definitions

As used in this chapter:

- (a) "State agency" means every state office, officer, department, division, bureau, board, and commission or other state body or agency, except those agencies provided for in Article IV (except Section 20 thereof) or Article VI of the California Constitution.
- (b) "Local agency" includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Section 54952.
- (c) "Person" includes any natural person, corporation, partnership, limited liability company, firm, or association.
- (d) "Public agency" means any state or local agency.
- (e) "Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. "Public records" in the custody of, or maintained by, the Governor's office means any writing prepared on or after January 6, 1975.
- (f) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents.
- (g) "Member of the public" means any person; except a member, agent, officer, or employee of a federal, state, or local agency acting within the scope of his or her membership, agency, office, or employment.

### §§ 6253. Time for inspection of public records; "Unusual circumstances"

- (a) Public records are open to inspection at all times during the office hours of the state or local agency and every person has a right to inspect any public record, except as hereafter provided. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law.
- (b) Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so.
- (c) Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefor. In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days. When the agency dispatches the determination, and if the agency determines that the request seeks disclosable public records, the agency shall state the estimated date and time when the records will be made available. As used in this section, "unusual circumstances" means the following, but only to the extent reasonably necessary to the proper processing of the particular request:
- (1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.
- (2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.
- (3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.
- (4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.
- (d) Nothing in this chapter shall be construed to permit an agency to delay or obstruct the inspection or copying of public records. The notification of denial of any request for records required by Section 6255 shall set forth the names and titles or positions of each person responsible for the denial.
- (e) Except as otherwise prohibited by law, a state or local agency may adopt requirements for itself that allow for faster, more efficient, or greater access to records than prescribed by the minimum standards set forth in this chapter.

### §§ 6254. Records exempt from disclosure requirements

Except as provided in Sections 6254.7 and 6254.13, nothing in this chapter shall be construed to require disclosure of records that are any of the following:

- (a) Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure.
- (b) Records pertaining to pending litigation to which the public agency is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810), until the pending litigation or claim has been finally adjudicated or otherwise settled.
- (c) Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.

### §§ 6255. Withholding records from inspection; Justification; Public interest

- (a) The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record.
- (b) A response to a written request for inspection or copies of public records that includes a determination that the request is denied, in whole or in part, shall be in writing.

### §§ 6258. Enforcement of rights; Proceedings for injunctive or declaratory relief; Writ of mandate

Any person may institute proceedings for injunctive or declarative relief or writ of mandate in any court of competent jurisdiction to enforce his or her right to inspect or to receive a copy of any public record or class of public records under this chapter. The times for responsive pleadings and for hearings in these proceedings shall be set by the judge of the court with the object of securing a decision as to these matters at the earliest possible time.

## §§ 6259. Order to show cause; In camera inspection; Reviewability of determination; Costs and attorney fees

- (a) Whenever it is made to appear by verified petition to the superior court of the county where the records or some part thereof are situated that certain public records are being improperly withheld from a member of the public, the court shall order the officer or person charged with withholding the records to disclose the public record or show cause why he or she should not do so. The court shall decide the case after examining the record in camera, if permitted by subdivision (b) of Section 915 of the Evidence Code, papers filed by the parties and any oral argument and additional evidence as the court may allow.
- (b) If the court finds that the public official's decision to refuse disclosure is not justified under Section 6254 or 6255, he or she shall order the public official to make the record public. If the judge determines that the public official was justified in refusing to make the record public, he or she shall return the item to the public official without disclosing its content with an order supporting the decision refusing disclosure.
- (c) In an action filed on or after January 1, 1991, an order of the court, either directing disclosure by a public official or supporting the decision of the public official refusing disclosure, is not a final judgment or order within the meaning of Section 904.1 of the Code of Civil Procedure from which an appeal may be taken, but shall be immediately reviewable by petition to the appellate court for the issuance of an extraordinary writ. Upon entry of any order pursuant to this section, a party shall, in order to obtain review of the order, file a petition within 20 days after service upon him or her of a written notice of entry of the order, or within such further time not exceeding an additional 20 days as the trial court may for good cause allow. If the notice is served by mail, the period within which to file the petition shall be increased by five days. A stay of an order or judgment shall not be granted unless the petitioning party demonstrates it will otherwise sustain irreparable damage and probable success on the merits. Any person who fails to obey the order of the court shall be cited to show cause why he or she is not in contempt of court.
- (d) The court shall award court costs and reasonable attorney fees to the plaintiff should the plaintiff prevail in litigation filed pursuant to this section. The costs and fees shall be paid by the public agency of which the public official is a member or employee and shall not become a personal liability of the public official. If the court finds that the plaintiff's case is clearly frivolous, it shall award court costs and reasonable attorney fees to the public agency.

## Americans with Disabilities Act

\*Currently Unavailable

### NEIGHBORHOOD COUNCIL ELECTION PROCEDURES

Approved by the Los angels City Council on May 20, 2005

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### I. DEFINTIONS

- "Absent Voter" means any voter casting a ballot in any way other than at the polling place.
- "All Vote-By-Mail Election" means an election conducted in which the only voting option is using a ballot that is voted and placed in a sealed envelope, which is then delivered to the election official via the U.S. mail, private courier or hand delivery.
- "Board of Neighborhood Commissioners (BONC)" means the seven (7) member appointed commission responsible for policy setting and policy oversight, including the approval of contracts and leases and the promulgation of rules and regulations, but not the day to day management of the Department of Neighborhood Empowerment or the neighborhood councils.
- "Campaigning" means a series of actions conducted by a candidate(s) or person(s) on behalf of a candidate(s) intended to influence voters to vote a certain way. Such actions may include, but are not limited to, the distribution of printed or electronic material, making of telephone calls, giving of speeches in a public setting, discussions with individuals or small groups of voters, placement of signs, etc. (see Electioneering below.)
- "Challenge" means a written complaint filed by a stakeholder that the
  election was improperly conducted including, but not limited to, alleged
  incidences of voting fraud or improper candidate activity, and that the
  results of the election should be set aside or overturned.
- "Department of Neighborhood Empowerment (DONE)" means the City department responsible to implement and oversee the ordinances and regulations creating the system of neighborhood councils enacted pursuant to City Charter Section 905 including: preparing a plan for the creation of a system of neighborhood councils, assisting neighborhood councils in the certification process and in the election/selection of their governing board members, arranging Congress of Neighborhoods meetings as requested by neighborhood councils, arranging for the provision of training to neighborhood councils, assisting neighborhood councils in operational and logistical areas, and other duties as provided by ordinance.
- "Electioneering" means to solicit a vote or speak to a voter on the subject
  of marking his or her ballot; to place a sign(s) relating to any candidate or
  other matter to be voted on; to distribute material relating to any candidate
  or other matter to be voted on; or to place a sign(s), distribute material, or

converse with a voter on the subject of the voter's qualifications to vote. Electioneering is an aspect of campaigning that is generally understood to mean the activities targeted at voters when they are engaged in arriving to the polling place or in the actual act of voting.

- "Election Procedures" mean the written procedures and methods adopted by a Neighborhood Council, consistent with their bylaws and approved by the Department of Neighborhood Empowerment, that are used to conduct the Neighborhood Council's governing board member elections.
- "Final Decision Maker" means the person(s) or organization selected to review and issue final findings relative to a Challenge filed against the election. This person(s) or organization shall not be the Independent Election Administrator and should be independent from the outcome of the election and shall have no vested interest in the outcome of the election. The primary Final Decision Maker will be composed of Neighborhood Council representatives. The selected stakeholders do not need to be governing board members of the Neighborhood Council. The settling of election challenges is an administrative process. Public meetings and/or hearings, although allowed, are not required.
- "Independent Election Administrator" means the person(s) or organization responsible for conducting the actual election. The Independent Election Administrator should be independent from the outcome of the election and shall have no vested interest in the outcome of the election. Duties include, but are not limited to, setting up and managing the polling location(s), checking in voters, distributing and receiving ballots, tabulating the votes, announcing the election results, and securing the election materials.
- "Neighborhood Council" taken in the singular and capitalized, refers to that
  one Neighborhood Council involved in the activity being described. The
  term "neighborhood councils", plural not capitalized, is used when the
  activities being described are general to all neighborhood councils.
- "Person" means an individual human being.
- "Prepared Ballot Election" means an election in which the candidates file prior to the election and are included on a printed ballot that is distributed to the voters at the polling location(s) on election day.
- "Prepared Ballot Election with the Vote-By-Mail Component" means an
  election in which the candidates file prior to the election and are included
  on a printed ballot that is distributed to and voted by the voters either at: 1)
  the polling location(s) on election day or 2) or via the U.S. mail or
  alternative delivery service.

- "Provisional Ballot" means a ballot cast by a voter whose eligibility to vote
  in the election cannot be determined at the time the vote is cast. The
  voter's eligibility will be verified at a later date pursuant to methods
  specified in the Election Procedures and the ballot will be processed
  subject to the outcome of the verification process.
- "Proxy" voting means the written or verbal authorizing of one person to act (vote) for another as an agent or substitute, (e.g." I hereby authorize \_\_\_\_ to cast a vote for \_\_\_\_ in my place.")
- "Recount" means counting the votes cast again for a particular contest or for the entire election to determine if the original vote tally is accurate.
- "Same-Day Election Format" means an election in which the candidates are nominated and the voting takes place on the same day and at the same general location.
- "Stakeholder" means a person who, pursuant to the Neighborhood Council's bylaws, is eligible to be a candidate and/or vote in the Neighborhood Council's governing board election. At a minimum, a stakeholder is anyone who lives, works or owns property within the Neighborhood Council boundaries.
- "Vote-By-Mail Ballot" means a ballot that is voted and placed in a sealed envelope, which is then delivered to the election official via the U.S. mail, private courier or hand delivery.
- "Write-In Candidate" means a candidate who is not included on the prepared printed ballot but for whom voters may cast a vote by writing in the candidate's name in the appropriate space provided on the ballot.

### II. GENERAL PROVISIONS

- a. Election Procedures must be consistent with the requirements outlined in this document, and the applicable Neighborhood Council bylaws and all other applicable laws governing the operation of neighborhood councils.
- **b.** All elections must be conducted consistent with the Neighborhood Council bylaws and the Department of Neighborhood Empowerment (DONE) approved Neighborhood Council Election Procedures.
- **c.** All persons or other entities that meet the criteria for the definition of stakeholder as outlined in the Neighborhood Council bylaws shall be eligible to vote in the election.

- **d.** Stakeholders cannot be denied the opportunity to vote for a candidate for member of the governing board for whom they are eligible to vote.
- **e.** Stakeholders cannot be denied the opportunity to run for a board seat for which they hold stakeholder status.
- f. Election Procedures, including qualification requirements for voting and/or candidacy, cannot be designed to restrict participation in the election process by specific groups of persons/stakeholders in the Neighborhood Council (e.g. homeless, volunteer workers, monolingual non-English speaking, public transit dependent, home based workers, etc.).
- **g.** The election must be held in such a way as to allow for the greatest stakeholder participation (e.g. poll location(s), length of time available for voting, number of days, hours, voting options, candidate process, etc.).
- h. In conducting governing board member elections, neighborhood councils must comply with all applicable Americans with Disabilities Act requirements.

### III. NON-COMPLIANCE WITH THESE ELECTION PROCEDURES

- a. In the event that the Neighborhood Council chooses to proceed to conduct an election without complying with these Neighborhood Council Election Procedures, the following actions shall be initiated:
  - i. If finalized election procedures are not approved 90 days prior to the election, DONE shall immediately notify the Neighborhood Council that they are being placed on Timely Elections Watch List and scheduled for formal public hearings before the BONC until such time as a valid election has been held.
- **b.** If the Neighborhood Council has indicated their intent to hold an election in less than 90 days, or to hold an election that is not in compliance with these Election Procedures, DONE will;
  - i. Notify the Neighborhood Council that their election will not be recognized, and the ability to participate fully as a Neighborhood Council in the City will be suspended.
  - **ii.** Advise the Neighborhood Council that the City will not provide financial support for the conduct of that election.

