



Encino Neighborhood Council 2010 Candidate Filing Packet

THIS CANDIDATE FILING PACKET CONTAINS THE FOLLOWING:

- Candidate Filing Form
 - Board Seat Descriptions
 - Map
 - Ballot Voting Model
- Candidate Statement
- List of Acceptable Forms of Documentation
- Candidate Guidelines
- Notice of Withdrawal
- Important Reminders

Return Checklist:

Please make sure to have the following required items ready when submitting your Candidate Filing Packet:

REQUIRED

- Completed Candidate Filing Form
- Two forms of documentation that confirm your stakeholder status for the Board seat you are seeking.

OPTIONAL

- Candidate Statement

For questions regarding acceptable forms of documentation for the position you are running for, please contact our office at (213) 978-0444 or (888) 873-1000.

Encino Neighborhood Council 2010 Candidate Filing Form

ATTENTION: All candidates whose names will appear on the ballot must complete and submit this form with the Office of the City Clerk-Election Division by **March 30, 2010**. Any Candidate Filing Forms not submitted by close of business on March 30, 2010 will be considered Write-in Candidate Filing Forms. Write-in Candidate Filing Forms can be filed at the Office of the City Clerk-Election Division from **March 31, 2010 through April 27, 2010**. Any Candidate Filing Forms received after close of business on April 27, 2010 will not be processed. All candidates must provide documentation and any other applicable identification to establish their stakeholder status for the position for which they are applying by this deadline, otherwise their filing will not be complete. Refer to the List of Acceptable Forms of Documentation included in this packet. For more information regarding this form, please call (213) 978-0444.

CANDIDATE INFORMATION

(PLEASE PRINT CLEARLY)

First Name: _____ M.I.: _____ Last Name: _____

Street Address: _____ Zip Code: _____

Phone Number: _____ Email: _____

STAKEHOLDER CATEGORY

(PLEASE PRINT CLEARLY)

I AM AN ENCINO NEIGHBORHOOD COUNCIL STAKEHOLDER BECAUSE:

(Stakeholder status is based on the stakeholder status you select in this section.)

I AM A RESIDENT OF THE NEIGHBORHOOD COUNCIL (NC) AND LIVE AT:

__ See address above

__ Street Address: _____ Zip: _____

I OWN A BUSINESS IN THE NC AT: OR **I WORK IN THE NC AT:**

Name of Business or Place of Work: _____

Business Address: _____ Zip: _____

I OWN PROPERTY IN THE NC AT:

Property Address: _____ Zip: _____

I HAVE A VESTED INTEREST IN THE NC BASED ON THE FOLLOWING FACTUAL BASIS:

OTHER: _____

Address: _____

I QUALIFY FOR THE FOLLOWING NC BOARD CATEGORY:

- Please see the Board Seat Descriptions, Map and Ballot Voting Model to assist you in identifying the Board seat you are eligible to seek.
- You can run for no more than one Board seat.

(WRITE BOARD POSITION NAME HERE)

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT:

Signature: _____ Date: _____

TO BE FILLED OUT BY ELECTION DIVISION STAFF

Candidate

Write-In Candidate

Documentation: (ID) _____ (STATUS) _____

Verified by (print): _____

Signature of Verifier: _____ Date: _____

**Encino Neighborhood Council
Candidate Statement**

First Name: _____ Last Name: _____

All candidates have the option of submitting a Candidate Statement as part of their Candidate Filing Packet. Every candidate must adhere to the following guidelines when submitting a Candidate Statement:

- Must fit in the designated area below;
- Must not exceed 150 word count limit;
- Must be at least 12-point font (if typed);
- Must be submitted no later than **April 27, 2010**; and,
- May not include any pictures, profanity or comments about any other candidate.

Additionally, a candidate may submit translated version(s) of the original statement, which must comply with all aforementioned criteria. Candidate Statements will be posted on the City Clerk's website and at the polling place on Election Day.

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT:

Signature: _____ Date: _____

ENCINO NEIGHBORHOOD COUNCIL BOARD SEAT DESCRIPTIONS

The following chart contains information regarding board seats for this election

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	QUALIFICATIONS TO RUN FOR THE SEAT	QUALIFICATIONS TO VOTE FOR THE SEAT
At-Large Representatives Term: 2 years	2	Elected	Stakeholders who live, work, own property or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older.
Apartment/Condo Representative Term: 2 years	1	Elected	An apartment/condo tenant or owner who is 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older.
Business Representatives Term: 2 years	2	Elected	Business representatives such as (but not limited to): Encino Business Improvement District, Encino business property owners, any employees, volunteers or business owners who work within the ENC boundaries and who are 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older.
Education Representative Term: 2 years	1	Elected	Member of, or otherwise involved with an educational institution such as (but not limited to): Berkeley Hall School, Crespi Carmelite High School, The Curtis School, Emelita Elementary School, Encino Elementary School, Friends of Lanai, Holy Martyrs Armenian School, Lady of Grace School, Temple Ner Maarav Nursery School, Torat Hayim Nursery School, St. Cyril School, Valley Beth Shalom School and who is 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older.

