

# NEIGHBORHOOD COUNCIL 2014 ELECTIONS



## Election Procedures Stipulation Worksheet

The following information provides the primary elements for this Neighborhood Council (NC) election and is taken from the NC's Bylaws and 2012 Election Procedures. This worksheet supplements the policies and procedures in the Neighborhood Council 2014 Election Manual. Please take Board action to confirm the information and to provide the additional information (\*) needed to administer the election. We will then update the Bylaws accordingly. The defaults shall take effect if this worksheet is not returned to the Department of Neighborhood Empowerment (Department) by Friday, November 22, 2013.

Please return via email to Elections@EmpowerLA.org or by fax to (213) 978 - 1751

**Neighborhood Council:** \_\_\_\_\_

### Region:

- |   |  |  |  |
|---|--|--|--|
| <input type="radio"/> 1. North East Valley<br>Saturday, March 8, 2014 | <input type="radio"/> 4. South East Valley<br>Thursday, March 20, 2014 | <input type="radio"/> 7. East<br>Saturday, April 12, 2014          | <input type="radio"/> 10. South LA 1<br>Saturday, May 10, 2014 |
| <input type="radio"/> 2. North West Valley<br>Saturday, March 1, 2014 | <input type="radio"/> 5. Central 1<br>Sunday, March 30, 2014           | <input type="radio"/> 8. North East LA<br>Saturday, April 26, 2014 | <input type="radio"/> 11. West LA<br>Sunday, May 18, 2014      |
| <input type="radio"/> 3. South West Valley<br>Sunday, March 16, 2014  | <input type="radio"/> 6. Central 2<br>Thursday, April 3, 2014          | <input type="radio"/> 9. South LA 2<br>Saturday, May 3, 2014       | <input type="radio"/> 12. Harbor<br>Saturday May 3, 2014       |

### Election Time:

Please provide a four (4) hour window between the hours of 9:00 a.m. to 8:00 p.m. for the Department to hold the elections. A six (6) hour window is available by request. Default will be 10:00 a.m. to 2:00 p.m. on Saturday or Sunday and 4:00 p.m. to 8:00 p.m. from Monday through Friday.

**Election Duration:**       4 Hours       6 Hours       Other

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Election Location:

Poling Places must be within the NC's boundaries, comply with the Americans with Disabilities Act, have adequate parking, and be available on the Election Day two hours before and after the election time window. The NC must confirm the location availability. Location fee maximum paid by Department: \$200. Default will be the Department's selection.

Street Address _____	Street Address _____
City _____	City _____
State _____ Zip Code _____	State _____ Zip Code _____
Phone Number _____	Phone Number _____
Location Contact Person _____	Location Contact Person _____
Contact Person's Email Address _____	Contact Person's Email Address _____
Contact Person's Phone Number _____	Contact Person's Phone Number _____

**The NC boundaries, map, open Board seats and qualifications for candidates and voters for this election will be taken from the NC's approved Bylaws.**

Candidate Verification: Candidates will be verified via documentation.

Stakeholder Verification: Per bylaws.

Minimum Stakeholder Voting Age: Per bylaws.

**Vote-by-Mail** - available for the 2014 Election with a minimum \$500 startup fee and additional charges based on number of ballots and postage paid by the NC.

- NO (Default)
- YES (Vote by Mail Elections are all self-affirmation for voters. This choice supersedes NC's Bylaws.

**Translation** - Please specify which languages (in addition to English) that you wish to have on your Ballot, and the Polling Place

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**NC Election / Outreach Contact Information**

Election Chair \_\_\_\_\_ Outreach Chair \_\_\_\_\_

Election Chair's Email \_\_\_\_\_ Outreach Chair's Email \_\_\_\_\_

Election Chair's Phone \_\_\_\_\_ Outreach Chair's Phone \_\_\_\_\_

**Declaration**

We, the persons authorized by the above-named Neighborhood Council to execute this Election Procedures Stipulation Worksheet, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the information in this document and attachments was approved as an official action of the Board per the Neighborhood Council's Bylaws. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the approval of this document. We hereby confirm the accuracy of the EmpowerLA webpage for our NC's Board Roster, map and Bylaws.

**Date of Board Action:** \_\_\_\_\_

**Board Vote:** YES \_\_\_\_\_ NO \_\_\_\_\_ Abstentions \_\_\_\_\_

President / Chair \_\_\_\_\_

President / Chair's Email \_\_\_\_\_

President / Chair's Phone \_\_\_\_\_

Please visit [EmpowerLA.org](http://EmpowerLA.org) and select Councils at the top menu, select your Neighborhood Council and confirm:

- Your Board Roster Seats
- Your NC Map
- Your Bylaws

Please give us any comments, feedback, and or suggestions.