- **iii.** Advise the Neighborhood Council that it will not have access to City funding (including the Neighborhood Council Funding Program) and other support services for the conduct of the election.
- **c.** If the Neighborhood Council holds an election without complying with these procedures and without DONE approval, DONE will take the following actions:
  - i. The outcome of that election will not be recognized as valid.
  - **ii.** The Neighborhood Council will not have access to City funding (including the Neighborhood Council Funding Program) and other support services for the conduct of any Neighborhood Council business.
  - iii. DONE will set a new election date within six (6) months for the Neighborhood Council following the provisions contained in these Neighborhood Council Election Procedures.
  - iv. DONE will provide assistance to the Neighborhood Council in establishing election procedures and conducting the new election in accordance with the provisions contained in these Neighborhood Council Election Procedures.
  - v. If a Neighborhood Council has not held a valid election within six (6) months of the notification issued by DONE, or refuses to initiate the activities necessary to conduct the election, DONE shall report to the BONC for consideration of revoking the Neighborhood Council's Certification or decertifying the Neighborhood Council, whichever process is applicable.

### IV. ELECTION PROCEDURES PLANNING TEMPLATE

a. DONE will furnish each Neighborhood Council with an Election Procedures Template, included here as Exhibit I, which may be utilized to assist in the development of the Election Procedures to be used in the Neighborhood Council's governing board member election.

### V. ELECTION PROCEDURE CONTENT

- **a.** Consistent with the Neighborhood Council bylaws, the Election Procedures shall specify:
  - i. The date(s), hours and location(s) of the election.
  - **ii.** The voting methods to be utilized (e.g. at polls voting, vote by mail, same day format, etc).

- **iii.** Whether board officers are to be elected directly by the stakeholders or subsequently elected or appointed by the elected board members.
- iv. Whether board members shall be elected at large and/or by district.
- v. The number and type of board member seats available and any qualifications required to be a candidate for any particular seat.
- **vi.** Whether any board seats will be filled by appointment and the process for making such appointments.
- vii. How staggered terms will be distributed amongst the elected candidates.
- **viii.** The seats for which stakeholders of various categories are eligible to vote.
  - ix. No proxy voting shall be allowed in Neighborhood Council elections.
  - **x.** The exact boundaries of the Neighborhood Council as approved in its certification, or as adjusted by the BONC, and the boundaries of any voting districts, as applicable, within the Neighborhood Council.

#### VI. TIMEFRAME & APPROVAL OF YOUR ELECTION PROCEDURES

- a. The Election Procedures must specify that the first election will be held within six (6) months or 180 days of certification, and all subsequent elections must be held in accordance with the Neighborhood Council bylaws.
- b. If circumstances arise such that the first election cannot be held within six (6) months of certification, or that subsequent elections cannot be held within the time frame specified in the bylaws, then DONE shall report to BONC within 30 days, in accordance with BONC procedures, on the issues preventing conduct of the election and, with the input of the Neighborhood Council, seek to establish an alternative time table for conduct of the election.
- c. The Neighborhood Council Election Procedures must be drafted by stakeholders of the Neighborhood Council with assistance provided by DONE. The Neighborhood Council may also seek additional assistance in drafting the Election Procedures from other knowledgeable sources.
- d. The interim board or the existing elected board of the Neighborhood Council shall designate, consistent with the Neighborhood Council bylaws, an Elections Procedures Committee, or equivalent, to draft and/or revise the election procedures. The designation of the

Elections Procedures Committee, or equivalent, shall be made in accordance with the Neighborhood Council bylaws or at a noticed public meeting.

- e. The Neighborhood Council must submit draft election procedures, approved by the Interim or existing elected board in a publicly noticed meeting, to DONE for review and written approval no later than 140 days prior to the projected election day. Prior to the finalization of the election procedures, the Independent Election Administrator that will be responsible for conducting the election must be designated. DONE shall provide the draft election procedures to the designated Independent Election Administrator for review and comment as part of the DONE review and approval process.
- **f.** The following schedule will be used to facilitate the review and approval of the Election Procedures:
  - i. DONE shall complete the initial review and return the draft Election Procedures with comments to the Neighborhood Council within 20 calendar days of receipt.
  - ii. Upon receipt, the Neighborhood Council shall modify the draft Election Procedures, as necessary, and return them to DONE within 20 calendar days.
  - **iii.** DONE will complete its final review of the draft Election Procedures within ten (10) calendar days of receipt of the revised Election Procedures.
  - **iv.** The finalized Election Procedures must be approved by DONE no later than 90 days prior to the designated election day(s).
  - v. The finalized Election Procedures must also be adopted by the interim or elected Neighborhood Council governing board, in a publicly noticed meeting, no later than 60 days before the scheduled election.

### VII. THE INDEPENDENT ELECTION ADMINISTRATOR

- a. The Election Procedures must identify an Independent Election Administrator 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 DONE and assisted in conducting at least one (1) prior neighborhood council governing board member election.
- **b.** The election must be conducted by the Independent Election Administrator named in the Election Procedures. However, if the

designated Independent Election Administrator cannot fulfill their responsibilities, the Neighborhood Council must immediately notify DONE so that a mutually agreed upon replacement Independent Election Administrator can be secured.

- c. The Independent Election Administrator may utilize the staff, material, equipment and facility resources of the Neighborhood Council or DONE 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.
  - 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.
- d. DONE shall not act as the Independent Election Administrator.
- **e.** The Independent Election Administrator shall be responsible for the following duties:
  - i. Reviewing and providing input on the Neighborhood Council's draft 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 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 Election Procedures.

### VIII. POSTPONENT OF AN ELECTION

- a. If the Independent Election Administrator determines that circumstances have arisen that seriously jeopardize his or her ability to conduct an election in conformance with the approved Neighborhood Council Election Procedures, then the Independent Election Administrator, has the authority to postpone the election until corrective action can be taken. In such a case, the following actions shall be taken:
  - i. The Independent Election Administrator shall immediately notify the Neighborhood Council and DONE of his or her decision to postpone the election, and shall provide the basis for that decision including the actions that must be taken in order to reschedule and conduct the election.
  - **ii.** The Neighborhood Council, DONE and the Independent Election Administrator will jointly develop and take actions to inform the stakeholders of the postponement of the election.
  - iii. As soon as possible, DONE will schedule a meeting before the BONC at which time the Independent Election Administrator shall report on the postponement, the basis for the postponement decision, and the establishment of a new election date.

### IX. CANVASS OF VOTES, ISSUANCE OF RESULTS AND RATIFICATION OF THE ELECTION

- a. The Election Procedures shall specify the process for verifying and counting all ballots. At a minimum, the Election Procedures must:
  - i. Require that 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.
  - **ii.** Require that the Independent Election Administrator verify all Provisional and Vote-By-Mail ballots for inclusion in the Final Official Certified Canvass of the votes.
  - **iii.** Specify that the deadline for completion of the Final Official Certified Canvass including At- Polls ballots and any Provisional and Vote-By-Mail 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.

- iv. Identify the location, date(s), and time that the election day and Final Official Certified Canvass of ballots will occur.
- v. Require that the election day and Final Official Certified Canvass activities 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.
- vi. Specify the process for resolving tie-votes. An acceptable option will be the drawing of straws or equivalent process to determine which candidate will be seated.
- vii. Require the Independent Election Administrator to submit a Final Election Reconciliation Report and Official Certified Canvass, on forms provided by DONE, to the Neighborhood Council and DONE immediately upon completion.
- **viii.** Require that the final election results be announced by the Neighborhood Council and DONE immediately upon receipt of the final election results from the Independent Election Administrator.
- ix. Identify the process for ensuring that all candidates are notified of the election results.

### X. TYPES OF ELECTIONS

- a. These Neighborhood Council Election Procedures identify and discuss the requirements of four (4) basic categories of elections. These categories are the most common types of elections conducted but are not exhaustive of all possible types of elections. Neighborhood Council's and others may seek to amend these Neighborhood Council Election Procedures through the process outlined on Page 30.
  - i. <u>Prepared Ballot Elections</u> are elections in which the candidates file prior to the election and are then included on a printed ballot that is distributed to the voters at the polling location(s) on election day(s). This type of election may or may not allow for the inclusion of write-in candidates.
  - ii. Prepared Ballot Election with the Vote-By-Mail Component Elections are elections in which the candidates file prior to the election and are included on a printed ballot that is distributed to and voted by the voters either at: 1) the polling location(s) on election day(s) or 2) via the U.S. mail or alternative delivery service. This type of election may or may not allow for the inclusion of write-in candidates.
  - iii. <u>All Vote-By-Mail Elections</u> are elections conducted in which the only voting option is using a ballot that is voted and placed in a sealed

envelope, which is then delivered to the election official via the U.S. mail, private courier or hand delivery. This type of election may or may not allow for the inclusion of write-in candidates.

- iv. <u>Same-Day Election Format</u> elections are elections in which the candidates are nominated and the voting takes place on the same day and at the same general location.
- b. <u>Same-Day Election Format</u>. A Neighborhood Council may choose to conduct their governing board member elections utilizing a Same-Day Election Format in which the nomination of candidates and voting occur on the same day in the same general location. In addition to all other applicable requirements outlined in this document, the Election Procedures for a Same-Day format election must:
  - i. Include enhanced outreach and notification methods.
  - **ii.** Specify the candidate nomination format including:
    - 1. The timeframe that candidate nominations will be accepted.
    - 2. The candidate filing requirements.
    - 3. The candidate verification process, including any provisions for the submission of supplemental information.
    - 4. Allowable campaigning activities and the timeframe and location for such activities.
  - **iii.** Specify the type of ballot that will be utilized and how the ballot will be produced after the close of candidate nominations.
  - **iv.** The activities, timeframe and roles and responsibilities for transitioning from the candidate nomination process to the actual voting process

### XI. AT POLLS VOTING

- a. Except when utilizing an All Vote-By-Mail Election format, the Election Procedures must provide for voting to be conducted at one or more polling sites. At a minimum, the At Polls Voting section of the Election Procedures must:
  - i. Designate the date(s), time the polls will be open and place(s) where the voting will occur.

- **ii.** Specify the voter check-in process, including any identification requirements and acceptable means for satisfying the identification requirements.
- iii. Include the process by which voters will be informed of their right, and offered the opportunity, to vote a Provisional Ballot if the voter's eligibility cannot be resolved in the voter's favor on election day (see Page 10 below).
- **iv.** Specify the type and format of the ballot to be issued.
- **v.** Identify the process to allow a voter to obtain a replacement ballot if the original ballot is spoiled or miss-marked.
- vi. Identify any procedures that will be implemented to facilitate the participation of seniors, the disabled or other special needs groups in the election.