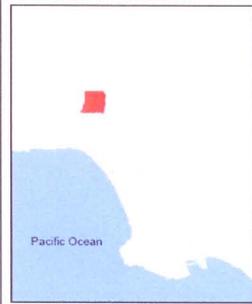
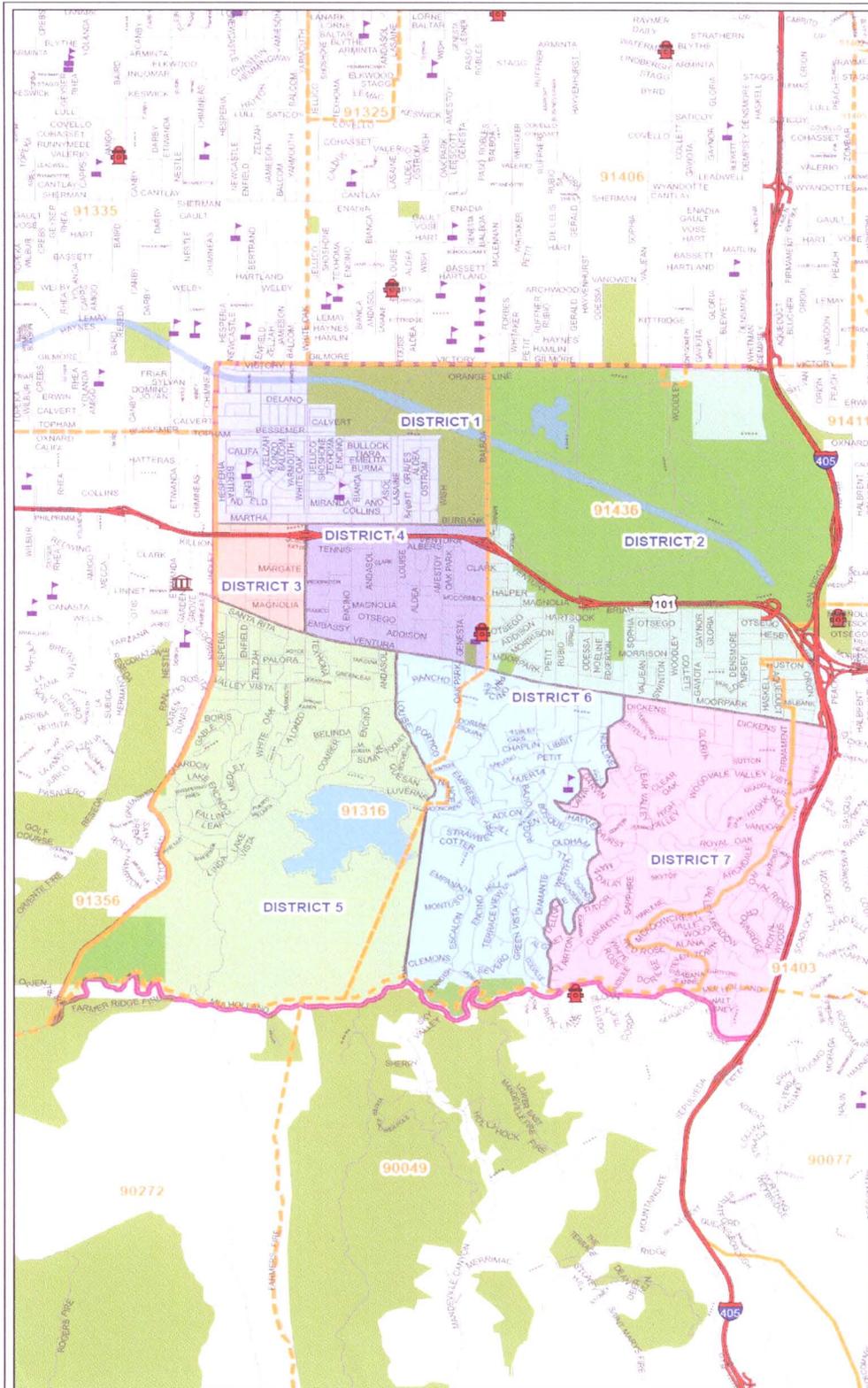
Endorsement Date: _____, Last Updated: January 27, 2010, SM

