

2021 NEIGHBORHOOD COUNCIL ELECTION HANDBOOK



VERSION DATE: NOVEMBER 12, 2020

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

TABLE OF CONTENTS

INTRODUCTION

1. WHO IS INVOLVED IN NC ELECTIONS

- 1.1 The Office of the City Clerk (City Clerk)**
- 1.2 City Clerk Election Administrators (EAs)**
- 1.3 Additional City Clerk Duties**
- 1.4 Department of Neighborhood Empowerment (EmpowerLA)**
- 1.5 Neighborhood Councils (NCs)**
- 1.6 Stakeholders**

2. NC ELECTION DATES

- 2.1. Regional Election Assignments and Timelines**

3. THE CANDIDATE FILING PROCESS

- 3.1 Candidate Filing Information - First Steps**
- 3.2 The Right to Run for a NC Board Seat**
- 3.3 The Candidate Filing Period**
- 3.4 Completing a Candidate Filing Application**
- 3.5 Qualifying Documentation**
- 3.6 The Neighborhood Council Candidate Filing Portal and Instructions**
- 3.7 Candidate Statement and Photo**
- 3.8 Write-In Candidates**
- 3.9 Running in Multiple Neighborhood Councils or for Multiple Board Seats**
- 3.10 Candidate Withdrawal**
- 3.11 Certified List of Candidates**
- 3.12 Candidate Guidelines**
- 3.13 Board Affirmation and Loss of Quorum**
- 3.14 The Candidate Challenge Period**
- 3.15 Resolving Candidate Challenges**

4. VOTING ELIGIBILITY

- 4.1 Stakeholders Voting Eligibility**

- 4.2 Voting Age**
- 4.3 Self-Affirmation and Documentation Requirements**

5. VOTE-BY-MAIL OPERATIONS

- 5.1 Vote-By-Mail Application**
- 5.2 Vote-By-Mail Period**
- 5.3 Neighborhood Council Vote-By-Mail Portal**
- 5.4 Completing a Vote-By-Mail Paper Application**
- 5.5 Voting in Multiple Neighborhood Councils**
- 5.6 Official Ballots**
- 5.7 Replacement Ballots**
- 5.8 Election Day Ballot Boxes**
- 5.9 Electioneering**

6. ELECTION RESULTS

- 6.1 Election Tally Location and Time**
- 6.2 The Tally Process**
- 6.3 Recounts**
- 6.4 Tie Votes**
- 6.5 Candidates Elected to Multiple Seats**
- 6.6 Election Challenges: Submitting an Election Challenge**
- 6.7 Election Challenges: Acceptable Challenge Categories**
- 6.8 Election Challenges: Processing Election Challenges**
- 6.9 Election Challenges: Challenge Remedies**

7. POST-ELECTION PROCEDURES

- 7.1 Seating Newly Elected Board Members**
- 7.2 Stakeholder Registration Information**
- 7.3 Election Records**

8. PUBLIC RECORDS REQUESTS

- 8.1 The California Public Records Act**
- 8.2 Requesting a Public Record**
- 8.3 Public Record Requests - Candidate Filing Information**
- 8.4 Public Record Requests - Stakeholder Registration Information**

- 8.5 Public Record Requests - Election Challenges**
- 8.6 Public Record Requests - Other Election Materials**

Attachment A: 2021 Neighborhood Council Regional Election Schedule

Attachment B: 2021 NC Election Timeline

Attachment C: 2021 NC Election Documentation Guide

Attachment D: NC Leadership Orientation Board Service Policy

Attachment E: List of Acceptable Challenges

Attachment F: Los Angeles Municipal Code Sec. 28.00-28.04

INTRODUCTION

The Neighborhood Council (NC) Board Member Elections will be held in the spring of 2021. This handbook provides voters, candidates, and NC participants with important information about the election process, including the candidate filing and Vote-By-Mail (VBM) operations.

For 2021, the Office of the City Clerk (City Clerk) will be overseeing election operations, while the Department of Neighborhood Empowerment (EmpowerLA) will collaborate with individual NCs to conduct election outreach. Both the City Clerk and EmpowerLA look forward to the 2021 NC Elections and will be working closely with each NC to ensure that all NC elections are a success.

Due to public health and safety concerns as a result of the Covid-19 pandemic, the City Clerk is implementing an all VBM voting model for all NCs in 2021. This handbook will serve as the primary source of NC Election policies and procedures.

For more information about NC elections, please visit the City Clerk's Election Division website at clerk.lacity.org/elections or call our office at (213) 978-0444 or toll free at (888) 873-1000.

For more information about individual NCs or NC outreach, please visit EmpowerLA's website at empowerla.org or call at (213) 978-1551.

Office of the City Clerk

Election Division
C. Erwin Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles, CA 90012

Email: clerk.electionsnclacity.org

Department of Neighborhood Empowerment

Main Office
Los Angeles City Hall
200 N. Main Street, 20th Floor
Los Angeles, CA 90012

Email: NCSupport@lacity.org

1. WHO IS INVOLVED IN NC ELECTIONS

1.1 The Office of the City Clerk (City Clerk)

The City Clerk will serve as the primary Election Administrator for the 2021 NC Elections.

In accordance with Los Angeles Administrative Code Section 20.36, the City Clerk is authorized to conduct NC Elections and is authorized to promulgate any election procedure, rule, regulation, or issue any directive or moratorium necessary for that portion of the elections it administers, including the promulgation of any procedures, rules, regulations, directives, or moratoria for the resolution of any election challenge.

Any election procedures, rules or regulations promulgated by the City Clerk are hereby applied to all NC Bylaws by reference and are to be applied to the NC's Bylaws. While our office is committed to adhering to all election language stipulated in the bylaws, City Clerk election rules and regulations shall take precedence over any inconsistent language in the NC's Bylaws.

1.2 City Clerk Election Administrators (EAs)

City Clerk staff will serve as Election Administrators (EAs) for the 2021 NC Elections. Throughout the election year, EAs will be responsible for the following tasks:

1. Serving as the primary liaison between NCs, the City Clerk, EmpowerLA, and stakeholders;
2. Conducting all NC elections in accordance with citywide rules outlined in this handbook and other procedures established by the City Clerk, NC Bylaws, and any governing City or State laws and regulations (e.g., California Public Records Act);
3. Reviewing and understanding NC Bylaws, as they relate to the conduct of elections;
4. Drafting voting models and sample ballots based on voter eligibility requirements in each NC's Bylaws;
5. Processing Election Worksheets and other election documents issued by the City Clerk;
6. Assisting the City Clerk's Public Services Section with the NC candidate filing process, including processing candidate filing challenges; and

7. Providing Vote-By-Mail (VBM) information to NCs.

Overall, an EA is expected to work closely and communicate with their assigned NCs, either through an Election Committee or through a representative designated by the NC.

1.3 Additional City Clerk Duties

Additional City Clerk staff will be responsible for the following administrative operations:

1. Updating the City Clerk's website and providing systems maintenance;
2. Processing and certifying NC candidate applications;
3. Designing, testing, and tallying ballots;
4. Processing VBM applications and mailing and receiving NC ballots;
5. Placing and retrieving ballot boxes from drop-off locations on Election Day;
6. Convening Independent Grievance Panels to process post-election challenges, when necessary;
7. Certifying and posting election results; and
8. Processing public records requests.

1.4 Department of Neighborhood Empowerment (EmpowerLA)

EmpowerLA is the City Department responsible for promoting civic engagement and supporting NCs in their mission to make municipal government more responsive to local needs. EmpowerLA's NC Advocates help to connect NCs and City government by holding workshops and training on public engagement for both NCs and City staff. NC Advocates also provide NCs with support in organizing and running meetings and coach board members on how to work with the City to advocate for their communities.

During this NC election cycle, EmpowerLA will be responsible for coordinating election outreach and candidate recruitment with each NC.

1.5 Neighborhood Councils (NCs)

Neighborhood Councils form a grassroots level of the Los Angeles City government. The system was created to connect Los Angeles' diverse communities to City Hall, and was established in 1999 by an amendment to the City Charter.

Each NC operates according to the City Charter, Administrative Code, Plan for a Citywide System of Neighborhood Councils and Bylaws that define the NC's governing board structure, geographical boundaries, and candidate and voter eligibility requirements. NCs also operate according to the City Charter, applicable municipal

ordinances, Board of Neighborhood Commissioners policies, and directives issued by EmpowerLA and the City Clerk.

NC board members are unpaid volunteer(s), unpaid elected officials, who serve on boards to monitor the delivery of City services to their communities and its stakeholders as well as present budget priorities to the Mayor and City Council. NC board members are not elected officials. NCs advocate for their communities on important issues like planning and land use, homelessness, and emergency preparedness.

The City Clerk's EAs will work closely with NCs, either through their Election Committees or through other designated representatives, on ensuring each NC election is conducted fairly and according to procedure.

1.6 Stakeholders

NC membership is open to all Stakeholders. A "Stakeholder" shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the NC; or
- (2) Is a Community Interest Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the NC.

A "Community Organization" is an entity that has continuously maintained a physical street address within the boundaries of the NC for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

All stakeholders, when running as a candidate or voting, must specify a qualifying address or location within the NC's boundaries to participate. Stakeholder claims cannot be based on participation occurring outside of a given NC's boundaries.

Throughout this handbook, the terms "candidate" and "voter" may be used in place of "stakeholder."