### XII. VOTE-BY-MAIL

- a. Allowing voters the ability to cast their ballots via the Vote-By-Mail method is an option that a Neighborhood Council may choose to utilize. Accordingly, the Election Procedures must state whether Vote-By-Mail will or will not be allowed. If the Vote-By-Mail option is selected, then the Election Procedures must:
  - i. Provide that all stakeholders are eligible to Vote-By-Mail.
  - ii. Identify the process for obtaining and submitting a Vote-By-Mail application, including when the application will be available, where to obtain the application, the information required on the application, the deadline for submission of the application, the address where the application is to be mailed/delivered.
  - **iii.** Provide that any voter eligibility documentation requirements requested of Vote-By-Mail voters must be equal to those requested of At Polls voters.
  - iv. Designate the Independent Election Administrator as the entity that will process the Vote-By-Mail applications and ballots. By mutual agreement with the Neighborhood Council and DONE, the Independent Election Administrator may utilize the DONE offices as the designated mailing or delivery address for Vote-By-Mail applications and ballots.
  - v. Provide that the Independent Election Administrator will oversee and approve the preparation and distribution of a Vote-By-Mail application which contains spaces for the following information:

- 1. The name and residence address, or business or organization affiliation address of the stakeholder.
- 2. The name and address to which the ballot is to be mailed, if different than the residence or business or organization affiliation address.
- 3. The stakeholder/voter's signature.
- 4. The stakeholder status of the voter.
- 5. The name and date of the election for which the application is being submitted (to be pre-printed on the application).
- 6. The date on or before which the application must be received (to be pre-printed on the application).
- 7. The address where the application is to be mailed or delivered (to be pre-printed on the application).
- vi. Provide, at a minimum, that the Vote-By-Mail application must be available not less than 21 days before the election and must be received from the voter not less than seven (7) days before the election.
- **vii.** Provide that voters who miss the 7-day Vote-By-Mail application deadline may personally come to a designated location up to the day before the election and obtain and vote a Vote-By-Mail ballot at that location.
- viii. Provide that a stakeholder/voter's application for a Vote-By-Mail not submitted on the prepared form will still be processed if it contains the information in Number 5, a-e above and is received by the application submission deadline.
- ix. Provide that candidates may distribute Vote-By-Mail applications but shall not handle the return applications or the Vote-By-Mail ballots.
- x. Provide that the Independent Election Administrator, upon receipt of a completed Vote-By-Mail ballot application on or before the submission deadline will issue a Vote-By-Mail Ballot Package containing the following items/information:
  - 1. The official ballot.
  - 2. Voting instructions on how to complete the ballot and return the voted ballot including the submission deadline and the place(s) to mail or deliver the completed ballot.

- 3. Instructions relative to any stakeholder/voter eligibility verification documents that must be completed and submitted with the Vote-By-Mail ballot. Such instructions will state that the voter may cross out any information on the documentation they are submitting that is not required to establish stakeholder status (e.g. on a utility bill the voter could cross out all information, such as account number and account balance, except their name and residence address).
- 4. A pre-printed return envelope containing the return address and an affidavit to be signed by the stakeholder/voter stating "I hereby declare under penalty of perjury that I am a stakeholder in the [insert name of Neighborhood Council] and I herein enclose my ballot in compliance with the Neighborhood Council Election Procedures."
- xi. Provide that once the ballot is verified for counting, the Independent Election Administrator shall destroy the stakeholder verification documentation. However, the Independent Election Administrator will retain self-affirmation stakeholder statements if the Independent Election Administrator for the At Polls Voters retains such statements.
- **xii.** Provide that the voted ballot must be received by the close of the poll(s) on election day (either at the designated submission mailing address or at the polling location(s)).
- **xiii.** Provide that lists 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.
- **xiv.** State whether or not on election day at the polling site, a voter will be allowed to retrieve and destroy a previously submitted Vote-By-Mail ballot and then be issued and vote a regular election day ballot.

### XIII. PROVISIONAL VOTING

- a. The Election Procedures must include a process whereby voters can 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:
  - 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 the Election Procedures at which time the voter will be issued a regular ballot.
- iv. If a voter cannot produce the required documentation or they cannot surrender the un-used 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.
  - The voter's address.
  - 3. The voter's stakeholder status.
  - 4. The voter's contact number(s).
- b. 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.
- **c.** The Independent Election Administrator will be responsible for the verification of the Provisional Ballots.

### XIV. SHOW OF HANDS, VOICE VOTE AND WRITE IN VOTE

- a. Show Of Hands or Voice Vote. Unless prohibited in their bylaws, a Neighborhood Council may choose to use a Show of Hands or Voice Vote type method instead of a printed ballot. In addition to all other applicable requirements outlined in this document, the Election Procedures for a Show of Hands or Voice Vote method election must:
  - i. Provide that the candidates for each office will be announced in a random order based on drawing names from a hat or similar process.
  - **ii.** Specify the duration of the voting period.

- **iii.** Specify who will record the votes and by what method the votes will be recorded.
- iv. Specify the process for resolving tie votes.
- **b.** Write-in Vote. In addition to voting for candidates whose names appear on the prepared ballot, the Election Procedures may also allow voters to cast a vote for a certified write-in candidate by writing in the candidate's name in the space provided. A certified write-in candidate is a candidate who has complied with the Election Procedures process for becoming a certified write-in candidate.

### XV. STAKEHOLDER VERIFICATION

- a. All voters must be stakeholders as defined by the Neighborhood Council's bylaws and all stakeholders must be given the opportunity to vote. Consistent with the Neighborhood Council bylaws, the Election Procedures shall specify voter eligibility requirements and the voter eligibility verification process.
- b. <u>Self-affirmation Type Verification Process</u>. Unless prohibited by their bylaws, any Neighborhood Council may choose to allow voters to verify their stakeholder status through either verbal or written self-affirmation. When utilizing this method, the Election Procedures shall specify the wording and/or format of the verbal or written self-affirmation to be used by the voter to verify stakeholder status.
- c. <u>Identification Type Verification Process</u>. Unless prohibited by their bylaws, any Neighborhood Council may choose to require that voters provide documentation of their stakeholder status in order to vote in the Neighborhood Council's governing board member election. When utilizing this method, the Election Procedures:
  - i. Must specify the documentation required to establish stakeholder status.
  - ii. Must specify reasonable alternative documentation, such as a California Driver's License/Identification Card, U.S. Passport, credit card containing the person's photograph, utility bills, business cards, imprinted checks, post marked mail, etc., that may be used as acceptable proof of stakeholder status.
  - iii. Cannot specify that picture identification (such as a California Driver's License/Identification Card, U.S. Passport or credit card containing the person's photograph) is the only acceptable means of establishing stakeholder status.

- **iv.** Cannot require greater documentation from any particular individual stakeholder or any particular group of stakeholders.
- **d.** The Election Procedures must identify any board seats where voter eligibility is determined by specific stakeholder status.
- e. The Election Procedures must identify the process for voter registration including any pre-election day(s) registration process. The Election Procedures must allow for registration on election day(s).
- f. Unless a minimum voting age has already been established in the bylaws, Neighborhood Councils should consider identifying a minimum age for youth voting, and amend its bylaws accordingly before proceeding with its elections.
- g. If any person's voter registration is rejected during a pre-election registration process, that voter may request a review of that decision by the Final Decision Makers by filing a challenge under the provisions of the Election Challenge section. Subsequent to their review, the Final Decision Makers will issue a final determination as to whether the voter will be allowed to vote in the election. Challenges to stakeholder status made during the actual election will be handled pursuant to the Provisional Voting provisions specified in Page 10 above.

### XVI. BALLOT DESIGN

- a. The Independent Election Administrator will be responsible for overseeing and approving the design of the ballot(s) to be used in a Neighborhood Council governing board member election.
- **b.** Relative to ballot design, the Election Procedures must:
  - i. Specify the size, shape and color of the ballots to be used.
  - **ii.** State any restrictions on the use of candidate titles to be used on the ballot (e.g. number of words).
  - iii. Provide that the ballots will use the same size, font and color of type for all candidate names.
  - iv. Provide that the ballots will use the same size, font and color of type for all candidate titles.

- v. Provide that any transliteration of candidate names or translation of candidate titles shown on the ballot shall be provided uniformly for all candidates.
- **c.** The ballots may be colored or numbered in such a manner as to facilitate control and guard against fraud.
- d. Ballots may be numbered in such a way that a specific ballot can be tracked to a specific voter through the registration or sign-in forms. This 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.
- **e.** The candidates for each office will be placed on the ballot in random order based on drawing names from a hat or similar process.
- f. Voter instructions will be included on the ballot or accompanying material to assist the voter in completing the ballot correctly

### XVII. CAMPAIGNING

- a. The Election Procedures shall specify any restrictions and/or prohibitions relating to campaigning. Such restrictions and/or prohibitions should not be designed to unfairly assist or harm specific candidates.
- **b.** A copy of the Election Procedures including any restrictions and/or prohibitions relating to campaigning shall be provided to the candidate at the time of filing and subsequently upon request.
- **c.** The use of the City Seal, DONE logo, or any DONE created official Neighborhood Council designation on candidate materials is prohibited.
- d. The governing board of a 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 a Neighborhood Council. This provision does not restrict the right of individual governing board members, acting as individual stakeholders, or any other stakeholders, from endorsing or campaigning for any candidate or group of candidates.

- e. No City facilities, equipment, supplies or other City resources shall be used for carnpaigning 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.
- f. 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.

### XVIII. POLLING PLACE OPERATIONS

- **a.** For Neighborhood Councils using an election format that utilizes one or more polling sites, the Election Procedures must:
  - **i.** Require that the selection process for the polling site(s) will include the following considerations:
    - The site(s) selected must be of sufficient size to accommodate the voter sign-in process, actual voting, and any allowable candidate/campaign activities.
    - 2. The site(s) selected should have sufficient parking.
    - 3. The site(s) selected should be convenient for those utilizing public transportation.
    - 4. The site(s) selected must be accessible for the disabled or procedures must be in place to accommodate disabled voters (see below).
- **b.** Require that procedures be established to accommodate disabled voters if the polling site is not accessible (e.g. having ballot delivered to the voter outside of the polling site by an authorized polling place worker).
- c. Require that the certified or post certification amended bylaws and approved Election Procedures be posted at the polling site for stakeholder review.

- **d.** Require that a list of any certified write-in candidates be posted conspicuously in the polling site(s).
- e. Specify what campaigning type activities, if any, will be allowed at the polling site and the location and duration of such activities. Examples include: candidate speeches, nomination sessions, posting of candidate statements, etc.
- f. Specify where electioneering activities are allowed in relation to the polling place. The Neighborhood Council should consider walls, fences or other barriers in establishing the distance for allowable electioneering.
- **g.** Require the posting of signage that marks the boundary where electioneering activities are prohibited.
- **h.** Require that the polling site(s) remain open for a minimum of four (4) hours.
- i. Require that the Independent Election Administrator announce in a loud voice in front of the polling site(s) at the appointed time that the polls are open.
- j. Require that the Independent Election Administrator 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.** Require that any persons in line outside of the poll at the time of the closing of the polls will be allowed to vote.
- I. Require that 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.** Require that only the Independent Election Administrator or his or her assistants be allowed to issue, receive or process ballots from the voter.
- n. Require that interpreters be available to assist voters who require assistance in a language other than English if a substantial segment of the Neighborhood Council stakeholders are monolingual non-English speakers.

**o.** Allow a voter to designate another person to assist them in the voting process. The person providing the assistance cannot be a candidate in the election.

### XIX. CANDIDATE FILING PROCESS

- a. 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. The Election Procedures for all categories of elections must specify the process for declaring candidacy; including at a minimum the provisions listed below. Same-day format elections must also comply with the provisions in Page 6, Number 2 above.
- b. The location(s), filing period and deadlines for filing for candidacy to have the candidate's name printed on the ballot. Except for Sameday format elections, the deadline for filing for candidacy to have a candidate's name printed on the ballot must be at least 30 days before the election.
- **c.** The process and deadlines for verifying the candidates' eligibility and issuing certification for inclusion in the election, including:
  - i. The required elements of the candidate filing application package.
  - ii. The specific documentation required to establish stakeholder status.
  - iii. A Neighborhood Council's Election Procedures cannot specify that picture identification (such as a California Driver's License/Identification Card, U.S. Passport or credit card containing the person's photograph) be the only acceptable means of establishing stakeholder status.
  - iv. The person(s) responsible for verifying a candidate's eligibility and certifying that a candidate has been accepted for inclusion in the election.
  - **v.** The timeframe for completing the candidate verification and certification process.
  - vi. The type of receipt that will be issued to the candidates that their filing application has been accepted for processing and the type of documentation that will be issued to the candidates certifying or rejecting them for inclusion in the election.
  - **vii.** The disposition of the candidate filing documents.
- **d.** Unless prohibited by its bylaws, any Neighborhood Council may choose to allow for write-in candidates. If write-in candidates are permitted, the Election Procedures must specify the process for

becoming a write-in candidate. The write-in candidate process must include at a minimum:

- i. The time frame for filing to become a certified write-in candidate. The write-in candidate filing period may begin as early as the end of the regular candidate filing period but must not terminate any later than the opening of the polls on election day.
- ii. The required elements of the write-in candidate filing application package.
- **iii.** The specific documentation required to establish stakeholder status.
- iv. A Neighborhood Council's Election Procedures cannot specify that picture identification (such as a California Driver's License/Identification Card, U.S. Passport or credit card containing the person's photograph) be the only acceptable means of establishing stakeholder status.
- **v.** The documentation required of write-in candidates must be equal to that of the regular candidates.
- vi. The person(s) responsible for verifying a candidate's eligibility and certifying that a candidate has been accepted for inclusion in the election as a write-in candidate.
- **vii.** The timeframe for completing the write-in candidate verification and certification process.
- viii. The type of receipt that will be issued to the candidates that their filing application has been accepted for processing and the type of documentation that will be issued to the candidates certifying or rejecting them for inclusion in the election as a write-in candidate.
- ix. The provision that the candidate verification process for write-in candidates may occur after the election if the write-in candidate filing time frame does not allow for the verification to be completed before the election. Provided, however, that a write-in candidate that is elected cannot be seated until the verification process is completed.
- **x.** The disposition of the write-in candidate filing documents.
- e. If the Independent Election Administrator rejects a candidate's filing application, that candidate may request that the Final Decision Makers review their candidate filing application by filing a challenge under the provisions of the Election Challenge section. Subsequent to their review, the Final Decision Makers will issue a final determination as to whether the candidate will be allowed to run for office.