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	QUALIFICATIONS TO RUN FOR THE SEAT	QUALIFICATIONS TO VOTE FOR THE SEAT
Park Advocate/Environment Representative Term: 2 years	1	Elected	Member of, or otherwise involved with a park, recreation center, or open space group such as (but not limited to): San Fernando Valley Audubon Association, Balboa Golf Course, Balboa Park, Encino Community Center, Hjelte Sports Center, The Japanese Garden, Lake Balboa Park, Los Encino State Historic Park, Mulholland Tomorrow, Sepulveda Basin Users Group, Sepulveda Basin Wildlife Areas Steering Committee, Sepulveda Garden Center, Sierra Club of San Fernando Valley and who is 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older.
Planning and Land Use Representative Term: 2 years	1	Elected	Stakeholder who lives, works, owns property or who declares a stake within the ENC boundaries and affirms a factual basis for it and who is 18 years or older	Stakeholders who live, work, own property or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older.
Public Safety Representative Term: 2 years	1	Elected	Member of a public service organization such as (but not limited to): Codewatch Representatives, Encino Hospital, Neighborhood Watch Groups, West Valley Community Police Advisory Board, West Valley Gray Squad and who is 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older.
Religious Organization/Institution Representative Term: 2 years	1	Elected	Member of, or otherwise involved with a religious organization/institution such as (but not limited to): Chabad of Encino, First Presbyterian Church of Encino, Holy Martyrs Armenian Church, Lady of Grace Church, St. Cyril Jerusalem Catholic, Church Temple Ner Maarav, Torat Hayim, Valley Beth Shalom and who is 18 years or older	Stakeholders who live, work, own property or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	QUALIFICATIONS TO RUN FOR THE SEAT	QUALIFICATIONS TO VOTE FOR THE SEAT
Volunteer/Service Representative Term: 2 years	1	Elected	Works/participates in a volunteer/service group such as (but not limited to): Encino Little League, Friends of the Tarzana Encino Library Senior Groups, Sisters of Social Service and who is 18 years or older.	Stakeholders who live, work, own property or those who declare a stake within the ENC boundaries and affirm a factual basis for it and who are 18 years or older.
Area 1 Representative Term: 2 years	1	Elected	Resident in Area 1 who is 18 years or older.	Stakeholders who reside in Area 1 and who are 18 years or older.
Area 2 Representative Term: 2 years	1	Elected	Resident in Area 2 who is 18 years or older.	Stakeholders who reside in Area 2 and who are 18 years or older.
Area 3 Representative Term: 2 years	1	Elected	Resident in Area 3 who is 18 years or older.	Stakeholders who reside in Area 3 and who are 18 years or older.
Area 4 Representative Term: 2 years	1	Elected	Resident in Area 4 who is 18 years or older.	Stakeholders who reside in Area 4 and who are 18 years or older.
Area 5 Representative Term: 2 years	1	Elected	Resident in Area 5 who is 18 years or older.	Stakeholders who reside in Area 5 and who are 18 years or older.
Area 6 Representative Term: 2 years	1	Elected	Resident in Area 6 who is 18 years or older.	Stakeholders who reside in Area 6 and who are 18 years or older.
Area 7 Representative Term: 2 years	1	Elected	Resident in Area 7 who is 18 years or older.	Stakeholders who reside in Area 7 and who are 18 years or older.

Endorsement Date: _____, Last Updated: January 27, 2010, SM

ENCINO NEIGHBORHOOD COUNCIL MAP



ENCINO

COUNCIL DISTRICT:
02, 03, 05, 06, 11, 12

Election Division
NCE Section
(213) 978-0001

<http://cityclerk.lacity.org/election>

- Library
- Fire Station
- Police Station
- School
- Freeway
- Zip Codes
- Rec Areas
- Water



NOT TO SCALE

Copyright © 2009 City of Los Angeles
Prepared by City Clerk Systems Division (May 28, 2009)
This shall not be copied or reproduced, all or any
Part thereof, whether for distribution or resale, without
The prior written permission of the City Clerk
Streets Copyright (C) 2008 Thomas Bros. Maps



ANTONIO R. VILLARAIGOSA
MAYOR

ENCINO NEIGHBORHOOD COUNCIL

OFFICE OF THE CITY CLERK
CITY OF LOS ANGELES



Office of the City Clerk
Election Division



Office of the City Clerk
Systems Division

ENCINO NEIGHBORHOOD COUNCIL (ENC) BALLOT VOTING MODEL

This Ballot Voting Model is based on the bylaws and the Stipulations Language Worksheet for the Neighborhood Council and shall be used as the basis for distributing ballots on Election Day and as part of the Vote-By-Mail process.

The ENC Ballot Voting Model has eight (8) ballot types. Stakeholders can only claim one (1) stakeholder status and will be issued one (1) ballot.