2. NC ELECTION DATES

2.1. Regional Election Assignments and Timelines

All NC Elections will take place between March and June in 2021. As in previous NC elections, NCs will be assigned to geographical regions, in groups of six to ten NCs, and the groups within that region will hold their elections on the same day.

1. Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email. Office hours may change depending on implementation of City furloughs.
2. When a deadline falls on a Saturday, Sunday, or a religious or national holiday, the actual deadline date will be moved to the following City of Los Angeles business day.

For more information on your NC's election region and election date, please refer to **Attachment A: 2021 Neighborhood Council Regional Election Schedule**.

For more information on your NC's regional election timeline, which includes important election deadlines, please refer to **Attachment B: 2021 NC Election Timeline**.

3. THE CANDIDATE FILING PROCESS

3.1 Candidate Filing Information - First Steps

The City of Los Angeles encourages all stakeholders to participate in the 2021 NC Elections. If you are interested in running for a NC board seat, please consider taking the following steps:

1. Find out which NC you belong to. To find your NC, please enter your qualifying address here: neighborhoodinfo.lacity.org.
2. Attend your local NC meeting and subscribe to your NC's Early Notification System to receive your NC's meeting agendas here: [NC's Early Notification System](#)
3. Review your NC's Bylaws to understand your NC's board seat qualifications. It is the candidate's responsibility to know and select the seat they are running for. Board seat qualifications are defined in **Article V (Governing Board)** and **Attachment B (Governing Board Structure and Voting)** in all NC Bylaws. All current NC Bylaws can be found on **EmpowerLA's website** at: [NC Bylaws](#).

4. Review your NC's election timeline in **Attachment B: 2021 NC Election Timeline** or on the City Clerk's Election Division website at clerk.lacity.org/elections for more information on important deadlines.
5. Complete a Candidate Filing Application and provide the City Clerk with all of the information and documentation required for candidate certification. Once certified, all candidates will be expected to review and adhere to the Candidate Guidelines below (**3.12 Candidate Guidelines**).

3.2 The Right to Run for a NC Board Seat

Stakeholders cannot be denied the opportunity to run for a board seat for which they can prove eligibility, unless otherwise prohibited by a NC's Bylaws (e.g. term limits, age requirements).

3.3 The Candidate Filing Period

The candidate filing period will begin approximately 120 days before Election Day and will last for 45 days. All candidate filing and candidate challenge deadlines will end at 5:00 p.m., Pacific Standard Time.

3.4 Completing a Candidate Filing Application

Stakeholders interested in running for a NC board seat must complete a Candidate Filing Application online or by paper application, and submit it to the City Clerk's office for review and verification.

Candidates can complete and submit a Candidate Filing Application online at <https://clerkappsele.lacity.org/NCElection> or obtain a paper application from the City Clerk's website. Paper applications may be submitted by mail, email, or by fax at the following:

Office of the City Clerk
Election Division
C. Erwin Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles, CA 90012

Email: clerk.electionsnclacity.org

Fax: (213) 978-0376

When completing a Candidate Filing Application, candidates must provide the following information:

1. Neighborhood Council Name*;
2. Board Seat Name*;

3. Stakeholder Status (Live, Work, Own property, or Community Interest)*;
4. Name as it will appear on the Ballot*;
5. First and Last Name*;
6. Date of Birth;
7. Telephone Number;
8. Email Address;
9. Qualifying Address;
10. Mailing Address; and
11. A photo identification and any documentation necessary to establish board seat eligibility.

NOTE: If submitting a paper application, the candidate must also provide their signature.

***THIS INFORMATION IS CONSIDERED PUBLIC AND SUBJECT TO LIMITED DISCLOSURE. PERSONAL ADDRESS AND PHONE NUMBERS ARE NOT DISCLOSED.**

3.5 Qualifying Documentation

All candidates must submit identification and any applicable documentation to establish their eligibility for the board seat they are applying for. Candidates must submit all necessary documentation within three (3) days of the candidate filing deadline.

Since there is a wide variety of NC board seats, the documentation required to qualify for these seats vary. For an example of what type of documents may suffice, please refer to **Attachment C: 2021 NC Election Documentation Guide**.

All candidates must acknowledge the NC Leadership Orientation Board Service Policy prior to certification. **Attachment D: NC Leadership Orientation Board Service Policy**.

The City Clerk will review each Candidate Filing Application and applicable documentation to determine if the candidate meets the NC's board seat qualifications, as stated in the NC's Bylaws. Once certified, any documentation submitted by the candidate will be deleted from the City Clerk's candidate filing system.

CANDIDATES WHO **DO NOT** SUBMIT A CANDIDATE FILING APPLICATION, FAIL TO SUBMIT DOCUMENTATION, DO NOT MEET SPECIFIC BOARD SEAT REQUIREMENTS AND DO NOT ACKNOWLEDGE THE LEADERSHIP ORIENTATION POLICY **WILL NOT BE CERTIFIED.**

3.6 The Neighborhood Council Candidate Filing Portal and Instructions

Candidates who wish to complete a Candidate Filing Application online **must** create a profile in the NC Candidate Filing Portal. To create a profile, candidates can access the NC Candidate Filing Portal at <https://clerkappsele.lacity.org/NCElection> and complete the following steps:

1. Click on the 'Create New Account' button and enter the following information:
 - a. First and Last Name
 - b. Email Address
2. An email will be sent to the candidate confirming registration. Candidates must then create a Password. The Password must be at least eight (8) characters long and must include at least one (1) uppercase letter, one (1) lowercase letter, one (1) number, and one (1) punctuation character. Example: **Password8\$**.
3. Click 'Submit'.

Once the password has been confirmed, candidates will automatically be returned to the NC Candidate Filing Portal, where they can sign in with their email and password to begin the Candidate Filing Application. When creating a new user profile, it is strongly suggested that candidates write down their login information. Candidates can reset their password by using the *Forgot Password* link.

City Clerk staff will be available throughout the candidate filing period, during regular City business hours, to assist candidates with their filing.

3.7 Candidate Statement and Photo

Candidates will have the option of submitting a candidate statement and photograph, both of which will be posted on the City Clerk's website. Candidates may submit their optional statements and photographs up to seven (7) days before Election Day, however, please note that since voting begins 29 days before Election Day, it is to your benefit to submit your statement and photo as early as possible.

The NC Candidate Filing Portal allows candidates a maximum of 1,000 characters for a candidate statement.

3.8 Write-In Candidates

There will be no write-in candidates for the 2021 NC Elections.

3.9 Running in Multiple Neighborhood Councils or for Multiple Board Seats

Stakeholders may run as a candidate in multiple NCs as long as they meet each NC's board seat requirements. Within each NC, a NC's Bylaws dictate how many seats a candidate may run for. Most NCs limit candidates to one seat. However, some NCs allow candidates to run for more than one seat.

3.10 Candidate Withdrawal

Candidates who choose to withdraw their name from the ballot must do so no later than 65 days before Election Day, by clicking the *Withdraw* button in the Candidate Filing Portal. If a candidate filed a paper Candidate Filing Application, they must contact the City Clerk to withdraw their name from the ballot. If a candidate withdraws from a contest, but wishes to run for another seat, they must refile through the Candidate Filing Portal or on a paper Candidate Filing Application no later than 75 days before Election Day.

Once a candidate withdraws, the candidate's name, statement, and photo will be removed from the City Clerk's webpage. Candidates who wish to withdraw after the withdrawal deadline must notify their NC of their request since their name will remain on the ballot. In the event a candidate wins a seat but does not wish to serve, the NC may need to take action to vacate the seat, which then will be filled by the NC, in accordance with their Bylaws. This type of post-election withdrawal will not be processed by the City Clerk.

3.11 Certified List of Candidates

The City Clerk will post the NC's Certified List of Candidates 60 days before Election Day. Candidate contact information, including a candidate's name, telephone number, and email address will be provided to EmpowerLA and their NC to notify candidates of any training, outreach, or candidate forum opportunities. NCs are prohibited from providing any candidate personal or contact information. A NC, if it so chooses, may ask candidates to participate in a Candidate Forum prior to Election Day. The City Clerk will not conduct or participate in any NC Candidate Forums.

3.12 Candidate Guidelines

All NC candidates will be provided with a set of guidelines:

1. Candidates must adhere to the guidelines prescribed in this Handbook and all other NC Election policies and procedures established by the City Clerk and EmpowerLA.
2. Candidates may not use City facilities, equipment, supplies, funds, or other City resources for **campaigning** activities.
3. Candidates may not use the City of Los Angeles Seal (logo) or Letterhead, the EmpowerLA logo, the City Clerk logo, the NC logo, or any other official NC designation created by EmpowerLA in candidate photos or any candidate campaign material, which can include items such as hats, t-shirts, buttons, or signs.
4. Candidates may not receive endorsements from the governing NC board as a whole.
5. Candidates may receive endorsements from individual board members, acting as individual stakeholders.
6. Candidates may not post handbills on public property. Candidates must observe all handbill posting laws (**Attachment F: Los Angeles Municipal Code Sec. 28.00-28.04**).
7. Candidates may run as a slate on the condition that all participating candidates provide written consent to the slate organizer agreeing to participate.
8. Candidates should report any illegal or fraudulent activity to the City Clerk.
9. Candidates must immediately notify the City Clerk and NC if their qualifying stakeholder status changes prior to the election, which may result in disqualification from the board seat they are seeking.

A violation of these guidelines could result in disqualification of candidates per sections **3.14: The Candidate Challenge Period** and **3.15: Resolving Candidate Challenges**.