- f. The Neighborhood Council shall publicize the opportunity to be a candidate for the governing body of the Neighborhood Council for a period that is not less than 30 days, and shall hold open the candidate-filing period for a minimum of 30 days (these two periods may run concurrently). However, if the Election Procedures do not allow for write-in candidates, then the following additional candidate filing outreach requirements must be met:
  - i. The candidate filing period must remain open a minimum of 45 days.
  - **ii.** The Neighborhood Council must hold at least two (2) candidate information meetings within that 45-day period.
- g. The process by which the updated list of certified candidates is to be publicized throughout the filing period. At a minimum the updated list of certified candidates must be posted at the official Neighborhood Council posting locations within three (3) days of any candidate being certified and final list of certified candidates must be issued and posted within three (3) days of the close of candidate filing.

#### XX. TRANSLATION & INTERPRETATION SERVICES

a. A Neighborhood Council, in which a substantial segment of the population is monolingual non-English speaking, is required to give notice, provide election material, and arrange for interpretation services at meetings where election information is provided and at the election itself, in the appropriate language(s).

#### XXI. PUBLIC OUTREACH AND NOTICE OF ELECTION

- a. The Election Procedures shall identify the process for outreaching to and notifying stakeholders about election related activities and events. DONE approval of the outreach component of the Election Procedures will be dependent on inclusion of methods appropriate for the type of election to be held and appropriate to reach all segments of stakeholders in the Neighborhood Council.
- b. 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 pursuant to the type of election being conducted.
- c. 60 Day Outreach and Notification Requirements (applicable to all categories of elections). 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:
  - 1. The name and general purpose of the Neighborhood Council and announcement of the upcoming Board Member elections.
  - 2. Definition of a stakeholder as defined by the Neighborhood Council bylaws.
  - 3. The date(s), hours and location(s) of the election.
  - 4. The opportunity and process for becoming a candidate.
  - 5. Voter eligibility requirements.
  - Vote-By-Mail process (including application and ballot submission procedures) – Note: only required if utilizing the Vote-By-Mail voting option.
  - 7. Upcoming election related meetings.
  - 8. Sources to obtain additional information.
  - 9. Post the election information contained in the general information flyer along with a contact telephone number at the Neighborhood Council's currently authorized posting locations.
- **iii.** 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. 30 Day Outreach and Notification Requirements (applicable to all categories of elections). 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 (if applicable)
- 4. Candidate filing and verification of eligibility requirements for placement on the ballot
- 5. Write in candidate procedures
- 6. Campaigning procedures and any campaigning restrictions
- 7. Requirements upon winning office, and
- 8. Any other information the Neighborhood Council determines would be useful.
- e. <u>21 Day Outreach and Notification Requirements (applicable only for elections utilizing the Vote-By-Mail voting option)</u>. 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:
    - 1. The date(s), time, place(s) of the election
    - 2. The candidates that will appear on the ballot
    - 3. Vote-By-Mail application and ballot submission process
    - 4. Write-in candidate procedures
    - 5. Contact numbers for obtaining additional information
- f. 7 Day Outreach and Notification Requirements (applicable for all categories of elections except those utilizing the vote-by-mail component). Not less than 7 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:
    - 1. The date(s), time, place(s) of the election
    - 2. The candidates that will appear on the ballot

- 3. Write-in candidate procedures
- 4. The Same-Day nomination process (if applicable), and
- 5. Contact numbers for obtaining additional information.

#### XXII. RESOLUTION OF CHALLENGES

The Election Procedures will include a process for handling election disputes or challenges and must include the following provisions:

#### a. Recount of Votes Cast

- i. Provide that 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 DONE. 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.** Require that the Independent Election Administrator conduct the recount within five (5) days of receipt from a stakeholder by DONE of the written request for a recount.
- iii. Require that public notice of the location, date and time of the recount 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 be provided individual notice within the same time frame.
- **iv.** Require that the recount 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. Require that the Independent Election Administrator certify the recount results to the Neighborhood Council and DONE immediately upon completing the recount.
- vi. Require that the certified recount results be announced by the Neighborhood Council and DONE immediately upon receipt of the certified recount results from the Independent Election Administrator.

#### b. Election Challenges

- i. Provide that 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 DONE. 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. Provide that 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. It will be the responsibility of each Neighborhood Council to select one or more of its stakeholder members to be submitted to the pool of Final Decision Makers. The selected stakeholders do not need to be governing board members of the Neighborhood Council.
- **iii.** Upon DONE's selection, DONE 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. Provide that DONE will maintain and update, as necessary, a file of the members of the Final Decision Makers' pool. Both the file of the pool members and the assignment of election challenges to the Final Decision Makers will be a matter of public record.
- v. Provide that DONE may, with the concurrence of the Neighborhood Council, engage the services of another person(s) or organization to act as the Final Decision Maker if a Final Decision Makers cannot be obtained from the pool of Neighborhood Council stakeholder representatives. The back-up Final Decision Makers 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. A list of the persons or organizations pre-qualified to act as a back-up Final Decision Makers will be published by DONE on its web site and/or through other appropriate methods.

- **vi.** Require that to serve as the Final Decision Makers, the person(s) or organization selected must have attended a training program conducted by DONE.
- vii. Require that public notice of the receipt of an election challenge 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 be provided individual notice within the same time frame.
- viii. Require that the Final Decision Makers complete the review and issue the final findings to DONE within 30 days of receipt of the election challenge from DONE. 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 DONE identifying the reasons for the delay prior to initiating each review period extension.
- ix. Require that the findings of the Final Decision Makers will be final and binding on the Neighborhood Council.
- x. Immediately upon receipt of the findings of the Final Decision Makers, DONE will work with the Neighborhood Council to begin implementing the findings, as necessary, of the Final Decision Makers.

#### c. Seating of Elected Board Members

i. Provide that 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.

#### d. Governing Board Member Seats Not Filled Through The Election

i. Any governing board member seat(s) that is 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.

#### e. Elected Board Member Contact Information

i. 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 DONE.

#### XXIII. 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.

#### XXIV. PROCESS TO SEEK AMENDMENT TO THESE ELECTION PROCEDURES

- a. Amendment Requests Initiated by a Neighborhood Council, a group of Neighborhood Councils, or Stakeholders. If a Neighborhood Council, a group of Neighborhood Councils, or one or more Neighborhood Council stakeholders wishes to propose amendments to these Neighborhood Council Election Procedures by modifying or deleting existing procedures or by adding new provisions, the following process will be used:
  - i. A written request will be submitted to DONE. The written request shall:
    - 1. Identify the specific modification, deletion or addition that the proponent(s) is seeking.
    - Provide justification for the proposed change.
    - Provide any documentation that supports the proposed change (e.g., evidence from an election where the existing provisions of the Neighborhood Council Election Procedures hindered the conduct of a fair and inclusive election, where existing provisions

did not adequately address particular circumstances that arose during the conduct of an election, etc.).

- ii. Within 30 days of receipt of the request, DONE will forward the proposed amendment to BONC and may draft a Staff report. This report may include, the proposed amendment, a recommendation to either support (in whole or in part) or reject the proposed amendment, any alternative recommendation(s), justification for the DONE recommendation(s), and any documentation supporting the DONE recommendation(s).
- iii. Any report issued by DONE will be widely disseminated to all Neighborhood Councils and also be made available to the general public.
- iv. As soon as practical, BONC will schedule one or more public hearings on the proposed amendment. At the conclusion of the public hearing(s), and after gathering any additional information it deems necessary, BONC will issue a decision on the proposed amendment.

#### b. Amendment Requests Initiated by DONE

i. Proposed amendments to the Neighborhood Council Election Procedures initiated by DONE shall follow the process outlined on this page, Number 1, b) through d) above.

#### c. Amendment Requests Initiated by Another City Agency

i. Proposed amendments to the Neighborhood Council Election Procedures initiated by a City Agency other than DONE shall follow the process outlined on this page, Number 1 above.

#### d. Amendments Initiated by BONC

i. The BONC, or any of its members, may also initiate an amendment(s) to the Election Procedures. Prior to making a decision to amend the Election Procedures, BONC shall hold at least one noticed public hearing on the proposed amendment. At the conclusion of the public hearing(s), and after gathering any additional information it deems necessary, BONC will issue a decision on the proposed amendment.

	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.
- Input from stakeholders was taken by the Neighborhood Council during the B. process of creating these election procedures.
- These election procedures were approved by the Neighborhood Council for submission to the Department of Neighborhood Empowerment for review and approval prior to implementation.
- 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

- 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.
- В. 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 S	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)

actions	D.	The polling location(s) for the election is/are in compliance with the Americans with Disabilities Act (ADA).
	Ε.	If a disabled voter is unable to access the polling location, the following actions will be taken to ensure that the disabled voter is accommodate
The fe	NEI	GHBORHOOD COUNCIL BOUNDARIES
ine io	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. <u>Self-Affirmation Type Verification Process</u>. 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. <u>Identification Type Verification Process</u>. 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

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

containing the person's photograph) cannot be the only acceptable means of establishing 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.
  - 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:
<u>C.</u>	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 Voteby-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 <b>Attachment B, Board Seat Descriptions &amp; Candidate Filing Form,</b> to these election procedures.
D.	Will write-in candidates for members of the governing board be allowed for this election?

#### 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.
н.	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.

Any persons in line outside of the poll at the time of the closing of the polls

K.

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

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

- **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 Voteby-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 balllots 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.

The process for ensuring that all candidates are notified of the election

••	results is as follows:
TRAI	NSLATION 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

XIII.

- **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.** <u>60 Day Outreach and Notification</u> 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. <u>21 Day Outreach and Notification Requirements.</u> 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.** <u>30 Day Outreach and Notification Requirements</u>. 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.
- 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

ELECTION EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC	DATES, START OF FILING PERIODS, END OF FILING PERIODS, ETC	LOCATION OF EVENTS, ACTIVITIES, ETC	TIMES OF EVENTS, START OF FILING PERIODS, END OF FILING PERIODS, ETC

## ATTACHMENT B: BOARD SEAT DESCRIPTIONS & CANDIDATE FILING FORM

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

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

### 1. (CONTINUED FROM PAGE 1, NUMBER 1)

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

	ELECTION, CANDIDATES MUST BECOME ELIGIBLE TO RUN FOR OFFICE ROCESS INDICATED BY THE CHECKED-BOX BELOW:
A Self-Affirmation type of candidate verification shall take place for this election:	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:	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	

THE CANDIDATE VERIFICATION PROCESS & ELIGIBILITY TO RUN FOR OFFICE

2.