1) ENC BALLOT

Stakeholders who live, work, own property or who declare a stake in the neighborhood and affirm the factual basis for it can vote for the following races:

- At-Large Representatives - Vote for up to two (2)
- Apartment/Condo Representative - Vote for one (1)
- Business Representatives - Vote for up to two (2)
- Education Representative - Vote for one (1)
- Park Advocate/Environment Representative - Vote for one (1)
- Planning and Land Use Representative - Vote for one (1)
- Public Safety Representative - Vote for one (1)
- Religious Organization/Institution Representative - Vote for one (1)
- Volunteer/Service Representative - Vote for one (1)

2) AREA 1 BALLOT

Stakeholders who are residents of Area 1 can vote for the following races:

- At-Large Representatives - Vote for up to two (2)
- Area 1 Representative - Vote for one (1)
- Apartment/Condo Representative - Vote for one (1)
- Business Representatives - Vote for up to two (2)
- Education Representative - Vote for one (1)
- Park Advocate/Environment Representative - Vote for one (1)
- Planning and Land Use Representative - Vote for one (1)
- Public Safety Representative - Vote for one (1)
- Religious Organization/Institution Representative - Vote for one (1)
- Volunteer/Service Representative - Vote for one (1)

3) AREA 2 BALLOT

Stakeholders who are residents of Area 2 can vote for the following races:

- At-Large Representatives - Vote for up to two (2)
- Area 2 Representative - Vote for one (1)
- Apartment/Condo Representative - Vote for one (1)
- Business Representatives - Vote for up to two (2)
- Education Representative - Vote for one (1)
- Park Advocate/Environment Representative - Vote for one (1)
- Planning and Land Use Representative - Vote for one (1)
- Public Safety Representative - Vote for one (1)
- Religious Organization/Institution Representative - Vote for one (1)
- Volunteer/Service Representative - Vote for one (1)

4) AREA 3 BALLOT

Stakeholders who are residents of Area 3 can vote for the following races:

- At-Large Representatives - Vote for up to two (2)
- Area 3 Representative - Vote for one (1)
- Apartment/Condo Representative - Vote for one (1)
- Business Representatives - Vote for up to two (2)
- Education Representative - Vote for one (1)
- Park Advocate/Environment Representative - Vote for one (1)
- Planning and Land Use Representative - Vote for one (1)
- Public Safety Representative - Vote for one (1)
- Religious Organization/Institution Representative - Vote for one (1)
- Volunteer/Service Representative - Vote for one (1)

5) AREA 4 BALLOT

Stakeholders who are residents of Area 4 can vote for the following races:

- At-Large Representatives - Vote for up to two (2)
- Area 4 Representative - Vote for one (1)
- Apartment/Condo Representative - Vote for one (1)
- Business Representatives - Vote for up to two (2)
- Education Representative - Vote for one (1)
- Park Advocate/Environment Representative - Vote for one (1)
- Planning and Land Use Representative - Vote for one (1)
- Public Safety Representative - Vote for one (1)
- Religious Organization/Institution Representative - Vote for one (1)
- Volunteer/Service Representative - Vote for one (1)

6) AREA 5 BALLOT

Stakeholders who are residents of Area 5 can vote for the following races:

- At-Large Representatives - Vote for up to two (2)
- Area 5 Representative - Vote for one (1)
- Apartment/Condo Representative - Vote for one (1)
- Business Representatives - Vote for up to two (2)
- Education Representative - Vote for one (1)
- Park Advocate/Environment Representative - Vote for one (1)
- Planning and Land Use Representative - Vote for one (1)
- Public Safety Representative - Vote for one (1)
- Religious Organization/Institution Representative - Vote for one (1)
- Volunteer/Service Representative - Vote for one (1)

7) AREA 6 BALLOT

Stakeholders who are residents of Area 6 can vote for the following races:

- At-Large Representatives - Vote for up to two (2)
- Area 6 Representative - Vote for one (1)
- Apartment/Condo Representative - Vote for one (1)
- Business Representatives - Vote for up to two (2)
- Education Representative - Vote for one (1)
- Park Advocate/Environment Representative - Vote for one (1)
- Planning and Land Use Representative - Vote for one (1)
- Public Safety Representative - Vote for one (1)
- Religious Organization/Institution Representative - Vote for one (1)
- Volunteer/Service Representative - Vote for one (1)

8) AREA 7 BALLOT

Stakeholders who are residents of Area 7 can vote for the following races:

- At-Large Representatives - Vote for up to two (2)
- Area 7 Representative - Vote for one (1)
- Apartment/Condo Representative - Vote for one (1)
- Business Representatives - Vote for up to two (2)
- Education Representative - Vote for one (1)
- Park Advocate/Environment Representative - Vote for one (1)
- Planning and Land Use Representative - Vote for one (1)
- Public Safety Representative - Vote for one (1)
- Religious Organization/Institution Representative - Vote for one (1)
- Volunteer/Service Representative - Vote for one (1)

Summary:

- The ENC has 21 Board seats. **18** are elected.
- Stakeholders will use **Documentation** as a means of establishing their stakeholder status.
- Minimum stakeholder voting age is **18**.
- The ENC has seven (7) residential Areas.
- The ENC Board has a two-year term.
- Candidates can run for no more than one Board seat.