3.13 Board Affirmation and Loss of Quorum

In the event there are no candidates for a single NC board seat, that contest will be omitted from the Official Ballot.

In the event there are not enough candidates in a NC election or if there are no competitive contests (two or more candidates) for all board seats after the List of Certified Candidates has been released, the election for the given NC will be suspended and canceled. Any candidates that have been certified will be seated by EmpowerLA through the Department's prescribed Board Affirmation process.

If there are not enough candidates to meet a quorum of the board, EmpowerLA will use the Board of Neighborhood Commissioners' Loss of Quorum policy to seat a new board. For more information regarding this process, visit the EmpowerLA website at empowerla.org.

3.14 The Candidate Challenge Period

A candidate's eligibility to run for and serve on a NC board can be challenged by any NC stakeholder.

In order to file a candidate challenge, a stakeholder must provide the following information to the City Clerk:

1. Name
2. Telephone Number
3. Email Address
4. A justification for the candidate challenge
5. Documentation supporting the challenge claim
 - a. Challenges filed without supporting documentation will not be accepted.

Please note that a challenger's name and justification for the candidate challenge is subject to public disclosure under the California Public Records Act (See **Section 8: Public Records Requests**). Supporting documentation is subject to limited disclosure.

Candidate challenges can first be submitted approximately 120 days before Election Day. The final day to submit a candidate challenge is 69 days before Election Day. The City Clerk must receive all candidate challenges by this deadline. All candidate filing

challenges must be resolved 65 days before Election Day. Candidate challenges will not be reviewed until the challenged candidate has been certified. Candidate challenges, as they pertain to their eligibility, will not be accepted after the Candidate Challenge Period ends. Any other challenges related to candidates must be filed after Election Day. Please review [Attachment B: 2021 NC Election Timeline](#) for exact dates.

Challenges must be submitted to the City Clerk online, in person, by mail, email, or fax at the following:

Office of the City Clerk
Election Division
C. Erwin Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles, CA 90012

Online Application:
<https://forms.gle/U5HddvYGeQgFn56Z8>

Email: clerk.electionsnclacity.org

Fax: (213) 978-0376

3.15 Resolving Candidate Challenges

The City Clerk will review all candidate challenge submissions that meet the criteria above. If a candidate challenge is accepted, the City Clerk will notify the challenger, the candidate in question, and the affected NC.

Once a determination is made concerning the candidate challenge, the City Clerk will notify the challenger, the candidate in question, and the affected NC. If a candidate's certification is invalidated, and the document submission deadline (see [3.5 Qualifying Documentation](#)) has not passed, the candidate may provide additional documentation to support their eligibility claim.

If a candidate's certification is invalidated and the candidate does not provide additional documentation supporting their candidacy, the candidate will be disqualified.

The City Clerk will serve as the final decision maker for all administrative reviews concerning the NC candidate filing process.

4. VOTING ELIGIBILITY

4.1 Stakeholder Voting Eligibility

Those that meet the stakeholder criteria per section **1.6 Stakeholders** and the criteria set forth in individual NC Bylaws, will be eligible to vote in NC elections.

4.2 Voting Age

In order to cast a ballot in the election, a voter must meet the voting age requirements set forth in each NC's Bylaws.

4.3 Self-Affirmation and Documentation Requirements

There are two stakeholder verification methods used in NC Elections: Self-Affirmation and Documentation-Required.

NCs that opt for a Self-Affirmation verification method require voters to affirm, under penalty of perjury, that they are eligible to vote in the NC's election. The voter will not be required to submit documentation to substantiate this claim.

NCs that opt for a Documentation-Required verification method require voters to submit identification and documentation to corroborate their eligibility claim. Stakeholders who wish to participate in Documentation-Required NC elections may refer to **Attachment C: 2021 NC Election Documentation Guide** for more information.

5. VOTE-BY-MAIL OPERATIONS

5.1 Vote-By-Mail Application

Stakeholders interested in voting must complete a VBM application through an online portal or a paper application. The City Clerk will use this form to determine the voter's eligibility and which ballot(s) to issue to the voter.

When completing a VBM application, stakeholders must provide the following information:

1. Neighborhood Council Name;
2. First, Middle, and Last Name;
3. Qualifying information used to determine Stakeholder Status (Live, Work, Own property, or Community Interest);

4. Date of Birth;
5. Mailing Address;
6. If documentation is required, documentation must be provided proving stakeholder status (See [Attachment C: 2021 NC Election Documentation Guide](#));
7. If submitting a paper form, a candidate must also provide their signature.

A voter's information on the VBM application is subject to limited disclosure under the California Public Records Act. Please see [Section 8: Public Records Requests](#) below for more information.

Stakeholders who do not submit a VBM application, fail to submit documentation (if applicable), or who do not meet specific voter requirements will not receive a ballot.

5.2 Vote-By-Mail Period

The VBM application period will begin 60 days before Election Day. All VBM applications must be received 7 days prior to Election Day by 5:00 p.m., Pacific Standard Time.

Ballot(s) will be mailed to the voter beginning 29 days before Election Day. Please review [Attachment B: 2021 NC Election Timeline](#) for exact dates.

5.3 Neighborhood Council Vote-By-Mail Portal

Stakeholders who wish to complete a VBM application online must first create a profile in the NC VBM Portal. To create a profile, stakeholders can access the NC VBM Portal on the City Clerk website and complete the following steps:

1. Click on the 'Create New Account' button and enter the following information:
 - a. First and Last Name
 - b. Email Address
2. An email will be sent to the stakeholders confirming registration. Stakeholders will create a Password. The Password must be at least eight (8) characters long and must include at least one (1) uppercase letter, one (1) lowercase letter, one (1) number, and one (1) punctuation character. Example: **Password8\$**.
3. Click 'Submit'.

Once the password has been confirmed, stakeholders will automatically be returned to the NC VBM Portal, where they can sign in with their email and password to begin the VBM Application. When creating a new user profile, it is strongly suggested that stakeholders write down their login information. Voters can reset their password by using the *Forgot Password* link.

Stakeholders will be able to track the status of their application and ballot in the NC VBM Portal.

City Clerk staff will be available throughout the VBM application period, during regular City business hours, to assist stakeholders with their filing.

5.4 Completing a Vote-By-Mail Paper Application

Stakeholders may also submit a paper VBM application to receive a NC ballot. City Clerk staff will enter the information on the paper application into the VBM portal for processing. Paper applications may be submitted by mail, email, or fax at the following:

Office of the City Clerk
Election Division
C. Erwin Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles, CA 90012

Email: clerk.electionsnclacity.org

Fax: (213) 978-0376

NOTE: An authorized agent may return paper applications on behalf of the voter. Voters must complete the "Authorized Agent" portion of the application.

5.5 Voting in Multiple Neighborhood Councils

Stakeholders may be eligible to vote in multiple NCs provided they meet each NC's voter requirements. Stakeholders may submit only one application per NC.

5.6 Official Ballots

The City Clerk will conduct a random alphabetical drawing to determine in which order candidate names will appear on the ballot for all NC elections.

The City Clerk will be responsible for developing and printing the official ballots for all NC elections.

Voters will be provided with a postage-paid envelope to return voted ballots.

5.7 Replacement Ballots

In the event that a stakeholder does not receive a ballot, makes an error while voting the ballot, or receives the wrong ballot, the stakeholder must contact the City Clerk to request a replacement ballot. Once a ballot is reissued, the original ballot is voided.

5.8 Election Day Ballot Boxes

On Election Day, ballot boxes will be located within each NC to accommodate voters who were unable to mail their ballot. Ballot box locations and hours will be posted on the City Clerk's website at least 30 days prior to Election Day.

NOTE: Voters may designate an authorized agent to return ballots on their behalf. Voters must complete the "Authorized Agent" portion of the ballot return envelope.

5.9 Electioneering

Electioneering is strictly prohibited near the ballot drop box on Election Day. Individuals, candidates, organizations, or other entities cannot solicit a vote, post signage, or speak to a voter, media representative, observer, or other person on the subject of marking their ballot on Election Day within 100 feet of the ballot drop box. This includes the audible dissemination of information that advocates for or against a candidate on the ballot.

6. ELECTION RESULTS

6.1 Election Tally Location and Time

The City Clerk will begin counting ballots one (1) business day after Election Day. The tabulation of ballots shall take place at:

Office of the City Clerk – Election Division
C. Erwin Piper Technical Center
555 Ramirez Street, Space 375
Los Angeles, CA 90012

The tally process is open to the public for observation via livestream. Links to the livestreaming ballot tabulation will be available on the City Clerk's website.

6.2 The Tally Process

The City Clerk will tally ballots using high-speed scanners. In the event these scanners are unavailable for tally, the City Clerk will hand count NC ballots.

The City Clerk will post unofficial results up to five (5) business days after Election Day and official results up to sixteen (16) days after Election Day on the City Clerk's website at clerk.lacity.org/elections.

6.3 Recounts

Recounts will only be available if the vote margin is less than 1% for a specific contest. Requests must be from stakeholders who voted in the applicable NC election.

6.4 Tie Votes

Tie votes will be resolved by drawing lots after the official results are posted. The City Clerk will conduct the tie resolution in public view and candidates or their designated representatives will be requested to be present.

6.5 Candidates Elected to Multiple Seats

Some NCs allow candidates to run for more than one board seat in an election. If a candidate is elected to multiple board seats, the candidate will be required to choose one board position no more than three (3) calendar days after the posting of the official results or from the day when any and all election recounts and challenges are resolved for the specific NC election, whichever date is later.