#### 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:

		^	NAME			
	STAKEHOLDER-IDENTIFYING STREE	ET NUMBER OR P	O. BOX	APT CITY		ZIP CODE
						0055
	PHONE NUMBER	FAX N	UMBER		EMAIL AD	DRESS
	FOR SELF-AFFIRMATION OF  I, THE UNDERSIGNED CANDE OF PERJURY THAT THE INFO FILING FORM IS TRUE AND O	IDATE FOR OF	FFICE, DC	HEREBY SV E PROVIDED	VEAR UND	— ER PENAL
	TILING FORM IS TRUE AND C	JORREOT TO	THE BES	1 01 1111 11140	WLLDGL.	
	PRINTED NAME OF CANDIDATE		SIGNATUR	RE OF CANDIDA	TE	DATE
)F		TION TYPE VEF	RIFICATION	I VALIDATION		
		TION TYPE VER E VERIFICATION, BY THE CAI	INDICATE TO NOTICE TO NOTICE TO THE TOTAL TO THE T	THE FORMS OF I	IDENTIFICATION	ON SUBMITTI
	IDENTIFICATION TYPE OF CANDIDAT  HE CANDIDATE HAS BEEN QUA	TION TYPE VER E VERIFICATION, BY THE CAI	INDICATE TO NO TO RUN	THE FORMS OF I	ING BOARI	ON SUBMITTI
	IDENTIFICATION TYPE OF CANDIDAT HE CANDIDATE HAS BEEN QUA	EN QUALIFIED  EN QUALIFIED  EN QUALIFIED	INDICATE TO NOTION TO RUN  SIGNATURE  CTION ADM	THE FORMS OF ITHE FOLLOW  FOR THE FORMS  RE OF VERIFIER  MINISTRATOR	ING BOARI	ON SUBMITTI D SEAT(S):  SEAT(S):
	IDENTIFICATION TYPE OF CANDIDATE HE CANDIDATE HAS BEEN QUA THE CANDIDATE HAS NOT BEI  PRINTED NAME OF VERIFIER  TO BE COMPLETED BY THE INDE	EN QUALIFIED  EN QUALIFIED  EN QUALIFIED	INDICATE TO NOTION TO RUN  SIGNATUR  CTION ADM TEN OR VE	THE FORMS OF ITHE FOLLOW  FOR THE FORMS  RE OF VERIFIER  MINISTRATOR	ING BOARI DLLOWING OR DESIGN	ON SUBMITTE  D SEAT(S):  SEAT(S):  DATE

### ATTACHMENT C: SAMPLE STAKEHOLDER REGISTRATION FORM

a)								
	NAME							
b)								
- 1	STAKEHOLDER-IDENTIFYING STREET NUMB	BER OR P.O. BOX APT	CITY	ZIP CODE				
c)								
.	PHONE NUMBER	FAX NUMBER	EMAIL AD	DRESS				
d)								
	STAKEHOLDER GF	ROUP(S) THAT YOU ARE AI	PPLYING FOR					
e)	FOR SELF-AFFIRMATION ELECTION	NS ONLY:						
	I, THE UNDERSIGNED, DO HEREBY INFORMATION THAT I HAVE PROVI TO THE BEST OF MY KNOWLEDGE	DED ON THIS FILING						
	PRINTED NAME OF STAKEHOLDER	SIGNATURE OF	STAKEHOI DER	DATE				
		<u> </u>						
	TO BE COMPLETED BY THE INDEPENDE IDENTIFICATION TY	NT ELECTION ADMINIST PE VERIFICATION VAL		EE ONLY.				
	FOR IDENTIFICATION TYPE OF STAKEHOLDEI SUBMITTEI THE STAKEHOLDER <u>HAS BEEN</u> V	D BY THE STAKEHOLDER						
	THE STAKEHOLDER HAS NOT BEEN	VALLIDATED FOR TH	HE FOLLOWING GF	ROUP(S):				
	PRINTED NAME OF VERIFIER	SIGNATURE OF	VERIFIER	DATE				
	TO BE COMPLETED BY THE INDEPENDE SELF-AFFIRMATION TYP			EE ONLY.				
	<u>SELI-ALTINIMATION TIT</u>	WRITTEN OR VERBA	LVALIDATION					
	PRINTED NAME OF VERIFIER	SIGNATURE OF	VERIFIER	DATE				
PRIN	ITED NAME OF WITNESS FOR VERBAL AFFIRM	ATION SIGNATURE OF	WITNESS FOR VERBAL	AFFIRMATION				

	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.
- Input from stakeholders was taken by the Neighborhood Council during the В. process of creating these election procedures.
- These election procedures were approved by the Neighborhood Council for submission to the Department of Neighborhood Empowerment for review and approval prior to implementation.
- 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

- 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.
- В. 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 S	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)

actions	D.	The polling location(s) for the election is/are in compliance with the Americans with Disabilities Act (ADA).
	Ε.	If a disabled voter is unable to access the polling location, the following actions will be taken to ensure that the disabled voter is accommodate
The fe	NEI	GHBORHOOD COUNCIL BOUNDARIES
ine io	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. <u>Self-Affirmation Type Verification Process</u>. 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. <u>Identification Type Verification Process</u>. 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

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

containing the person's photograph) cannot be the only acceptable means of establishing 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.
  - 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:
<u>C.</u>	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 Voteby-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

Α.	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 <b>Attachment B, Board Seat Descriptions &amp; Candidate Filing Form,</b> to these election procedures.
D.	Will write-in candidates for members of the governing board be allowed for this election?

### 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.
н.	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.

Any persons in line outside of the poll at the time of the closing of the polls

K.

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

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

- **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 Voteby-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 balllots 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.

The process for ensuring that all candidates are notified of the election

••	results is as follows:
TRAN	NSLATION 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

XIII.

- **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.** <u>60 Day Outreach and Notification</u> 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. <u>21 Day Outreach and Notification Requirements.</u> 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.** <u>30 Day Outreach and Notification Requirements</u>. 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.
- 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

ELECTION EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC	DATES, START OF FILING PERIODS, END OF FILING PERIODS, ETC	LOCATION OF EVENTS, ACTIVITIES, ETC	TIMES OF EVENTS, START OF FILING PERIODS, END OF FILING PERIODS, ETC

## ATTACHMENT B: BOARD SEAT DESCRIPTIONS & CANDIDATE FILING FORM

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

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

### 1. (CONTINUED FROM PAGE 1, NUMBER 1)

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

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:	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:	<u>IDENTIFICATION TYPE VERIFICATION PROCESS.</u> 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					

THE CANDIDATE VERIFICATION PROCESS & ELIGIBILITY TO RUN FOR OFFICE

2.

### 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:

	SAMPLE CANDIDATE FILING FORM						
		٨	IAME				
	OTANCIJOI DED IDENTIEVINO OTDEET NIJIA		0.00	ADT OF	T.V.	7/0.000	
	STAKEHOLDER-IDENTIFYING STREET NUM	IBER UR P.	O. BOX	APT CIT	/ Y	ZIP CODE	
	PHONE NUMBER	FAX N	JMBER		EMAIL	ADDRESS	
	FOR SELF-AFFIRMATION OF CANI  I, THE UNDERSIGNED CANDIDATE OF PERJURY THAT THE INFORMA FILING FORM IS TRUE AND CORR	DIDATE- FOR OF	QUALIFIC FFICE, DO	ATION EL HEREBY E PROVID	ECTIONS ( SWEAR U ED ON THI	ONLY: INDER PEN IS CANDIDA	
	TILING FORM IS TRUE AND CORRE		THE BEST		MONLLD	JL.	
	PRINTED NAME OF CANDIDATE		SIGNATUR	E OF CANDI	DATE	DATI	Ε
FOR IDENTIFICATION TYPE OF CANDIDATE VERIFICATION, INDICATE THE FORMS OF IDENTIFICATION SUBMITTED BY THE CANDIDATE  THE CANDIDATE HAS BEEN QUALIFIED TO RUN FOR THE FOLLOWING BOARD SEAT(S):							
	THE CANDIDATE <u>HAS NOT BEEN</u> QU	JALIFIED	TO RUN	FOR THE	FOLLOWII	NG SEAT(S	):
	PRINTED NAME OF VERIFIER		SIGNATUR	E OF VERIF	IER	DATI	Ξ
	TO BE COMPLETED BY THE INDEPENDENT SELF-AFFIRMATION TYPE			_		IGNEE ONLY	<b>'</b> .
	PRINTED NAME OF VERIFIER		SIGNATUR	E OF VERIF	IER	DATI	Ξ

### ATTACHMENT C: SAMPLE STAKEHOLDER REGISTRATION FORM

a)					
		NAME			
b)					
	STAKEHOLDER-IDENTIFYING STREET NUME	BER OR P.O. BOX	APT	CITY	ZIP CODE
c)					
	PHONE NUMBER	FAX NUMBER		EMAIL ADD	RESS
d)					
	STAKEHOLDER GI	DOLID(S) THAT VOI	LADE ADDI VING	EO P	
	STAKEHULDER GI	ROUP(S) THAT TO	JAKE APPLIING	ruk	
e)	FOR SELF-AFFIRMATION ELECTION	NS ONLY:			
	I, THE UNDERSIGNED, DO HEREBY	SWEAR UNDE	R PENALTY O	F PERJURY	THAT THE
	INFORMATION THAT I HAVE PROVI TO THE BEST OF MY KNOWLEDGE		FILING FORM I	S TRUE AND	CORRECT
	TO THE BEST OF WIT KNOWLEDGE				
	PRINTED NAME OF STAKEHOLDER	SIGNAT	URE OF STAKEHO	N DEP	DATE
	TO BE COMPLETED BY THE INDEPENDE IDENTIFICATION T				E ONLY.
	FOR IDENTIFICATION TYPE OF STAKEHOLDER VERIFICATION, INDICATE THE FORMS OF IDENTIFICATION SUBMITTED BY THE STAKEHOLDER				
	THE STAKEHOLDER HAS BEEN VALIDATED FOR THE FOLLOWING GROUP(S):				
	THE STAREHOLDER HAS BEEN	ALIDATEDIO	V IIIL I OLLO	VIIIO OROOI	(3).
	THE STAKEHOLDER HAS NOT BEEN	VALLIDATED	FOR THE FOLI	LOWING GRO	OUP(S):
	PRINTED NAME OF VERIFIER	SIGNAT	URE OF VERIFIER		DATE
	TO BE COMPLETED BY THE INDEPENDE	NT FI FCTION A	DMINISTRATOR	OR DESIGNE	F ONLY
	SELF-AFFIRMATION TYP				L ONET.
	PRINTED NAME OF VERIFIER	SIGNAT	URE OF VERIFIER		DATE
PRIN	ITED NAME OF WITNESS FOR VERBAL AFFIRM	NATION SIGNAT	URE OF WITNESS	S FOR VERBAL A	AFFIRMATION

### City of Los Angeles Department of Neighborhood Empowerment

# **Elections Template**

Please note, the following Election Procedures Template has NO Vote-By-Mail component

Templates may be accessed on the Department of Neighborhood Empowerment's websites: www.LaCityNeighborhoods.com.



### City of Los Angeles Department of Neighborhood Empowerment

# **Elections Template**

Please note, the following Election Procedures Template INCLUDES a Vote-By-Mail component

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### **Code of Civility - Full Version**

Collectively and individually, the members of the Board of Directors of the
The freedom to express one's views about public matters is a cornerstone of the democratic process. The Neighborhood Council welcomes the diverse views and opinions of our other board members and stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.
By adoption of this motion, and by affixing our signatures to this document, we collectively and individually agree to abide by our Code of Civility to the best of our abilities.
I will conduct myself in a professional and civil manner at all times as a representative of the     Neighborhood Council.
2. I will treat each member of the board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion.
3. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public.
4. Under no circumstances during Neighborhood Council meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.
5. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption.
6. I will not use language that is abusive, threatening, obscene, or slanderous, including using

- profanities, insults, or other disparaging remarks or gestures.
- 7. Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.
- 8. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws
- 9. I will commit to learn the applicable laws that govern Neighborhood Councils, including bylaws, standing rules, the Brown Act, ethics rules, city ordinances, and the City Charter, and will not knowingly violate any of the above.
- 10. I will abide by the Neighborhood Council's meeting procedures or rules in order to create a safe and effective environment for conducting business.