Should you have any questions regarding this voting model, please call the City Clerk - Election Division at (213) 978-0444. For more Neighborhood Council election information, please visit our website at: <http://cityclerk.lacity.org/election/ncdocs/website.pdf>.

Encino Neighborhood Council



NOTICE OF WITHDRAWAL

I, _____, without qualification, hereby officially withdraw my candidacy for the _____ Board Position at the upcoming Encino Neighborhood Council Election to be held on May 27, 2010.

I hereby authorize the Office of the City Clerk - Election Division to remove my name from the list of qualified candidates for the _____ Board Position of the Encino Neighborhood Council.

Executed this _____ day of _____, 20____ at _____, California.

(Signature of Candidate)

Note: A Notice of Withdrawal is effective when it is filed with the Office of the City Clerk - Election Division by the Candidate Withdrawal deadline, 60 days prior to the established Election Day for Candidates appearing on the ballot and 30 days prior to the established Election Day for Write-in Candidates. Return this completed form to: City Clerk - Election Division, 555 Ramirez Street, Space 300, Los Angeles, CA 90012 or via fax to: (213) 978-0376.



IMPORTANT REMINDERS

Please read the Encino Neighborhood Council 2010 Election Procedures carefully for election rules and regulations. These are available for a fee upon request or can be downloaded from the City Clerk – Election Division website.

Candidate Filing Packets and all verifying forms of documentation must be received at the Election Division Office by 5:00 p.m. of the following dates:

- Candidate Filing Deadline: TUESDAY, MARCH 30, 2010**
- Write-in Candidate Filing Deadline: TUESDAY, APRIL 27, 2010**

Candidate Statements must be received at the Election Division Office by 5:00 p.m. of the following date:

- Candidate Statement Deadline: TUESDAY, APRIL 27, 2010**

Notice of Withdrawal must be received at the Election Division Office by 5:00 p.m. of the following dates:

- Candidate Withdrawal Deadline: TUESDAY, MARCH 30, 2010**
- Write-in Candidate Withdrawal Deadline: TUESDAY, APRIL 27, 2010**

IMPORTANT CONTACT INFORMATION

ELECTION DIVISION MAILING ADDRESS

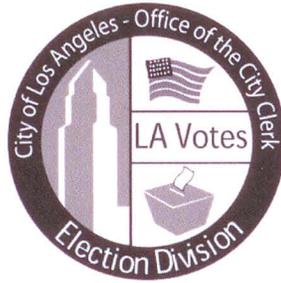
City of Los Angeles
Office of the City Clerk - Election Division
Piper Technical Center
555 Ramirez Street
3rd Floor, Space 300
Los Angeles, CA 90012

PHONE AND FAX NUMBERS

Phone: (213) 978-0444 or (888) 873-1000
Fax: (213) 978-0376

WEBSITE

<http://cityclerk.lacity.org/election/ncdocs/website.pdf>



City Clerk - Election Division

Neighborhood Council Election

Acceptable Forms

of

Documentation

**Note: Voters and candidates may be required to show more than one form of documentation to verify eligibility as a stakeholder. Contained in this document are just a sample of some (not all) of the acceptable forms of documentation that candidates and voters may use to establish their stakeholder status. This list will be updated periodically to incorporate any new forms that are deemed acceptable. The City of Los Angeles, Office of the City Clerk - Election Division has sole discretion on the acceptability of any document presented.*



NEIGHBORHOOD COUNCIL ELECTION LIST OF ACCEPTABLE FORMS OF DOCUMENTATION

The following items will constitute acceptable forms of documentation for establishing stakeholder status. Different categories may require different forms of ID. Neighborhood Councils that have chosen "Self-affirmation" to identify stakeholders, will not require ID in order to vote.

HOMEOWNER REPRESENTATIVE

The following forms of documentation shall be acceptable proofs of homeownership to run or vote for Homeowner Representative for those Neighborhood Councils that require stakeholders to own residential property within the Neighborhood Council's boundaries. Stakeholder will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B. One of the IDs on List B must prove that you own residential property within the boundaries of the Neighborhood Council.