The board seat(s) declined by the winning candidate will be awarded to the candidate who received the second most votes. If there are no other candidates, the vacant seat(s) will be filled in accordance with the vacancy provisions in the NC's Bylaws.

If a candidate does not select a board position by the deadline above, the candidate will be deemed elected to the position for which the candidate received the most votes.

6.6 Election Challenges: Submitting an Election Challenge

Any stakeholder who voted in the applicable NC election may file an election challenge with the City Clerk no later than 5:00 p.m. on the business day after the unofficial results deadline. A form to submit a challenge is available on the City Clerk website.

All election challenge requests must meet the following requirements:

1. Identify basis for the challenge to the election;
2. Provide contact information of the person(s) issuing the challenge;
3. Provide all supporting documentation, including any witness statements (Please note that no statements will be accepted after a request is filed);
4. Ensure the supporting documentation demonstrates the challenge is not only valid, but the alleged offense made a difference in the outcome of the election. Challenges without such supporting documentation will not be accepted; and
5. Provide optional witness statements (up to three (3) statements are allowed).

Information provided in an election challenge may be subject to public disclosure under the California Public Records Act. Please see [Section 8: Public Records Requests](#) for more information.

6.7 Election Challenges: Acceptable Challenge Categories

For a list of challenges, see [Attachment E: List of Acceptable Challenges](#).

6.8 Election Challenges: Processing Election Challenges

If the requirements are met, election challenges will be processed by the City Clerk and resolved by the Independent Grievance Panel. The Independent Grievance Panel will be composed of two (2) NC Stakeholders and one (1) staff member from the City Clerk's Office.

6.9 Election Challenges: Challenge Remedies

If a challenge is deemed valid, the panel will provide a written, recommended course of action. Remedies can include, but are not limited to, letters of correction/reprimand, disqualification of voters, NC funding penalties, and referral to the City Attorney's Office for criminal prosecution.

Decisions made by either the City Clerk or the Independent Grievance Panel are final and may only be appealed on procedural grounds.

7. POST-ELECTION PROCEDURES

7.1 Seating Newly Elected Board Members

Newly-elected NC board members will be seated in accordance with their NC Bylaws or EmpowerLA procedures after the City Clerk has issued certified election results and all election challenges have been resolved. The incumbent board members will continue in their duly elected/appointed positions until the newly elected board members are seated.

The newly-elected board must be seated as a single unit. If one or more challenges to a single board seat have not been resolved, the rest of the board cannot be seated. 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. Vacant seat(s) will be filled according to the NC Bylaws. If less than a quorum of the board seats are filled, then the NC will fall under the Board of Neighborhood Commissioners' Loss of Quorum policy.

7.2 Stakeholder Registration Information

Following each NC election, the City Clerk will provide stakeholder registration information to EmpowerLA and each NC. This information will be provided strictly for the purposes of conducting ongoing outreach. Once EmpowerLA and each NC take custody of this information, both are required to adhere to the policies and procedures outlined in the California Public Records Act.

Unless otherwise requested via the California Public Records Act, the City Clerk will not disclose personal stakeholder information to any other person or entity.

7.3 Election Records

The City Clerk will retain all NC election-related materials for a period of 90 days after the certification of election results for the last region.

During this period, the City Clerk will make the following items available for pick up by each NC:

1. Stakeholder Registration Forms (excluding stakeholder documentation) for voters;
2. Candidate Filing Records (excluding candidate documentation); and
3. Ballots.

The newly-elected board must designate an individual to pick up the above-mentioned material on behalf of the NC. The designated individual must contact the City Clerk to schedule an appointment to pick up the materials.

Please note that all documents retained by a NC are subject to the California Public Records Act for the length of time the documents are retained by the NC.

Thereafter, NC election-related materials will be destroyed in accordance with citywide records destruction guidelines.

8. PUBLIC RECORDS REQUESTS

8.1 The California Public Records Act

Under the California Public Records Act (CPRA), the public may request City records. Once a CPRA request is made, the City will have 10 calendar days to inform the requester what can or cannot be disclosed (with explanation), time needed to fulfill the request, and any applicable fees. Please note an additional 14 calendar days to respond is permitted. Extensions may be required due to special circumstances.

In some instances, City records may be subject to limited disclosure under the CPRA. A record may be subject to limited disclosure and redacted in order to protect an individual's right to privacy or to preserve the City's need to perform its assigned functions in a reasonably efficient manner. Otherwise, records related to NC elections are subject to disclosure under the CPRA.

8.2 Requesting a Public Record

Public record requests can be made either in writing (including e-mail) or orally. Although not required under the CPRA, the City Clerk encourages the public to use this public request portal: recordsrequest.lacity.org when submitting a public record request. This portal will help the City Clerk keep track of record requests and provide the public a record of previously published requests and records.

Please note that if photocopies of materials are requested, the City Clerk may charge \$0.10 for each photocopy. Payments can be made in person or sent to the City Clerk at 555 Ramirez, Space 300, Los Angeles 90012 prior to the copies being made. Checks should be made out to the City of Los Angeles.

8.3 Public Record Requests - Candidate Filing Information

Since candidates for NC board seats are vying for public seats, some candidate filing information is considered public information and subject to disclosure under the CPRA. Specifically, the following information may be subject to disclosure:

1. Neighborhood Council Name;
2. Board Seat Name;
3. Stakeholder Type (Live, Work, Own Property, or Community Interest);
4. Name as it will appear on the Ballot;
5. First and Last Name;
6. Candidate statement and/or photo, if applicable; and
7. Any correspondence between the City Clerk and the candidate.

In order to protect a candidate's right to privacy, the following information will be redacted and is not subject to disclosure:

1. Date of Birth;
2. Telephone Number;
3. Email Address;
4. Mailing Address;
5. Qualifying Address;
6. Photo identification or any documentation necessary to establish board seat eligibility;
7. A candidate's signature, if applicable; and
8. Any identifying information as determined by the Office of the City Attorney.

Any private information for minors under the age of 18 will not be subject to disclosure.

8.4 Public Record Requests - Stakeholder Registration Information

VBM Applications are considered public information but are subject to limited disclosure under the CPRA. The following information is considered public information and subject to disclosure:

1. Neighborhood Council Name;
2. Stakeholder Type (Live, Work, Own Property, or Community Interest);
3. First and Last Name; and
4. Staff notes made regarding the application.

In order to protect the stakeholder's right to privacy, the following information will not be subject to disclosure:

1. Date of Birth;
2. Telephone Number;
3. Email Address;
4. Mailing Address;
5. Qualifying Address;
6. Photo identification or any documentation necessary to establish board seat eligibility;
7. A stakeholder's signature, if applicable; and
8. Any identifying information as determined by the Office of the City Attorney.

Any private information for minors under the age of 18 will not be subject to disclosure.

Please note that non-residential addresses may be disclosed and that completed Stakeholder Registration Forms may only be requested after the official tally is complete for a given NC election to ensure critical documents are available for use by staff when needed. This is to avoid any interference with the election process or the possibility of duplication and/or fraud.

8.5 Public Record Requests - Election Challenges

Election Challenges may be subject to disclosure as a public record. When requested, the name of the person filing the challenge and the grounds for filing the challenge must be disclosed. However, a challenger's private contact information may be protected from disclosure as well as any documentation submitted by a challenger to support his or her challenge.

8.6 Public Record Requests - Other Election Materials

Processed ballots are considered a public record and must be provided upon request after the completion of the official tally. Any identifying information on paper ballots, such as a stakeholder's signature, must be redacted.

All other election documents will be considered public records, but may be subject to limited disclosure.



2021 NEIGHBORHOOD COUNCIL ELECTIONS REGIONAL ELECTION SCHEDULE



REGION 5	REGION 6	REGION 7
<p>Tuesday, March 16 Central Hollywood East Hollywood Greater Wilshire Hollywood Hills West Hollywood Studio District Hollywood United Mid-City West P.I.C.O.</p>	<p>Tuesday, March 23 Arts District Little Tokyo Downtown Los Angeles Olympic Park Pico Union Westlake North Westlake South Wilshire Center-Koreatown</p>	<p>Tuesday, April 6 Atwater Village Elysian Valley Riverside Echo Park Los Feliz Rampart Village Silver Lake</p>
REGION 8	REGION 1	REGION 2
<p>Tuesday, April 13 Arroyo Seco Boyle Heights Eagle Rock Glassell Park Greater Cypress Park Hermon Historic Highland Park LA-32 Lincoln Heights</p>	<p>Tuesday, April 20 Arleta Foothill Trails District Mission Hills North Hills East Pacoima Panorama City Sun Valley Area Sunland-Tujunga Sylmar</p>	<p>Tuesday, April 27 Granada Hills North Granada Hills South North Hills West Northridge East Northridge West Porter Ranch</p>
REGION 3	REGION 4	REGION 9
<p>Tuesday, May 4 Canoga Park Encino Reseda Sherman Oaks Tarzana West Hills Winnetka Woodland Hills-Warner Center</p>	<p>Tuesday, May 11 Greater Toluca Lake Greater Valley Glen NoHo North Hollywood North East North Hollywood West North Westwood Studio City Valley Village Van Nuys</p>	<p>Tuesday, May 18 CANN DU Central Alameda Empowerment Congress Southeast Empowerment Congress Southwest South Central Voices Watts Zapata-King</p>
REGION 10	REGION 11	REGION 12
<p>Tuesday, May 25 Empowerment Congress Central Empowerment Congress North Empowerment Congress West Mid City Park Mesa Heights United Neighborhoods West Adams</p>	<p>Tuesday, June 8 Bel Air-Beverly Crest Del Rey Mar Vista Palms South Robertson Venice Westchester/Playa</p>	<p>Tuesday, June 15 Central San Pedro Coastal San Pedro Harbor City Harbor Gateway North Harbor Gateway South Northwest San Pedro Wilmington</p>

These NCs will not be taking part in the 2021 NC Elections:

Chatsworth, Historic Cultural North, Lake Balboa, MacArthur Park, Northridge South, West Los Angeles-Sawtelle, Westside, and Westwood.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.