# PARLIAMENTARY PROCEDURE (ROBERT'S RULES OF ORDER)

### WHY DO WE HAVE TO USE PARLIAMENTARY PROCEDURE?

Members and leaders must know parliamentary procedure so they will know how to act in meetings. Many members consider knowledge of parliamentary procedure a requirement of the presiding officer alone. However, the more members who are familiar with correct meeting procedures the more smoothly a meeting can be conducted. As an example: If you were on a baseball team and didn't know the rules, how could you play?

### WHAT IS PARLIAMENTARY PROCEDURE?

Parliamentary Procedure is a set of rules for meetings. Rules are needed for meetings just as members of a club, pack, troop, or any other organization has rules to make decisions.

### WHAT IS PARLIAMENTARY PROCEDURE USED FOR?

The object of parliamentary law is to expedite the business of an assembly in an orderly manner and to protect the rights of the members.

To assist the Chairperson there is a gavel. The gavel is used to call the meeting to order (one rap), to obtain attention, and to adjourn (one rap).



### **PRINCIPLES**

The underlying principles of parliamentary procedure are:

Order: consider one thing at a time.

**Equality:** all are equal before the law or rule.

**Justice:** showing courtesy to all, partiality to none.

**Right of the minority:** dissenting views must be heard.

Will of the majority: the majority must rule.

### PURPOSE OR OBJECTIVE

Parliamentary rules are actually the "rules" of the game for democracy and evolved through centuries of experience.

The purpose of Parliamentary rules is:

- 1) To expedite business,
- 2) To maintain order,
- 3) To ensure justice,
- 4) To provide equal treatment for all members,
- 5) To help an organization to accomplish the purpose for which it was formed, and
- 6) To help the progress of a meeting.

No one has the right to do anything during the meeting that prevents others from seeing or hearing the presiding officer or speaker.

- No one has the right to converse, move about or stand except to address the presiding officer.
- No member may pass between the Chairperson and the member who is speaking.
- When several members rise to claim the floor simultaneously, the Chairperson recognizes one; the others should be seated immediately.
- Anyone who stands waiting until a speaker finishes is out of order. Therefore, this individual is not automatically entitled to the floor, should someone else rise and be the first to address the chair.
- When two members address the Chairperson simultaneously, the Chairperson recognizes one and then calls upon the other as soon as possible.
- Questions from one member to another are addressed through the chair rather than to one another.



### **PROCESSING A MOTION**

It is the responsibility of every member to have a basic knowledge of proper procedure to assist the Chairperson in achieving the will of the assembly.

**Definition of A Motion:** a formal proposal upon which certain action can be taken. A motion is the means by which all business is introduced in an assembly.

Process of A Motion: a main motion introduces Business.

⇒ Eight steps are necessary to obtain action on a main motion. Two steps involve obtaining the floor - securing the right to speak. Six steps involve actual handling of the main motion.

### A. The Member

- 1. **Rises, Addresses the Chairperson** ("Madam President, Mr. President, Chairperson...")
- 2. Awaits Recognition
- 3. **Makes Motion** ("I move that ... I move to... I move we...")
- 4. **A Second** Means that another member interested in this motion agrees to vote on the motion.

### B. Chairperson

- 1. **Restates the Question** ("The Motion is now in order, debatable, and amendable...")
- 2. **Asks (or Calls) for the Question** ("Are you ready for the question? The debate has ended and it is time to vote.")
- 3. **Takes the Vote** (Puts the Question "All those in favor of '...states motion', say Aye." "Those opposed, say No.")
- 4. Announces the Vote of the prevailing side ("The Ayes have it, motion carried and we will..." "The Nos have it, motion is lost.")
- 5. The Chairperson then states: "The next item of business is..."

### **RULES OF DEBATE**

- A. It is the responsibility of the Chairperson to enforce the rules.
- B. Debate must be limited to the merits of the immediately pending question (germane pertaining to the subject at hand).
- C. The maker of a debatable motion is always entitled to the floor first for the purpose of debate as soon as the Chairperson states the question of the makers' motion.
- D. Speakers must address their remarks to the Chairperson, be courteous, and avoid personal conflicts.
- E. The maker of a motion may not speak against it, but can vote against it.



- F. Each member has the right to speak twice on the same question (motion) on the same day (except Appeal of the Chair), but cannot make a second speech on the same question as long as any member who has not spoken on that question desires the floor.
- G. No one can speak longer than ten minutes at a time without permission of the assembly. (if bylaws or standing rules allow a different timeframe, abide by them.)
- H. If a member who has the floor for debate allows another member to make an explanation, the time is charged to the one who has the floor.
- I. Calling out the "Question" does not stop debate. One must "Move the Previous Question" or "Move to stop debate." (A 2/3 vote is required for adoption.)

### MOTION TO AMEND

**Definition:** The motion to Amend is a motion to change the wording, and within certain limits, the meaning of a pending motion before it is acted upon. It requires a second, is debatable, and requires only a majority vote.

A An amendment must be **germane (pertaining to the subject at hand)**, closely related to, or in some way involves the question raised by the motion to which it is applied. An amendment cannot introduce a new subject.



There a two types of amendments:

- 1. A **primary** amendment is an amendment to the main motion.
- 2. A **secondary** amendment is an amendment to the primary amendment.
- 3. An amendment to the third degree is not permitted.
- C Only one primary amendment and one secondary amendment are permitted at a time, but any number of each be offered in succession, provided they do not again raise a question already decided.
- D There are four (4) basic processes of an amendment ("I move that we buy a coin box."). They are *inserting, adding, striking out and substituting*. For example:
  - 1. "I move to amend the motion by *inserting* the word 'silver' before the word 'box'."
  - 2. "I move to amend the motion by **adding**, "at a cost not to exceed \$10.00'."
  - 3. "I move to amend the motion by **striking out**, 'silver'." "I move to amend the motion by **striking out** 'silver' and **inserting** 'blue'.
  - 4. "I move to amend the motion by **substituting** the following: 'that

### SAMPLE MEETING AGENDA



### Call to Order

The presiding officer (Chairperson) stand quietly for a few seconds, taps the gavel once, waits a moment, then says: "The regular meeting of the will come to order."

### **Opening Ceremonies**

The call to order may be followed by a religious or patriotic exercise, or by other opening ceremonies:

<ul><li>"Plea</li></ul>	ise rise.	" pause
-------------------------	-----------	---------

•	"The invocation will be given by _	Please remain standing for
	the Pledge of Allegiance to the Fla	ag of the United States of America, led
	by	

 (Invocation and Grace are given before the Pledge of Allegiance, and the inspiration is after the pledge.)

### \\/, \ Welcome and Introductions

The Chairperson welcomes members and guests, introduces guests at the head table, and may introduce those of rank in the audience.



### Roll Call - Quorum

The secretary may do this. If taken orally, the names are usually recorded in the minutes. The Chairperson announces that a quorum is present.

### **Minutes**

The Secretary will read the minutes of the previous meeting. (Sits while the report is given.)



Are there any corrections? (Pause)

If not, they are approved as read.

If there are corrections:

- ⇒ Are there further corrections? Pause (if so, continue to let them be known.)
- If not, the minutes are approved as corrected.

### Correspondence

The secretary may read official correspondence, first stating from whom it was received, and if possible, condensing the information.

#### **Treasurer's Report**



"May we have the treasurer's financial report?" (Sits while the report is given.)

"Are there any questions? (Questions are directed through the chair to the treasurer.

"The report will be placed on file."

The treasurer's report is NEVER adopted. It is the auditors' report that is adopted.

"Are there any bills?" (The treasurer reads the bills and may move that they be paid, or any member may make the motion. A second is required.)

#### **Other Reports**

The Chairperson sits while reports are given. The Chairperson stands while putting any question to a vote.

#### Officers

If an officer makes a recommendation in the report, the officer should not move that it be adopted; another member should make the motion.

#### **Standing Committees**



The Chairperson checks in advance and calls on, in the order listed in the bylaws, only those who have reports to make. The Chairperson, or reporting members, moves the adoption of motion or resolutions to implement recommendations of the committee. No second is required, unless it is a committee of one.

#### **Special Committees**

Only those prepared, or instructed, to report should be called on (in order of their appointment). Some reports are given for information only. If there are recommendations, the same procedure is used as that of a standing committee.



#### **Unfinished Business**

The Chairperson always announces the next business in order.

- New business is now in order.
- Is there any new business?

#### **Program**

The program can be presented before or after the business meeting, depending on the situation.



The Chairperson calls on the program Chairperson to present the program. The Chairperson does not turn the meeting over to anyone. (The Chair presents who will introduce our program this morning, afternoon, or evening)

The Chairperson is always in control of the meeting.

#### **Further Business**

 "Is there further business?" (Additional business is permissible, but members should be encouraged to bring new business at the proper time.

#### **Announcements**

The Chairperson makes his announcements first, and then asks for other announcements.

#### **Closing and Adjournment**

An invitation may be extended to guests to return; a closing thought may be given.

The meeting may be adjourned by general consent, or by a motion and vote of the assembly.



- (The Presiding Officer [Chairperson] leaves the position [standing at lectern, podium, etc.] to verify the meeting has concluded.)
- "Is there any further business to come before the assembly? ... Pause...
- "Hearing none the meeting will be adjourned ... Pause...
- "Hearing none, the meeting is adjourned."
- Rap the gavel once.
- The Chairperson then moves from the place of presiding.

### Roles

3

## Responsibilities

of

## Neighborhood Council Board Members



### Neighborhood Council

A Neighborhood Council is an officially recognized advisory body that is part of the Los Angeles Citywide System of Neighborhood Councils.

Neighborhood Councils are City Entities that are advocates: the eyes, ears, and voice for the communities and stakeholders they represent.

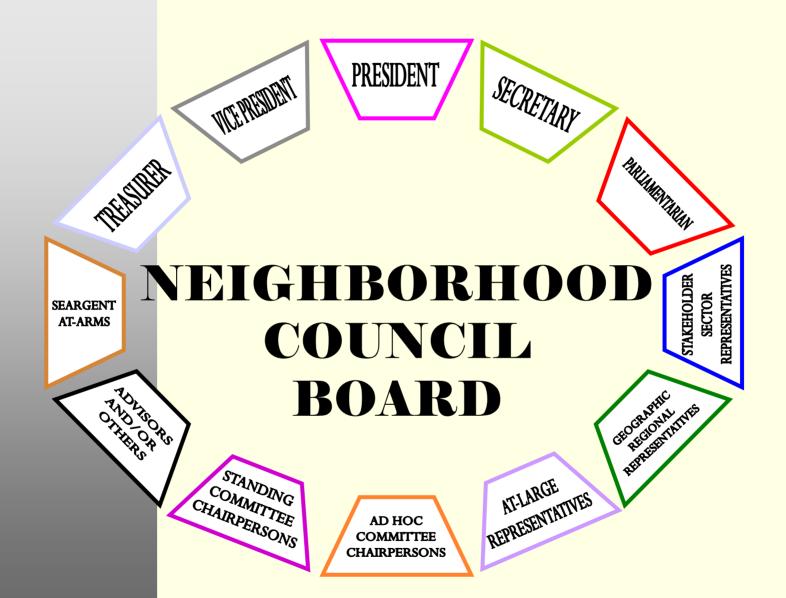
It is the responsibility of the NC Board to listen to its stakeholders and then advocate and represent the community's wants and/or needs.

## Laws That Apply To Neighborhood Councils

- The Ralph M. Brown Act
- The Public Records Act
- The Americans with Disabilities Act
- The City of Los Angeles Charter
- The Plan for a Citywide System of Neighborhood Councils
- Bylaws
- There are several trainings that help Board Members understand these laws.