List A

- Valid CA Driver's License
- Valid CA Identification Card

List B

- Valid Passport
- Valid school ID
- Social Security Card
- Valid picture ID with name (from gym, school, work, club, etc.)
- Los Angeles (L.A.) County Property Tax Bill
- Mortgage statement
- Recent utility bill
- Home Owner's Association bill
- Mail with your name and address within the boundaries such as credit card statements
- A letter from a Neighborhood Watch you participate in
- A traffic ticket mailed to you with address in the area
- A mailer from County or City Clerk with name and address
- Other similar documentation providing proof of occupancy/tenancy

RENTER/TENANT REPRESENTATIVE

The following forms of documentation shall be acceptable proofs of renter status to run or vote for Renter/Tenant Representative for those Neighborhood Councils that require stakeholders to rent within the Neighborhood Council's boundaries. Stakeholder will need to show one proof from List A **and** one proof from List B (document must prove stakeholder status claim), **or** two from List B. One of the IDs on List B must prove that you rent within the boundaries of the Neighborhood Council.

List A

- Valid CA Driver's License
- Valid CA Identification Card

List B

- Valid Passport
- Valid school ID
- Social Security Card
- Valid picture ID with name (from gym, school, work, club, etc.)
- A copy of residential lease or rental agreement (contract)
- Rent receipt
- Mail with your name and address within the boundaries such as credit card statements
- A letter from a Neighborhood Watch you participate in
- A traffic ticket mailed to you with address in the area
- A letter from landlord listing the tenant's name and rental unit address
- A mailer from County or City Clerk with name and address
- Other similar documentation providing proof of occupancy/tenancy

RESIDENTIAL REPRESENTATIVE

The following forms of documentation shall be acceptable proofs of residency to run or vote for Residential Representative for those Neighborhood Councils that require stakeholders to reside within the Neighborhood Council's boundaries. Stakeholder will need to show one proof from List A, **or** two from List B. One of the IDs on List B must prove that you reside within the boundaries of the Neighborhood Council.

List A

- Valid CA Driver's License
- Valid CA Identification Card

List B

- Valid Passport
- Valid school ID
- Social Security Card
- Valid picture ID with name (from gym, school, work, club, etc.)
- A copy of residential lease or rental agreement (contract)
- Los Angeles (L.A.) County Property Tax Bill
- Mortgage statement or rent receipt
- Recent utility bill
- Home Owner's Association bill
- Mail with your name and address within the boundaries such as credit card statements
- A letter from a Neighborhood Watch you participate in
- A traffic ticket mailed to you with address in the area
- A letter from landlord listing the tenant's name and rental unit address
- A mailer from County or City Clerk with name and address
- Other similar documentation providing proof of occupancy/tenancy

****Some Neighborhood Councils may require candidates running for Resident/Owner Seat to both live and own their place of residency. These candidates must show proof of both ownership and occupancy in order to be eligible to run for the seat.***

BUSINESS/COMMERCIAL

The following forms of documentation shall be acceptable proofs of employment or ownership in a business within the Neighborhood Council's boundaries (if required to vote or run for a business/commercial representative). A stakeholder will need to show one proof from List A **and** one from List B **or** two from List B. One of the IDs on List B must prove that you work or own a business in the Neighborhood Council.

List A

- Valid CA Driver's License
- Valid CA Identification Card
- Valid Passport
- Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- A copy of a business lease or rental agreement
- County of LA Property Tax Bill
- Mortgage statement or rent receipt
- City of LA Business license showing name
- California (CA) State Board of Equalization resale certificate showing name
- Business letterhead and business card showing name address of business
- Social Security Card
- Work permit
- Pay stub showing name and address of business
- Pay check showing name and business name
- A letter from employer verifying employment
- A letter from Business Improvement District (BID) with your address
- A letter from a Chamber of Commerce with your address
- An advertisement of your business on a newspaper/periodical showing your address
- Statements from vendors showing your business name and address
- Current utility bill
- Magazine/newspaper subscriptions showing business address
- A website showing your business name and address
- Other similar documentation evidencing that stakeholder works/owns a business within the Neighborhood Council

RELIGIOUS INSTITUTIONS/SCHOOLS/COMMUNITY BASED ORGANIZATIONS

The following forms of documentation shall be accepted as proof of employment/participation in Religious Institutions, Schools, and Community-Based Organizations such as non-profits, etc. A stakeholder will need to show one proof from List A **and** one from List B **or** two from List B. One of the IDs from List B must prove that you participate or work in a Community-Based Organization, School or Religious Institution in the Neighborhood Council.

List A

- Valid CA Driver's License
- Valid CA Identification Card
- Valid Passport
- Valid picture ID with name (work, school, gym, club, credit card, etc.)

List B

- Pay stub showing name and address of institution and organization
- Pay check copy showing name and address of institution or organization
- Letter on letterhead from religious institution, educational institution, or Community organization (as applicable) stating the person is an active participant
- Business card from religious, educational or community based organizations
- Membership card or certificate with the institution/organization name and address
- Receipt of dues with the institution/organization name and address
- A church/synagogue/mosque flyer/weekly calendar/newsletter
- A printed copy of website showing you as a staff member (roster/picture)
- Other similar documentation evidencing that stakeholder works, owns and participates in the above-mentioned categories

MISCELLANEOUS GROUP SUCH AS VOLUNTEER/SERVICE GROUP

The following forms of documentation shall be accepted as proof of employment, participation, and membership in a volunteer/service group. Stakeholder needs to show at least one picture ID to verify identity.