2021 Neighborhood Council Election Timeline

Election Dates

Region 5	Tuesday, March 16, 2021
Region 6	Tuesday, March 23, 2021
Region 7	Tuesday, April 6, 2021
Region 8	Tuesday, April 13, 2021
Region 1	Tuesday, April 20, 2021
Region 2	Tuesday, April 27, 2021
Region 3	Tuesday, May 4, 2021
Region 4	Tuesday, May 11, 2021
Region 9	Tuesday, May 18, 2021
Region 10	Tuesday, May 25, 2021
Region 11	Tuesday, June 8, 2021
Region 12	Tuesday, June 15, 2021

Revised: 9/24/20

Region 5 Election Timeline

Election Day: March 16, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	November 13, 2020
Candidate Challenge Period Begins	E-123	Friday	November 13, 2020
Candidate Filing Period Ends	E-78	Monday	December 28, 2020
Documentation Deadline for Candidates	E-75	Thursday	December 31, 2020
Candidate Challenge Period Ends	E-70	Tuesday	January 5, 2021
Deadline to Resolve Candidate Challenges	E-67	Friday	January 8, 2021
Candidate Withdrawal Deadline	E-65	Sunday	January 10, 2021
Deadline to Announce Board Affirmation	E-64	Monday	January 11, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	January 15, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	January 15, 2021
Ballot Mailing Period Begins	E-29	Monday	February 15, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	March 9, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	March 9, 2021
Election Day	0	Tuesday	March 16, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	March 17, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	March 19, 2021
Unofficial Results Due	E+7	Tuesday	March 23, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	March 24, 2021
Challenge Resolution Deadline	E+14	Tuesday	March 30, 2021 ¹
Official Results Due/Certification Deadline	E+16	Thursday	April 1, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 6 Election Timeline

Election Day: March 23, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	November 21, 2020
Candidate Challenge Period Begins	E-122	Saturday	November 21, 2020
Candidate Filing Period Ends	E-77	Tuesday	January 5, 2021
Documentation Deadline for Candidates	E-74	Friday	January 8, 2021
Candidate Challenge Period Ends	E-69	Wednesday	January 13, 2021
Candidate Withdrawal Deadline	E-65	Sunday	January 17, 2021
Deadline to Resolve Candidate Challenges	E-63	Tuesday	January 19, 2021 ¹
Deadline to Announce Board Affirmation	E-63	Tuesday	January 19, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	January 22, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	January 22, 2021
Ballot Mailing Period Begins	E-29	Monday	February 22, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	March 16, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	March 16, 2021
Election Day	0	Tuesday	March 23, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	March 24, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	March 26, 2021
Unofficial Results Due	E+8	Wednesday	March 31, 2021 ³
Recount/Challenge Filing Period Deadline	E+9	Thursday	April 1, 2021
Challenge Resolution Deadline	E+14	Tuesday	April 6, 2021
Official Results Due/Certification Deadline	E+16	Thursday	April 8, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

3. Deadline was extended due to a Holiday.

Region 7 Election Timeline

Election Day: April 6, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	December 5, 2020
Candidate Challenge Period Begins	E-122	Saturday	December 5, 2020
Candidate Filing Period Ends	E-77	Tuesday	January 19, 2021
Documentation Deadline for Candidates	E-74	Friday	January 22, 2021
Candidate Challenge Period Ends	E-69	Wednesday	January 27, 2021
Candidate Withdrawal Deadline	E-65	Sunday	January 31, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	February 1, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	February 1, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	February 5, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	February 5, 2021
Ballot Mailing Period Begins	E-29	Monday	March 8, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	March 30, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	March 30, 2021
Election Day	0	Tuesday	April 6, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	April 7, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	April 9, 2021
Unofficial Results Due	E+7	Tuesday	April 13, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	April 14, 2021
Challenge Resolution Deadline	E+13	Monday	April 19, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	April 21, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 8 Election Timeline

Election Day: April 13, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	December 12, 2020
Candidate Challenge Period Begins	E-122	Saturday	December 12, 2020
Candidate Filing Period Ends	E-77	Tuesday	January 26, 2021
Documentation Deadline for Candidates	E-74	Friday	January 29, 2021
Candidate Challenge Period Ends	E-69	Wednesday	February 3, 2021
Candidate Withdrawal Deadline	E-65	Sunday	February 7, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	February 8, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	February 8, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	February 12, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	February 12, 2021
Ballot Mailing Period Begins	E-29	Monday	March 15, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	April 6, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	April 6, 2021
Election Day	0	Tuesday	April 13, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	April 14, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	April 16, 2021
Unofficial Results Due	E+7	Tuesday	April 20, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	April 21, 2021
Challenge Resolution Deadline	E+13	Monday	April 26, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	April 28, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 1 Election Timeline

Election Day: April 20, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	December 19, 2020
Candidate Challenge Period Begins	E-122	Saturday	December 19, 2020
Candidate Filing Period Ends	E-77	Tuesday	February 2, 2021
Documentation Deadline for Candidates	E-74	Friday	February 5, 2021
Candidate Challenge Period Ends	E-69	Wednesday	February 10, 2021
Candidate Withdrawal Deadline	E-65	Sunday	February 14, 2021
Deadline to Resolve Candidate Challenges	E-63	Tuesday	February 16, 2021 ¹
Deadline to Announce Board Affirmation	E-63	Tuesday	February 16, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	February 19, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	February 19, 2021
Ballot Mailing Period Begins	E-29	Monday	March 22, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	April 13, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	April 13, 2021
Election Day	0	Tuesday	April 20, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	April 21, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	April 23, 2021
Unofficial Results Due	E+7	Tuesday	April 27, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	April 28, 2021
Challenge Resolution Deadline	E+13	Monday	May 3, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	May 5, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 2 Election Timeline

Election Day: April 27, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	December 26, 2020
Candidate Challenge Period Begins	E-122	Saturday	December 26, 2020
Candidate Filing Period Ends	E-77	Tuesday	February 9, 2021
Documentation Deadline for Candidates	E-74	Friday	February 12, 2021
Candidate Challenge Period Ends	E-69	Wednesday	February 17, 2021
Candidate Withdrawal Deadline	E-65	Sunday	February 21, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	February 22, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	February 22, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	February 26, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	February 26, 2021
Ballot Mailing Period Begins	E-29	Monday	March 29, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	April 20, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	April 20, 2021
Election Day	0	Tuesday	April 27, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	April 28, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	April 30, 2021
Unofficial Results Due	E+7	Tuesday	May 4, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	May 5, 2021
Challenge Resolution Deadline	E+13	Monday	May 10, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	May 12, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 3 Election Timeline

Election Day: May 4, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	January 2, 2021
Candidate Challenge Period Begins	E-122	Saturday	January 2, 2021
Candidate Filing Period Ends	E-77	Tuesday	February 16, 2021
Documentation Deadline for Candidates	E-74	Friday	February 19, 2021
Candidate Challenge Period Ends	E-69	Wednesday	February 24, 2021
Candidate Withdrawal Deadline	E-65	Sunday	February 28, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	March 1, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	March 1, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	March 5, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	March 5, 2021
Ballot Mailing Period Begins	E-29	Monday	April 5, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	April 27, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	April 27, 2021
Election Day	0	Tuesday	May 4, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	May 5, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	May 7, 2021
Unofficial Results Due	E+7	Tuesday	May 11, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	May 12, 2021
Challenge Resolution Deadline	E+13	Monday	May 17, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	May 19, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 4 Election Timeline

Election Day: May 11, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	January 9, 2021
Candidate Challenge Period Begins	E-122	Saturday	January 9, 2021
Candidate Filing Period Ends	E-77	Tuesday	February 23, 2021
Documentation Deadline for Candidates	E-74	Friday	February 26, 2021
Candidate Challenge Period Ends	E-69	Wednesday	March 3, 2021
Candidate Withdrawal Deadline	E-65	Sunday	March 7, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	March 8, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	March 8, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	March 12, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	March 12, 2021
Ballot Mailing Period Begins	E-29	Monday	April 12, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	May 4, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	May 4, 2021
Election Day	0	Tuesday	May 11, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	May 12, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	May 14, 2021
Unofficial Results Due	E+7	Tuesday	May 18, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	May 19, 2021
Challenge Resolution Deadline	E+13	Monday	May 24, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	May 26, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 9 Election Timeline

Election Day: May 18, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	January 16, 2021
Candidate Challenge Period Begins	E-122	Saturday	January 16, 2021
Candidate Filing Period Ends	E-77	Tuesday	March 2, 2021
Documentation Deadline for Candidates	E-74	Friday	March 5, 2021
Candidate Challenge Period Ends	E-69	Wednesday	March 10, 2021
Candidate Withdrawal Deadline	E-65	Sunday	March 14, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	March 15, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	March 15, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	March 19, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	March 19, 2021
Ballot Mailing Period Begins	E-29	Monday	April 19, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	May 11, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	May 11, 2021
Election Day	0	Tuesday	May 18, 2021 ²
Recount/Challenge Filing Period Begins	E+1	Wednesday	May 19, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	May 21, 2021
Unofficial Results Due	E+7	Tuesday	May 25, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	May 26, 2021
Challenge Resolution Deadline	E+14	Tuesday	June 1, 2021 ¹
Official Results Due/Certification Deadline	E+16	Thursday	June 3, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 10 Election Timeline