### The Board

- A Neighborhood Council Board is made up of stakeholders from different sectors (i.e. renters, homeowners, educators, business owners/workers...) who serve in different capacities.
- There are many projects that NCs can work on to enhance the communities within its boundaries.
   The goal is to work together on strengthening the community
- When everyone performs a task within the Board and helps work toward an agreed upon goal it is accomplished with great rewards.



## **Expectations**

- Know and understand all expectations of your board position.
- Be clear about what your own expectations are and what others expect of you.

# Roles and Responsibilities of Neighborhood Council Board Members

There are both general roles and specific roles for all board members to perform.

This is important to know because in order for NC Boards to be successful all of these duties and responsibilities must be performed in conjunction with one another to get the work done.

## General Roles and Responsibilities

## Outreach

Every Board Member should help in some way with outreaching to stakeholders.

#### **EXAMPLES**

Flyer/Material Distribution

**Posting Meeting Notices** 

Phone Calling \* Emailing \* Presentations

Newsletters \* Website \* Fax Blasts

Door-to-door \* Word of Mouth



## Liaison

- Working with and partnering with others will help you to get things done for your Neighborhood Council.
- NC Partners
  - City Departments and other City Entities
  - Various Community Entities
  - NC Stakeholders
  - The Community
  - Other NCs





## Advocate

- As a board member you will need to make decisions that affect lots of stakeholders.
- It is important that you think about all the different stakeholders who will be affected before taking any action.



## Help Develop Policies and Procedures

- It is important for the NC to develop policies and procedures for recurring or regular items (i.e. Board Rules, Standing Rules, Rules of Order).
- For example
  - Funding allocations
  - Time allotments for presenters/speakers

## Represent Stakeholders

Gain as much information about all of the stakeholders in your boundary area so that you can best advocate for their issues and needs.

## Team Work

- Be familiar with the role of all board members so that you can help ensure that everyone is able to participate in the best way possible.
- Involve all board members in the activities of the NC and be sure to ask and encourage other Board Members and Stakeholders to coordinate or be responsible for NC items.

## Know the Current Issues of Concern

- Pertinent issues to stakeholders may be key items for the NC to discuss or address.
- Be sure to poll stakeholders from various sectors to see what concerns they may want the NC to assist them with or solve.
- Knowing current issues will help to identify community improvement projects or could help to formulate the NCs quarterly or yearly goals.

## Cultivate & Recruit Others

- Help develop and cultivate new leaders.
- Identify Stakeholders who attend meetings and events regularly.
- Encourage active stakeholders who would work well on a committee or who may think about running for a board position in the future.
- Be sure to involve them in NC projects that will keep their attention.

## Committee Member

- As an NC Board Member you may be responsible for chairing or being a member of a Committee.
- Committees could be Ad Hoc or Standing.
- Work that is done in committees provides clarity and valuable information and ideas for the Board to vote on.

## **Use Time Tools**

- It is important to be mindful of time.
- Be respectful of others and use items such as a detailed agenda, standardized forms, a time keeper, board policies and procedures and complying with the Brown Act to assist you in doing the best job you can.

## Examples of Specific Roles and Responsibilities

## Presidents & Vice Presidents



- Official NC Public Relations
   Spokesperson
- Preside over Meetings
- Meeting Facilitator
- Delegate Tasks
- Help Guide NC

## Secretary

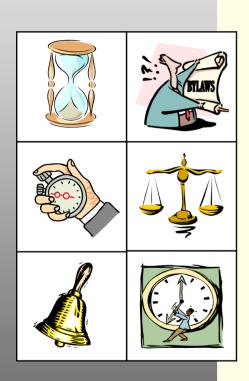


- Maintain NC Database and Records.
- Help Coordinate Agendas
- Take Minutes
- Help Disseminate NC Items and Information

## **Treasurer**

- Attend NC Funding Program
   Orientation and Refresher
   Workshops
- Manage NC Funds
- Oversee NC Budget and Finance
- Track, Record and Report on all information related to NC funding
- Work with NC Finance Committee

## Parliamentarian & Sergeant-at-Arms



- Help Maintain a timely and orderly meeting.
- Use items that help to keep the meeting running smoothly.
- Read and Re-Read your NCs bylaws so that you can answer any questions or clarify information when needed.

## Non Officer Board Member

- Facilitate Committees
- Work with Stakeholders.
- Help Outreach
- Present written or verbal status reports at meetings.



## KISS

#### KEEP IT SIMPLE SWEETHEART!



Don't try to do everything all at once or by yourself. Have a plan, assign everyone a task and work toward a common goal.

### Resources

- Use tools that provide assistance and make sure to ask questions as often as possible
- Make good use of the following:
  - DONE
  - Board Members from Neighboring Councils
  - NC Bylaws
  - NC Board Rules
  - Committees
  - Standardized Forms

## **Evaluations**

- Take time to reflect on your responsibilities and make sure that you are meeting
  - your own expectations
  - the expectations the Board has of you
  - the expectations Stakeholders have of you
  - the expectations DONE has of you.



#### Simplified Procedures for Running Meetings

The goal of parliamentary rules is to make meetings work, to make decision-making clear and fair, and to help the organization do what it wants to do by using an orderly procedure to decide what it wants to do.

The Neighborhood Councils are governed by their by-laws, city and state law when applicable, and the rules they adopt on the order of doing business. The following basic rules are drawn from *Robert's Rules of Order*, which is the American bible of organizational behavior.

The work of the Councils will largely be done by the officers, the council delegates, and the standing and ad-hoc committees they establish. They may have different rules, but it will be easier if everyone operates under the same guidelines.

#### **Typical Obligations of Officers**

#### The President

- Supervises the conduct of the organization's business and activities;
- Serves, ex officio, on all but the nominating committee (if there is one);
- Presides at meetings

#### The Vice President

- Acts in place of the president when necessary and presides at meetings when the presidents temporarily vacates the chair. In the absence of the president, the vice president should not changes rules, fill vacancies required to be filled by the president, nor serve as an *ex officio* member of committees;
- Assumes the duties of the president if that office becomes vacant until another method for replacing the president is used;
- In organizations with more than one vice president, these duties are assumed by the first vice president.

#### The Secretary

- Is the recording officer;
- Handles correspondence
- Issues notices of meetings;
- Informs those elected or appointed to office or committees;
- Receives and files committee reports; and
- Keeps the minutes of the meetings.



At each meeting, the secretary should have the minute book, a copy of the bylaws, a book on parliamentary procedures and a list of the unfinished business from the previous meeting.

Minutes should reflect what was <u>done</u>, not what was <u>said</u> at a meeting. The common tendency is to report in too much detail. Minutes should contain:

- the date, place, time and type of meeting (regular, special);
- the names of the presiding officer, the secretary and, in boards and committees, the names of those presents;
- o action taken on the minutes of the previous meeting and corrections, if any;
- o exact wording of each motion, the name of the maker and the disposition;
- o the name and topic of guest speakers (speeches need not be summarized);
- o time of adjournment.

#### The Treasurer

- Receives funds;
- Deposits them in banks approved by the board; and
- Pays bills for expenses that have been authorized.

It is customary for the treasurer to report to the board at each of its meetings to make a full financial report to the annual meeting.

#### **Meetings**

It is up to the presiding officer to use the rules of parliamentary procedures to maintain good order and reasonable decorum, and to assure that the business of the meeting moves forward. At times, the technical rules may be relaxed as long as the meeting accomplishes its purpose and the rights of absentees and minorities are protected.

#### The role of the presiding officer

- Be ready to call the meeting to order at the time set.
- Follow the agenda and clarify what is happening and what is being voted on at all times
- Deal firmly with whispering, commotion and frivolous or delaying debate and motions.
- See that debate is confined to the merits of the question and that personal comments are avoided. No one should speak more than twice on a subject, and no one should speak a second time until all who wish to speak have had a chance to do so.



- Talk no more than necessary. Except in small boards and committees, the presiding officer should not enter the debate without giving up the chair to a substitute until the motion under debate has been voted on.
- Remain calm and deal fairly with all sides regardless of personal opinion. To preserve this impartiality, the presiding officer abstains from voting except by ballot or to cast the deciding vote on an issue.

#### Order of business

The minimum number (*quorum*) as prescribed by the bylaws, must be present before business can be legally transacted. The order of business can be determined by the organization at will, but it usually helps to follow a standard pattern:

- 1. Call to order.
- **2. Minutes** are read by the secretary and corrections are requested. The presiding officer says: "If there are no corrections the minutes stand as approved." If there are corrections, the officer should say: "The minutes are approved as corrected."
- **3. Treasurer's Report** is given and questions call for. The presiding officer says "The Treasurer's report will be filed."
- **4. Reports of officers, the board and standing committees.** Recommendations in reports should be dealt with as motions at this point.
- **5.** Reports of special committees.
- **6. Unfinished business.** Items left over from the previous meeting are brought up in turn by the presiding officer, who may also ask if there is any other unfinished business.
- **7.** New business. "Is there any new business?"
- **8. Program.** The program chairperson is called upon to introduce a speakers, film, or other presentation.
- 9. Announcements.
- **10. Adjournment:** "Is there any further business? (Pause) The meeting is adjourned.

#### Motions

Business is conducted by acting on motions. A subject is introduced by a **main motion**. Unless it is the report of a committee, the motion must be seconded and stated by the presiding officer. Nothing else should be discussed until it has been disposed of. Motions should be submitted in writing, unless they are very short not critical to the ongoing work. A motion cannot be withdrawn by the maker without the consent of the meeting.

Other **parliamentary motions** may be considered while the main motion is on the floor, which affect either the main motion or the general conduct of the meeting (e.g., the speaker cannot be heard, it is out of order, the room is too hot, etc.)



Amendments may be made to change, add or omit words in the main motion. There may also be an *amendment to the amendment*, but there can be no more than two amendments on the floor at the same time.

Motions and amendments are debatable. Debate may be closed by a *call for the question*. The call requires a second and a two-thirds vote and is not debatable. Then the amendments, and then the main motion the reverse order in which they occurred (the amendment to the amendment, the amendment, the main motion). Usually, motions call for a majority, although the bylaws may require a two-thirds or other proportion on certain motions. The chair should restate the amendments and motion as they come up for a vote.

If a motion becomes too complicated, a motion may be made to *refer* to a committee for study or redrafting. The committee must report back as instructed. It is a debatable motion and requires a majority vote to pass.

A motion may be made to *postpone* until a more suitable time, until other decisions have been made, or more information is available. It is a debatable motion, requiring a majority vote.

A motion may be made to *lay on the table*. It is not debatable, but requires a majority vote. "I move that we table this motion." Postponement in this case can be taken up in the near future if a majority decides to "take it from the table."

The previous question. Is not debatable and requires a two-thirds vote. "I move the previous question." It requires a second and is put immediately to the meeting. The next action is a vote on the pending motion without discussion.

*Reconsider*. Must be made on the same day or the day following the vote by someone who participated on the prevailing side. A motion to reconsider may be made only once. The first vote is whether or not to reconsider, the second on the motion itself.

Point of order and appeal. A member who feels the rules are not being followed may call attention by saying "point of order." The chair says, "Please state your point of order." Upon hearing, the chair may say "Your point is well taken," or "Your point is not well taken."

If dissatisfied with the chair's ruling, the member may say, "Shall the decision of the chair by sustained?" The appeal is debatable, and the presiding officer may enter the debate by giving the reasons for the decision. A majority of *no* votes is necessary to reverse the decision. A tie sustains it.

*Adjourn.* Usually not debatable, requires a majority vote. If the time set for adjournment arrives and there is no further business, the presiding office may declare the meeting adjourned.



### OUTREACH IDEAS

#### **OUTREACH GOAL**

To provide information to all stakeholders within the NC boundary to the best of your
ability.

The use of communication methods, information types and manageable objectives will help to accomplish this goal.

Here are several ideas for Neighborhood Councils to use when developing outreach plans.

#### **COMMUNICATION METHODS**

There are lots of methods that may be used to communicate with stakeholders.