- Pay stub showing name and address of volunteer/service group
- Paycheck showing name and address of volunteer/service group
- A letter on letterhead from volunteer/service group or organization
- Membership card or certificate with the volunteer/service group or organization name and address
- Other similar documentation evidencing that stakeholder works or participates in a volunteer/service group or organization

DISTRICT/AREA/ZONE REPRESENTATIVE

The following forms of documentation shall be proofs of residency/ownership/employment or participation within a district/zone/area (to run or vote for a district/zone/area representative for those Neighborhood Councils that require stakeholders to reside, work or participate in a certain district/zone/area.) Stakeholder will need to show one Picture ID and a supplemental ID or two supplemental IDs; one of these must prove his/her stakeholder claim within the district/zone/area.

- Valid CA Driver's License or Identification Card
- Valid picture ID with name (from gym, school, work, club, etc.)
- Valid Passport
- Social Security Card
- A copy of residential lease or rental agreement (contract)
- LA County Property Tax Bill
- Mortgage statement or rent receipt
- Recent utility bill
- Home Owner's Association bill
- Mail with your name and address within the boundaries such as credit card statements
- A letter from a Neighborhood Watch you participate in
- A traffic ticket mailed to you with address in the area
- A letter from landlord listing the tenant's name and rental unit address
- A mailer from County or City Clerk
- A copy of a business lease or rental agreement
- County of LA Property Tax Bill
- Mortgage statement or rent receipt
- City of LA Business license showing name
- Business letterhead or business card showing name address of business
- Pay stub or paycheck showing name and address of business
- A letter from employer verifying employment
- A letter from a Chamber of Commerce with your address
- An advertisement of your business on a newspaper/periodical showing your address
- Statements from vendors showing your business name and address
- Magazine/newspaper subscriptions showing address
- A website showing your business name and address
- A letter on letterhead from an organization or institution stating that person is an active participant
- Receipt of dues with the institution/organization's name and address
- Organization's newsletter or flyer
- Souvenir from institution/organization with name and address
- Award or certificate given to you by the organization or institution with name and address
- Other similar documentation providing proof of occupancy/tenancy
- Other similar documentation evidencing that stakeholder works/owns a business within the Neighborhood Council
- Other similar documentation that provides evidence that stakeholder participates in an organization, institution, or church in the district/area/zone of the Neighborhood Council

SENIOR REPRESENTATIVE

Age Specific Category: First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Senior Seat). A stakeholder will need to show one proof from List A **or** two from List B.

List A

- Valid CA Driver's License
- Valid CA Identification Card
- Valid Passport

List B

- Birth Certificate
- Senior pass
- Senior discount cards
- AARP membership cards
- Membership card for a senior center
- Medicare card
- Other similar documentation evidencing that stakeholder is a senior citizen

Participation Requirement Category: First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that only require proof of participation, employment, and membership in an organization that serves Seniors in order to vote or run for the Senior Seat. A stakeholder will need to show one proof from List A **and** one from List B **or** two from List B.

List A

- Valid CA Driver's License
- Valid CA Identification Card
- Valid Passport
- Picture ID (work, school, club, credit card, etc.)

List B

- Pay stub showing name and address of senior service center
- Paycheck showing name and address of senior service center
- A letter on letterhead from senior service group or organization
- A letter on letterhead from Adult Day Health Care Center
- Business card with name and address of Adult Day Health Care Center
- Membership card or certificate with the senior service group or organization name and address
- Other similar documentation evidencing that stakeholder works or participates in a senior service group or organization

YOUTH REPRESENTATIVE

Age Specific Category: First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of appropriate age to vote or run for position (if required as in the case of some Neighborhood Councils that have age restrictions to run or vote for a Youth Seat. A stakeholder will need to show one proof from List A **or** two from List B. One of the IDs from List B must prove age.

List A

- Valid CA Driver's License
- Valid CA Identification Card
- Valid Passport
- Valid school ID with address and date of birth (DOB)

List B

- Birth Certificate
- A letter from a Community Police Advisory Board (CPAB) in the area
- A letter from a recreation center in the area
- A letter from a school counselor/advisor/teacher
- A letter from an after school program in the area
- Other similar documentation evidencing that stakeholder is a youth

Participation Requirement Category: First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of participation, employment, and membership for those Neighborhood Councils that require proof of participation, employment, and membership in an organization that serves youth in order to vote or run for the Youth Seat. A stakeholder will need to show one proof from List A **and** one from List B **or** two from List B.