Election Day: May 25, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	January 23, 2021
Candidate Challenge Period Begins	E-122	Saturday	January 23, 2021
Candidate Filing Period Ends	E-77	Tuesday	March 9, 2021
Documentation Deadline for Candidates	E-74	Friday	March 12, 2021
Candidate Challenge Period Ends	E-69	Wednesday	March 17, 2021
Candidate Withdrawal Deadline	E-65	Sunday	March 21, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	March 22, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	March 22, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	March 26, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	March 26, 2021
Ballot Mailing Period Begins	E-29	Monday	April 26, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	May 18, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	May 18, 2021
Election Day	0	Tuesday	May 25, 2021 ²
Recount/Challenge Filing Period Begins	E+1	Wednesday	May 26, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	May 28, 2021
Unofficial Results Due	E+8	Wednesday	June 2, 2021 ³
Recount/Challenge Filing Period Deadline	E+9	Thursday	June 3, 2021
Challenge Resolution Deadline	E+14	Tuesday	June 8, 2021
Official Results Due/Certification Deadline	E+16	Thursday	June 10, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.
2. Ballots must be postmarked by Election Day and received within three business days.
3. Deadline was extended due to a Holiday.

Region 11 Election Timeline

Election Day: June 8, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	February 6, 2021
Candidate Challenge Period Begins	E-122	Saturday	February 6, 2021
Candidate Filing Period Ends	E-77	Tuesday	March 23, 2021
Documentation Deadline for Candidates	E-74	Friday	March 26, 2021
Candidate Challenge Period Ends	E-69	Wednesday	March 31, 2021
Candidate Withdrawal Deadline	E-65	Sunday	April 4, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	April 5, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	April 5, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	April 9, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	April 9, 2021
Ballot Mailing Period Begins	E-29	Monday	May 10, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	June 1, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	June 1, 2021
Election Day	0	Tuesday	June 8, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	June 9, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	June 11, 2021
Unofficial Results Due	E+7	Tuesday	June 15, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	June 16, 2021
Challenge Resolution Deadline	E+13	Monday	June 21, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	June 23, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

Region 12 Election Timeline

Election Day: June 15, 2021

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-122	Saturday	February 13, 2021
Candidate Challenge Period Begins	E-122	Saturday	February 13, 2021
Candidate Filing Period Ends	E-77	Tuesday	March 30, 2021
Documentation Deadline for Candidates	E-74	Friday	April 2, 2021
Candidate Challenge Period Ends	E-69	Wednesday	April 7, 2021
Candidate Withdrawal Deadline	E-65	Sunday	April 11, 2021
Deadline to Resolve Candidate Challenges	E-64	Monday	April 12, 2021 ¹
Deadline to Announce Board Affirmation	E-64	Monday	April 12, 2021 ¹
Release of Certified List of Candidates	E-60	Friday	April 16, 2021
Vote-By-Mail Application Period Begins	E-60	Friday	April 16, 2021
Ballot Mailing Period Begins	E-29	Monday	May 17, 2021
Candidate Photo and Statement Deadline	E-7	Tuesday	June 8, 2021
Vote-By-Mail Application Period Ends	E-7	Tuesday	June 8, 2021
Election Day	0	Tuesday	June 15, 2021²
Recount/Challenge Filing Period Begins	E+1	Wednesday	June 16, 2021
Deadline to Receive Postmarked Ballots	E+3	Friday	June 18, 2021
Unofficial Results Due	E+7	Tuesday	June 22, 2021
Recount/Challenge Filing Period Deadline	E+8	Wednesday	June 23, 2021
Challenge Resolution Deadline	E+13	Monday	June 28, 2021
Official Results Due/Certification Deadline	E+15	Wednesday	June 30, 2021
Retention of NC Materials	E+90 of Region 12 Election Day	TBD	TBD

Due to the pandemic, the City Clerk - Election Division's office may be closed to the public, however, staff is available Monday - Friday, 8:00 a.m. - 5:00 p.m. by phone and email.

1. When a deadline falls on a Saturday, Sunday, religious or national holiday, the actual deadline date will be moved to the following City Clerk business day.

2. Ballots must be postmarked by Election Day and received within three business days.

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

All NC candidates and stakeholders voting in Documentation-Required style NC elections are required to submit identification and any applicable documentation to the City Clerk to establish their eligibility to run or vote for a NC board seat. Any documentation submitted by a candidate or voter will not be retained by the City Clerk.

In general, candidates and stakeholders voting in Documentation-Required style NC elections must provide the following:

1. A photo identification;
2. Proof of age;
3. A document or documents proving that they meet specific stakeholder requirements.

This guide will provide examples of identification and documents that are acceptable to the City Clerk to prove that a stakeholder lives, works, owns property, or participates in a NC as a community interest stakeholder and is not meant to be exhaustive. The City Clerk reserves the right to accept identification or documents not included in this guide.

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU LIVE IN THE NC AS A RESIDENT...

The following documents are acceptable to prove that you **reside** in a NC and are eligible to run for or vote for a residential-based (or similar) seat.

If a NC requires that you both live and own your place of residence, please refer to the Homeowner Category in this guide for more information.

EXAMPLES OF A PHOTO ID

- Driver's license or state identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF RESIDENCE

All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the residence in question. P.O. boxes will not be accepted as residential addresses.

- Driver's license or state identification card;
- Residential lease or rental agreement;
- Mortgage statement or rent receipt;
- Current utility bill;
- Home owner's or renter's insurance documentation;
- Letter from landlord confirming renter/tenant status;
- Current mail with your name and address; or
- Other similar documentation proving your status as a resident, including:
 - Los Angeles (L.A.) County property tax bill;
 - Homeowner's/Renter's Association bill or letter;
 - Letter from local Neighborhood Watch attesting to your status as a resident; or
 - County Assessor Parcel Information

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU LIVE IN THE NC AS A RENTER OR TENANT...

The following documents are acceptable to prove that you **rent** or are a **tenant** of an apartment, house, condominium, or other domicile in a NC and are eligible to run for or vote for a renter-based (or similar) seat.

EXAMPLES OF A PHOTO ID

- Driver's license or state identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF RENTER STATUS

All documentation provided must, to a reasonable extent, show the stakeholder's name and the address of the residence in question. P.O. boxes will not be accepted as rental addresses.

- Residential lease or rental agreement;
- Rent receipt;
- Renter's insurance documentation;
- Letter from landlord confirming renter/tenant status; or
- Other similar documentation proving your status as a resident, including:
 - Renter's Association bill or letter or
 - Letter from local Neighborhood Watch attesting to your status as a renter or tenant.

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU LIVE IN THE NC AS HOMELESS RESIDENT...

The following documents are acceptable to prove that you are **homeless** and **reside** in a NC and are eligible to run for or vote for a residential or homeless-based (or similar) seat.

EXAMPLES OF A PHOTO ID

- Driver's license or state identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF HOMELESS STATUS

All documentation provided must, to a reasonable extent, show the stakeholder's name, current address, or cross streets of the homeless residence in question. In lieu of a traditional home or shelter address, stakeholders may denote a street corner or a park as their residence. P.O. boxes will not be accepted as residential addresses.

- Letter from a shelter confirming your homeless status;
- Current mail with your name and address;
- Rent, motel, or hotel receipt;
- Other similar documentation proving your status as a homeless resident.

Note to homeless voters: If you cannot provide any of the required documentation above you will still be allowed to vote by affirming on the Vote-By-Mail Application that you are homeless.

Note to homeless candidates: If you cannot provide any of the documentation above or need assistance, please contact the City Clerk at (213) 978-0444 or toll free at (888) 873-1000.

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU LIVE IN THE NC AS HOMEOWNER RESIDENT...

The following documents are acceptable to prove that you **own** a home, condominium, townhouse, or other domicile, and reside in a NC and are eligible to run for or vote for a homeowner or residential-based (or similar) seat.

EXAMPLES OF A PHOTO ID

- Driver's license or state identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF HOME OWNERSHIP

All documentation provided must, to a reasonable extent, show the stakeholder's name, and the address of the home in question. P.O. boxes will not be accepted as a home address.

- Mortgage statement or deed;
- Homeowner's insurance documentation;
- Los Angeles (L.A.) County property tax bill;
- Homeowner's Association bill or letter;
- County Assessor Parcel Information

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU WORK IN THE NC...

The following documents are acceptable to prove that you **work** in a NC and are eligible to run for or vote for an employee, business, merchant, or independent contractor (or similar) seat.

EXAMPLES OF A PHOTO ID

- Driver's license or state identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF EMPLOYMENT

All documentation provided must, to a reasonable extent, show the stakeholder's name, and the address of the stakeholder's place of work.

- Pay check or pay stub;
- Work permit;
- Form W-2 or Form 1099;
- Staff roster from place of work;
- Personal business card;
- Letter from employer on business letterhead verifying employment;
- Project/job contract or service agreement;
- Invoices from vendor(s);
- Printed advertisement or business webpage (showing both your name as employee and address);
- Current City of LA business license; or
- Mail with your name and the name and address of the business.