Examples:	
Mailings	Phone Calls
Emailing	Websites
Door to Door	Presentations
Personal Visits	Word-of-Mouth
Other(s):	

#### <u>INFORMATION TYPES</u>

There are lots of items that may be used to get information out to stakeholders.

Examples:			
Form Letters	Brochures		
Newsletters	Flyers		
Calendars	Bulletins		
Scripts	Medía (Radío, Television, Cable)		
(i.e. Phone, Personal Visit, Door-to-door)	Advertisements		
	News Artícles		
	Editorials		
	Community Calendars		
Interact with City/County Entities	g The state of the		
Libraries			
Recreation and Parks			
Department of Neighborhood Empowerment			
Early Notification System (ENS)			
Commission for Children Youth and Their Families			
Community Police Advisory Board (CPAB)			
County Service Planning Area (SPA)			
Other			
Standard Information Packet			
May be developed so that anyone can easily distribute them to new contacts			
Including: Form Letter, NC History, Brochure(s), 20 Flyers of upcoming event(s), etc			
Other(s):			

#### OBJECTIVE(S)

The following objectives may help you to create plans for how you will outreach to stakeholders.

Objectives are intended to break the goal down so that it is more manageable to accomplish

- (1) Brainstorm, Record, Take Action, Follow Up
- (2) Identify and List all the Stakeholder Interest Groups in each community

#### Examples:

Schools

Businesses

Business Groups/Organizations

Faith-Based Institutions/Organizations

Non-Profit Organizations

Community Based Organizations (CBOs)

Youth/Youth Agencies/Organizations

Seniors/Senior Agencies/Organizations

Residents (i.e. Homeowners, Renters)

Resident Groups/Organizations

(i.e. Homeowner Associations, Block Clubs, Neighborhood Watch Groups, Tenant Associations)

Homeless (Can be considered a Stakeholder Interest Group on its own)

Homeless Advocacy Agencies/Organizations

Schools

(i.e. Public, Private, Child Care, Elementary, Middle, High, Continuation, College, University, Trade...)

F thnicities

- (3) Decide the best methods to use for each Interest Group
- (4) Create a plan to use for each communication method you identify

  For each Communication Method develop a plan, a methodology that list each step
  needed to carry it out, create objectives, and a timeline that lists deadlines for when
  items are due.

(5) Create a timeline for each plan used

#### Example:

Timeline

Place each item on the list in chronological order of when it is needed. Be sure to use realistic expectations of time. Add additional time to items that are out of your control.

(i.e. someone outside of the NC is handling)

A simple timeline to drop off flyers at Posting Locations may resemble the following:

Create Materials for photocopying/Edit

Materials/Revise/Complete Materials/Print

Out/Photocopy/Pick Up Copies/Contact Posting

Locations to advise delivery of materials/Confirm delivery and

Posting Date/Drop off Materials

- (6) Assign a person or persons to work on each plan
- (7) Orchestrate/Carry out each plan
- (8) Create a system to track each Interest Group and the success of the plans used (i.e. Database/Check Off Sheet/etc...)

#### Example:

Database Information Log for School (Stakeholder Interest Group)

Interest Group xx Elementary School

Principal Mr. Niceguy

Contact Person Mrs. Everyone Knows Me

Title Administrative Coordinator

Community Location Mid Los Angeles

Address xx Street

City, State, Zip Los Angeles, CA 900xx

Phone # (xxx) xxx-xxxx
Fax# (xxx) xxx-xxxx

Include other information that you find will be important to know about the specific Interest Group.

#### Example:

School Newsletter Target Population All Faculty, Staff and Administration in the District

Newsletter Distribution Date 1st Monday of every month

Newsletter Submission Deadline 3<sup>rd</sup> Friday of every month

School Calendar Target Population All Parents of Crenshaw High School

Calendar Printing Date 2<sup>nd</sup> Monday of every month

Calendar Submission Deadline 4th Friday of every month

School Bulletin Target Population All PTA Members in the District

Bulletin Distribution Date 3<sup>rd</sup> Monday of every month

Bulletin Submission Deadline 1st Monday of every month

- (9) Evaluate the outcome (strengths/weaknesses) of each plan
- (10) Refine each plan
- (11) Implement a schedule to carry out each plan on a regular basis
- (12) Re-evaluate, Refine, Alter as often as is practical and/or needed

The following are examples of outlines for plans. It is a good idea to outline everything that you would like your NC Representatives to be responsible for.

#### Examples:

#### Block Clubs/Neighborhood Watch Groups

After determining the total number of groups in each community or region, begin to assign NC Representatives to work with specific communities or regions.

Outline of Plan

Assign # NC representative person to work with the groups in "community/region"

- 1. Identify the Group(s)
- 2. Identify a Contact Person/Phone #/Email...
- 3. Identify the date(s) of regular meeting(s)
- Request to meet with the contact person to establish a rapport (Can use script(s) and info packet)
- At meeting with contact person, request to speak at next community meeting
- 6. At community meeting request regular spot on agenda to update group about NC
- 7. Pass out lots of info about NC at the first meeting and have at least 1 flyer at all others
- 8. Call the Block Club/Neighborhood Watch contact about 5 days prior to every NC General Meeting to remind them about the General Meeting and ask that they call all their constituents
- Make sure that all the contact information for the Block
   Club/Neighborhood Watch is placed in the NC Data Base and is
   updated regularly
- 10. Report progress of working with the Block Clubs/Neighborhood Watches at NC Meeting
- 11. Other

#### Schools

Identification of Schools in each community area
Outline of Plan

Assign # NC representative persons to work with the schools in "community/region"

- 1. Identify the Schools(s)/Addresses/Phone #/Fax #/Principal...
- 2. Identify a Contact Person/Title/Phone #/Email...
- 3. Request to meet with the Principal to establish a rapport (Can use script(s) and info packet)
- 4. Request to meet with the contact person to establish a rapport (Can use script(s) and info packet)
- 5. Request to distribute Flyers to all students on a regular basis This method tends to work best at elementary schools.
- 6. Request to speak at Parent's meetings on a regular basis. (Schedule Dates)
- 7. Request to speak at PTA meetings on a regular basis. (Schedule Dates)
- 8. Request to speak at school assemblies. (Schedule Dates)
- 9. Request ability to place info in the school calendar/bulletin/newsletter on a regular basis.
  - (Schedule dates of when info is due and when the item will be distributed)
- 10. Request to set up a table after school once a month. (Schedule Dates)
- 11. Find out if the school has a Youth Leadership Board/Group and request to meet with the youth. Work with the youth to see how they would like to participate in the NC process
- 12. Call the Principal/Contact Person about 5 days prior to every NC General Meeting to remind them about the General Meeting and ask that they pass the info on to all their constituents
- 13. Make sure that all the contact information for the School is placed in the NC Data Base and is updated regularly
- 14. Report progress of working with the Schools at each NC Outreach Committee Meeting
- 15. Other

#### Faith Institutions

Identification of Churches/Mosques/Synagogues/Cathedrals... in each community area or region

#### Outline of Plan

Assign # NC representative persons to work with the churches in "community/region"

- 1. Identify all the Faith Institutions/Addresses/Phone #/Fax #/Key Leader(s)...
- 2. Identify a Contact Person/Title/Phone #/Email...
- 3. Request to meet with the Key Leader to establish a rapport (Can use script(s) and info packet)
- 4. Request to meet with the contact person to establish a rapport (Can use script(s) and info packet)
- 5. Request to distribute Flyers to all congregation members after service on a regular basis. Find out about how many flyers are needed.
- 6. Request to speak to congregation during/after a service on a regular basis. (Schedule Dates)
- 7. Request ability to place info in the institution's calendar/bulletin/newsletter on a regular basis.
  (Schedule dates of when info is due and when the item will be distributed)
- 8. Request to set up a table after service once every 3 months. (Schedule Dates)
- 9. Call the Leader/Contact Person about 5 days prior to every NC General Meeting to remind them about the General Meeting and ask that they pass the info on to all their constituents
- 10. Make sure that all the contact information for the Faith Institution is placed in the NC Data Base and is updated regularly
- 11. Report progress of working with the Faith Institution at each NC Outreach Committee Meeting.
- 12. Other

#### Businesses

Identify Major Business Corridors in each community area or region Outline of Plan

Determine how many Streets to target total

Divide the streets into manageable amounts of space

Assign # NC representative persons to work each area that is considered a manageable amount of space

- Identify all the Business(es)/Addresses/Phone #/Fax #/Owners or Mangers...
- 2. Identify a Contact Person/Title/Phone #/Email...
- 3. Walk the area at least once every # months and touch basis with all the businesses along your stretch of major corridor.
- 4. Request to meet with the Contact Person to establish a rapport (Can use script(s) and info packet)
- 5. Request to leave stacks of Flyers in a designated location in the business on as regular basis. Find out about how many flyers are needed.
- 6. Request to set up a table outside or inside the business once every # months. (Schedule Dates)
- 16. Call the Owner/Manger/Contact Person about 5 days prior to every NC General Meeting to remind them about the General Meeting and ask that they pass the info on to all their constituents
- 7. Make sure that all the contact information for the Businesses is placed in the NC Data Base and is updated regularly
- 8. Report progress of working with the Businesses at NC Meeting.
- 9. Other

#### Door-to-Door

An attempt may be made to select areas of each community and walk through the neighborhoods distributing information about the NC

#### Outline of Plan

Decide on the locations to target in each community/region

Decide on the dates when the communities/regions will be walked

Determine the amount of people needed for each walk and recruit volunteers

Predetermine the length of time the walk will last

(Explain to volunteers how long the day will be and ask them to bring a bottle of water and to wear appropriate clothing/shoes.)

On the day of, meet at one location

Brief everyone and assign each person to a partner and/or group

Distribute a map of the area

(The map should show both the large area and the smaller assignments for the teams/groups)

Assign each team/group an area to walk

Discuss and Distribute a list of the Do's/Don'ts

#### Examples

- 1. stay with your partner or group at all times
- 2. speak with people outside if possible and avoid entering the house
- if the property has a gate always rattle it and wait to see if there is a dog, enter only if it appears safe, if you are unsure, leave the information on the gate
- 4. if no one answers the door leave the information wedged in the door
- 5. do not stick any information in the mailbox or near the mailbox (it is illegal for any person/entity to leave mail in a mailbox other than an employee of the US Postal Service)
- 6. always remain positive
- 7. Thank community members for their time
- 8. If you begin to run out of time, leave information on doors/gates
- 9. Keep track of where you walked and who you spoke with

10. Other

Distribute a script to be used for the walk

One side English, the other a major language for your NC area. It is fine for walkers to read from the script in either the English or another major language while walking. Script should briefly explain the NC process, introduce the NC, request community participation in the NC and community attendance at meetings, etc...

Distribute stacks of flyers/brochures to each walker

The goal being to hand one to each person you speak with or leave one on each door

Distribute a tally sheet for walkers

Attach tally sheet to a clipboard and pass out pen/pencil (ask walkers to keep track of where they walked and who they talked to)

Distribute a form to collect Database info from community members

(written in English and Other major languages for your NC area)

Request each person meet back at the initial location at a specific time

Have each walker turn in all materials used for the walk

Assign one person to get all the Database info to whomever will input it

Evaluate the process, ask for feedback

Schedule the next walk

#### Official Postings/Additional Postings

Outline of Plan

Prior to each meeting, a public posting of the meeting announcement and agenda must be placed in the locations listed in the NC Certification Application

Assign # NC representatives to make sure that these postings are up.

There are Brown Act requirements that list the number of days postings should be placed at the locations, depending on the type of meeting being announced.

#### **OTHER**

When all the plans are completed, write them out and distribute to everyone. Include mechanisms that help to rotate the amount of work each representative will be asked to handle so that no one feels overburdened. Make sure that there is a mechanism for at least one person to check the status of everyone else's work to assure that the work is being completed in the correct amount of time.

Refer to your Bylaws.

Make sure that all Representatives and outreach methods are in accordance with your Bylaws, the Plan, the Ordinance and all applicable laws.