List A

- Valid CA Driver's License
- Valid CA Identification Card

List B

- Valid Passport
- Valid picture ID (school, work, gym, club, credit card, etc.)
- A letter from a CPAB in the area
- Business card from youth organization or group
- Pay stub from youth organization or group
- Pay check from youth organization or group
- A letter from a recreation center in the area
- A letter from a school counselor/advisor/teacher
- A letter from an after school program in the area
- Other similar documentation evidencing that stakeholder is a youth

PARK ADVOCATE/ENVIRONMENT REPRESENTATIVE

First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of employment, participation, and membership in any of these areas. Stakeholder needs to show one Picture ID **or** two forms of ID to prove identity. At least one form of ID must show participation, employment or interest in an environmental organization.

- Picture ID (work ID, school ID, club ID, membership ID, etc.)
- Valid CA Driver's License or identification card
- Passport
- Membership card for an environmental organization
- Pay stub/pay check showing name and address of park/environmental group or organization
- A letter on letterhead from park/environmental group or organization
- Business card from park/environmental group or organization
- Certificate with the group/organization name and address
- Receipt of dues with the group/organization name and address
- Environmental magazine subscription with your name and address
- Other similar documentation evidencing that stakeholder works, participates or shows interest in an environmental group/organization

HORSE OWNER REPRESENTATIVE

First, it must be determined that the individual is a stakeholder in the Neighborhood Council. The following forms of documentation shall be accepted as proof of horse ownership. Stakeholder needs to show one Picture ID or two forms of ID to prove identity. At least one form of ID must prove horse ownership.

- Picture ID (work ID, school ID, club ID, gym ID, credit card, etc.)
- Valid CA Driver's License
- Valid CA Identification Card
- Passport
- Membership card for a horse owners club
- Certificate of ownership
- A copy of a horse stable boarding agreement with owner's name
- Receipt from veterinarian with owner's name

AT-LARGE SEAT

A stakeholder within the NC's boundaries may run or vote for this seat. For some NCs this seat may also be the Factual Basis Seat.

- Valid CA Driver's License
- Valid CA Identification Card
- Picture ID (work ID, school, gym, club, credit card, etc.)
- Valid passport
- A copy of residential lease or rental agreement
- Social Security Card
- Los Angeles (LA) County Property Tax Bill
- Pay stub showing name and business name
- Paycheck showing name and business name
- Mortgage statement or rent receipt
- Current utility bill
- Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format
- Any person who declares an interest on a factual basis on the neighborhood may run and vote for this seat

FACTUAL BASIS STAKEHOLDER SEAT

A stakeholder who declares a stake in the neighborhood and affirms the factual basis for it may run or vote for this seat.

- Valid CA Driver's License
- Valid CA Identification Card
- Picture ID (work ID, school, gym, club, credit card, etc.)
- Valid passport
- Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format
- Receipts from businesses within the neighborhood

HOMELESS REPRESENTATIVE

A stakeholder who is homeless within the neighborhood may run or vote for this seat.

- Valid CA Driver's License
- Valid CA Identification Card
- A letter from shelter
- Self-affirmation to be eligible to vote for Neighborhood Councils that have chosen to use this format
- Receipts from businesses within the neighborhood

****Note: Voters and candidates may be required to show more than one form of documentation to verify eligibility as a stakeholder. The City of Los Angeles, Office of the City Clerk - Election Division has sole discretion on the acceptability of the document presented. If a voter does not have proof of Stakeholder status, then the voter will vote provisionally.***



The Office of the City Clerk – Election Division 2010 Neighborhood Council Election Candidate Guidelines

1. You may run for any Neighborhood Council (NC) Board Seat if you meet the candidacy requirements for the seat you are seeking.
2. You shall not distribute Vote-By-Mail (VBM) Applications.
3. You shall not be involved in the collection of VBM Applications.
4. You shall not use the City of Los Angeles Seal, City of Los Angeles Letterhead, the Office of the City Clerk Seal, the Election Division Logo, the Department of Neighborhood Empowerment (DONE) Logo or any other official NC designation created by DONE.
5. You shall not receive endorsements from the governing board of the NC.
6. You may receive endorsements from individual board members, acting as individual stakeholders.
7. You shall not use City facilities, equipment, supplies or other City resources for campaigning activities.
8. You shall not engage in negative campaigning (“mudslinging”) during your campaign.
9. You shall not post handbills on public property. You must observe all handbill posting laws (Sec. 28.04 Los Angeles Municipal Code).
10. You shall not engage in electioneering.
11. You may ask questions about election procedure and observe the election process.
12. You may report any illegal or fraudulent activity to the City Clerk - Election Division.
13. You shall adhere to all NC Election policies established by the City Clerk - Election Division.
14. You shall notify the City Clerk - Election Division if your stakeholder status changes, thereby disqualifying you from the NC seat you are seeking.