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU OWN A BUSINESS IN THE NC...

The following documents are acceptable to prove that you **own** a business or business property in a NC and are eligible to run for or vote for an employee, business, merchant, or independent contractor (or similar) seat.

EXAMPLES OF A PHOTO ID

- Driver's license or state identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF BUSINESS OWNERSHIP

All documentation provided must, to a reasonable extent, show the stakeholder's name, and the address of the stakeholder's business address.

- Current City of LA business license;
- Current City of LA Business Tax Registration Certificate;
- Los Angeles (LA) County property tax bill;
- Staff roster from place of work;
- Personal business card listing the stakeholder as the owner;
- Project/job contract or service agreement;
- Business/commercial mortgage statement or lease/rental agreement;
- Invoices from vendor(s);
- Printed advertisement or business webpage (showing both your name as owner and address);
- Los Angeles (LA) County property tax bill;
- California (CA) State Board of Equalization resale certificate;
- Letter/documentation from Business Improvement District (BID) or Chamber of Commerce;
- Applicable City tax forms reflecting independent contractor status;
- Current utility bill; or
- County Assessor Parcel Information

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU OWN REAL PROPERTY IN THE NC...

The following documents are acceptable to prove that you **own** real property in a NC and are eligible to run for or vote for a property owner (or similar) seat.

EXAMPLES OF A PHOTO ID

- Driver's license or state identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF PROPERTY OWNERSHIP

All documentation provided must, to a reasonable extent, show the stakeholder's name, and the address of the stakeholder's property address.

- Property deed;
- Los Angeles (LA) County property tax bill;
- Project/job contract or service agreement listing stakeholder as the property owner;
- Mortgage statement or lease/rental agreement;
- Los Angeles (LA) County property tax bill;
- Letter/documentation from Business Improvement District (BID) or Chamber of Commerce listing stakeholder as the property owner;
- Applicable City tax forms reflecting property ownership;
- County Assessor Parcel Information; and
- Homeowner's/Property owner's insurance statement or proof of insurance listing the stakeholder as the property owner.

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU PARTICIPATE IN A NC AS A COMMUNITY INTEREST STAKEHOLDER...

The following documents are acceptable to prove that you participate in a NC as a **community interest stakeholder** and are eligible to run for or vote for an at-large, community-based organization, church, or education (or similar) seat. A community interest stakeholder is defined as a person who has involvement with a community organization within the NC's boundaries. A community organization is defined as continuously maintaining a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the NC's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit or religious organizations.

EXAMPLES OF A PHOTO ID

- Driver's license or state identification card;
- Passport; or
- Picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- Driver's license or state identification card;
- Passport; or
- Birth certificate

EXAMPLES OF PROOF OF COMMUNITY INTEREST

All documentation provided must, to a reasonable extent, show the stakeholder's involvement in the community, the stakeholder's name, and the address of the organization, business, school, etc. in which the stakeholder is involved within the NC.

- Personal business card, membership card or participation certificate;
- Receipt of membership dues;
- Staff/membership roster;
- Letter on official letterhead from school; church; or organization stating that you have a substantial & ongoing participation (see page 10 for a sample letter); or
- Any documentation listed in this guide based on the type of stakeholder qualification to run and vote for the seat.

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

IF YOU PARTICIPATE IN A NC AS A YOUTH OR SENIOR STAKEHOLDER...

The following documents are acceptable to prove that you participate in a NC as a **youth** or **senior** stakeholder and are eligible to run for or vote for a youth or senior (or similar) seat.

EXAMPLES OF A PHOTO ID

- A driver's license or state identification card;
- A passport; or
- A picture ID with the stakeholder's name (work, school, credit card, etc.).

EXAMPLES OF PROOF OF AGE

- A driver's license or state identification card;
- A passport;
- Birth Certificate;
- Senior pass or discount card;
- Medicare card;
- Senior or youth organization membership card (with birthdate or age); or
- School identification card (with birthdate or age).

EXAMPLES OF PROOF OF STAKEHOLDER STATUS

If additional proof of senior or youth-based participation in a NC is required, please refer to the examples of documentation listed in this guide.

2021 NEIGHBORHOOD COUNCIL (NC) ELECTIONS DOCUMENTATION GUIDE

SAMPLE ORGANIZATION LETTER FOR COMMUNITY INTEREST STAKEHOLDERS

This letter must include the following to be valid:

1. The organization's letterhead;
2. Date;
3. Name of Stakeholder;
4. Relationship of the stakeholder to your establishment (e.g., member, student, volunteer, employee, etc.);
5. Duration of the stakeholder's participation in the organization;
6. Contact information of the person writing the letter (if it does not appear in the letterhead);
7. ~~Local~~ Physical Address of the organization (~~if it does not appear in the letterhead~~); that has been continuously maintained within the boundaries of the neighborhood council for not less than one year;
8. Statement that the organization considers the stakeholder to be a substantial and ongoing participant in your organization;
9. Statement the community organization is non-profit; and
10. The organization representative's original signature, full printed name, and title.

Sample Text:

Date

City of Los Angeles
Office of the City Clerk
555 Ramirez St. Space 300

To Whom It May Concern:

[Stakeholder name] has been a member/student/participant/volunteer/employee of **[organization name]** from **[date]** to the present. We consider her/him to be a substantial and ongoing participant in our organization's activities. We are located at **[state your establishment's local address.]** **[Organization name]** has maintained this address since **[date]** and is a non-profit organization.

Sincerely,
[Signature]
Full name
Title

NEIGHBORHOOD COUNCIL BOARD MEMBER
CANDIDATE FOR ELECTION
BOARD SERVICE ACKNOWLEDGEMENT AND AFFIRMATION

Introduction

Thank you for your interest in serving as a Neighborhood Council board member. You are choosing to join some of the most dedicated community servants in the City of Los Angeles. You will have an opportunity to work with other amazing people who are also dedicated to helping their communities. We appreciate your decision to serve.

There are many aspects to being a Neighborhood Council board member. The Board of Neighborhood Commissioners (Commission) establishes policies and promulgates rules and regulations relating to the Neighborhood Council System. Commission adopted a *Leadership Orientation Policy* [<https://empowerla.org/wp-content/uploads/2020/04/NC-Leadership-Orientation-Policy-2020-01-30.pdf>] in early 2020. The policy requires the Department of Neighborhood Empowerment (Empower LA/Department) to ensure that candidates for neighborhood council board service are aware of the roles and responsibilities of board members. EmpowerLA and the Office of the City Clerk are required to certify that candidates have been advised of and understand these responsibilities. The Commission recognizes that Neighborhood Council board members might need to expand their leadership skills. You can learn more about mandatory trainings on the Department's website [<https://empowerla.org/nctrainings/>].

If elected, you will be provided with access and, in some cases required, to participate in advanced trainings in several areas. Some of the trainings offered include training in communication, coalition building, and conflict resolution. Additional trainings include how to develop positive interpersonal relationships that bring about an atmosphere of equity and inclusiveness. Developing these skills and understanding helps board members manage some of the challenges associated with managing a properly functioning neighborhood council board.

Separately, candidates for board service must affirm that they will educate themselves on and follow all laws, rules, policies, and procedures applicable to the Neighborhood Council System (System). These include policies of the Board of Neighborhood Commissioners, the Department of Neighborhood Empowerment, and the Office of the City Clerk. Each of these offices has a separate role in the System. The information and descriptions below implement the Commission's *Leadership Orientation Policy* and expectations.

Statement of values. The Neighborhood Council system tailors LA's municipal government to the City's communities, ensuring that recognition and accommodation of these communities' diversity is built into City governance.

Role of Neighborhood Councils. To promote more citizen participation in government and make government more responsive to local needs, a citywide system of Neighborhood Councils. Neighborhood Councils shall include representatives of the many diverse interests in communities and have an advisory role on issues of concern to the neighborhood.

How Neighborhood Council Tools. There many ways in which Neighborhood Councils influence City Council policy and advance the interest(s) of their communities. For example, they can advise their City Council representatives and submit community impact statements on behalf of their Council. They can serve on Neighborhood Council committees, or serve on the Board of Neighborhood Commissioners. They can also participate in groups that support dialogue in the System such as the Neighborhood Council alliances.

What it means to be an NC board member. As a Neighborhood Council board member, there are [several compliance](#) requirements to consider. Board members are required to complete mandatory training sessions, follow their neighborhood council's bylaws and standing rules, and engage the public in their work in a meaningful, transparent, and inclusive manner. Mandatory training topics include, but are not limited to, the following:

- A. Code of Conduct
- B. Ethics
- C. Funding training
- D. Planning 101 (required for planning committees)
- E. Diversity, equity, inclusion, and anti-bias training (in progress)

The Code of Conduct, Ethics, AND Funding training are required to vote on any financial matters before the board.

Responsibilities of NC Board members. Neighborhood Council board members volunteer their time, network and expertise, committing on average 10 – 20 hours a month, on behalf of the Neighborhood Council System and are subject to pertinent laws that govern city departments and government entities. Neighborhood Councils make recommendations to City decision-makers. Neighborhood Councils are neither decision-making nor legislative bodies and are subject to pertinent laws that govern City departments and government entities.

Role of the Department of Neighborhood Empowerment. EmpowerLA has a diverse role in supporting the Neighborhood Council system. EmpowerLA's core responsibility is to provide *direct neighborhood council support*. In addition to providing meeting and training support for Neighborhood Councils, EmpowerLA is also expected

to ensure that Neighborhood Councils boards follow all laws, policies, and procedures that apply to the Neighborhood Council System. EmpowerLA's Office of Community Engagement also conducts trainings to City departments, elected offices, and stakeholders about the System. The Department is as a liaison between Neighborhood Councils and these City decision-makers.

Role of Office of the City Attorney. The Office of the City Attorney Neighborhood Council Advice Division performs the function of general counsel for the City's Neighborhood Council System and advises on the laws that impact the operations of the Neighborhood Councils including laws that pertain to conflict of interest.

Role of Office of the City Clerk. Office of the City Clerk sets regulations, policies, and guidelines regarding the funding of the Neighborhood Council System and administers neighborhood council elections.

A. Neighborhood Council Election Handbook [hyperlink]: The Neighborhood Council Election Division handbook and website provide voters, candidates, and other neighborhood council participants with important policies and information about the neighborhood council election process.

B. Neighborhood Council Funding Program Policies and Guidelines: The Neighborhood Council Funding Program [<https://clerk.lacity.org/neighborhood-council-funding/funding-trainings-and-workshops>] issues policies and guidelines related to the funding provided to neighborhood councils.

Regulatory Framework

As you begin your journey with the Neighborhood Council System, it is essential to know about the regulatory framework within which the System operates. These laws may range from the Brown Act, the Public Records Act, the Americans with Disabilities Act, City Administrative Codes, Commission Policies to the Neighborhood Council bylaws, and standing rules.

Federal Laws Governing the Neighborhood Council System

A. U.S. Constitution. Provisions of the U.S. Constitution, including the First Amendment's Free Speech, Establishment, and Free Exercise clauses, may be applicable to Neighborhood Council operations, such as meetings and events.

- B. Americans with Disabilities Act.** The Americans with Disabilities Act is a federal law designed to protect the rights of individuals with disabilities. Title II of the Americans with Disabilities Act (ADA) applies to the operations of state and local governments and may be applicable to the operations of neighborhood councils
- C. The Political Reform Act of 1974.** The Political Reform Act is a state law meant to ensure that certain public officials are free from bias caused by their own financial interest and act in an impartial manner. Neighborhood Councils abide by applicable provisions.

State Laws Governing the Neighborhood Council System

- A. The California Public Records Act.** The California Public Records Act is a state law providing the public access to public records. Neighborhood councils must respond to Public Records Act (PRA) requests for its records.
- B. California Constitution.** The state constitution protects individual rights and may be applicable to Neighborhood Council operations, such as meetings and events. Other relevant provisions include Article XVI, section 6 (the prohibition against a gift of public funds), and Article I, section 3 (incorporation of the California Public Records Act).
- C. The Ralph M. Brown Act.** The Ralph M. Brown Act is a state law requiring open and public meetings and has been applied to neighborhood councils through the Act's definition of legislative bodies.
- D. Government Code § 1090.** Government Code section 1090 is a state law that prohibits public officials and employees from having a personal financial interest in public contracts. Because Neighborhood Councils are given some limited authority to recommend or advise on City contracts and to make purchases using City funds, Government Code section 1090 is applicable.
- E. Federal Employment Practice Laws.** In addition, Neighborhood Councils abide by laws and policies preventing workplace violence, sexual harassment, and discrimination.

City Laws Rules Governing the Neighborhood Council System

- A. The Los Angeles City Charter.** The City Charter created the Department of Neighborhood Empowerment, the Board of Neighborhood Commissioners,

and a citywide system of Neighborhood Councils. Article IX, sections 900 to 914 relate to the Neighborhood Council system.

- B. The Los Angeles Administrative Code.** The Administrative Code consists of administrative and procedural City ordinances. Chapter 28. relates to the Neighborhood Council System. Other relevant sections include section 5.517 (administration of the Neighborhood Empowerment Fund), spaces), section 10.2.1(b) (funding for neighborhood purposes grants), section 20.36 (neighborhood council elections), and section 22.535 (neighborhood council office and meeting spaces).
- C. The Los Angeles Municipal Code.** The Municipal Code contains criminal and regulatory ordinances. The City Council has passed ordinances within the Municipal Code, which relate to, among other things, notice to the Neighborhood Council system regarding certain land use matters. General City contracting rules can be found in the City Charter (starting at section 370) and within the Administrative Code (starting at section 10.1).
- D. City of Los Angeles Personnel Policies:** The City recognizes that a workforce of individuals with diverse personal backgrounds, ideas, talents, and experiences facilitates an opportunity for each individual to make a unique contribution to the workplace and to provide superior and equitable service to all of the communities of Los Angeles. Harassment or discrimination based on a protected category as defined by the Fair Employment and Housing Act or (FEHA) activity that interferes with the City's goals of maintaining a diverse, equitable, inclusive, and productive workplace is not tolerated. The Office of the City Attorney Labor Relations Division may be asked to investigate questions in this area pertaining to Neighborhood Council boards or board members. When this occurs, board members are expected to comply with the investigation. Failure to do so may give cause for removal of the reluctant board members board service by the Department.
- E. Fundraising Rules.** The city's campaign finance ordinance restrictions do not apply to Neighborhood Council elections. However, any donations candidates receive are considered gifts which may require them to recuse themselves if the candidate is elected. Recusal will be requires on any matter which directly involves the donor or has the requisite impact on the donor if the donor has given gifts in the amount of \$500 or more in total during 12 months prior to the decision. If the Board candidate is a public official with disclosure obligations, such as a city employee, applicable gift limits of City and state law would apply to contributions received by the Board candidate.

Board of Neighborhood Commissioners

The Board of Neighborhood Commissioners establishes policies and promulgates rules and regulations relating to the Neighborhood Council System. Pursuant to section 902 of the City Charter, the Board is responsible for policy setting and policy oversight, including the approval of contracts and leases and the promulgation of rules and regulations for the Neighborhood Council System.

Neighborhood Council Policies

- A. Neighborhood Council Bylaws:** The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. Bylaws establish, among other things, an organization's management structure, procedures, and dispute resolution processes.
- B. Neighborhood Council Standing Rules:** The Standing Rules detail the administrative rules of a neighborhood council. As a best practice, a copy of the Standing Rules should be added to the Neighborhood Council website making it accessible public.
- C. Parliamentary procedure - Robert's Rules of Order or Rosenberg's Rules of Order:** Parliamentary procedure is a tool to help neighborhood council boards to be more effective and productive during their meetings. A neighborhood council's bylaws state which rules of order apply.

Pursuant to the *Board of Neighborhood Commissioners Leadership Orientation Policy*, candidates are required to affirm that they have received the aforementioned information and affirm their agreement to abide by the requirements and responsibilities of Neighborhood Council board members.

- The Department may require newly elected board members to participate in a mandatory orientation prior to board service. All mandatory trainings must be completed before board service can begin.
- To learn more about candidates for Neighborhood Council board service, we may ask you to provide demographic information. The information is used by the Department to improve the direct neighborhood council services it provides Neighborhood Councils.

I hereby affirm that I have read, understand and agree to follow rules, laws and procedures detailed above in the "Board Service Acknowledgement Candidate Affirmation Document."

Signature

Date

ATTACHMENT E: LIST OF ACCEPTABLE CHALLENGES

Stakeholders who meet the eligibility requirements listed in the 2021 Neighborhood Council (NC) Election Handbook may file an election challenge on the conduct of a NC Election. The City Clerk will accept challenge requests for the following, but not limited to:

Candidate Filing Challenges:

- Ineligible or incorrect documentation proving stakeholder status.
- Exceeding term limits.
- Candidate submitting application after deadline.

Election Challenges:

- Electioneering by candidate(s) or stakeholder(s) within 100 feet of the ballot-box on Election Day;
- Candidates may not use City facilities, equipment, supplies, funds, or other City resources for campaigning activities;
- Explicit use of City logo(s) for campaign materials by candidates (including LA City logo, City Clerk logo, the Department of Neighborhood Empowerment (DONE) logo, NC logo, and any other City department logo);
- NC Board endorsement of a candidate or slate of candidates;
- Use of NC funds or outreach materials to endorse a candidate or slate of candidates;
- Placing of campaign materials by a candidate on restricted areas.(Attachment I: Los Angeles Municipal Code Sec. 28.00-28.04. HAND-BILLS, SIGNS - PUBLIC PLACES AND OBJECTS.);
- Ballot-box location is not located at an Americans with Disabilities Act (ADA) accessible facility;
- Incorrect ballots (wrong ballot, incorrect instructions, etc.) which caused voters to vote significantly more or less for a qualified/non-qualified or incorrect candidate;
- Ballot duplication (by candidate or stakeholder); or
- Illegal voting (e.g. a voter who casts more ballots than allowed in a NC Election or voter fraud.)

The following claims will **NOT** be accepted as grounds for an election challenge:

- Lack of outreach (outreach performed by a NC, DONE, or any other City entity);
- Published articles (challenges based on election information published in media (e.g., online, print, or any other type of media);
- Translated election material;
- Conduct regarding election or candidate information forums, or lack thereof;
- Ballot-box location selection (unless the challenge is related to ADA compliance);
- Email forwarding of NC election material;
- Ballot design;
- NC-endorsed election procedures or policies;
- NC bylaws;
- Stakeholder qualifications to vote;
- DONE-approved outreach material;
- Campaign expenditure(s);
- Use of LA City logo, City Clerk logo, DONE logo, or NC logo if used on a website as identification for an active link to click through to the City, DONE or NC website, social media page, etc.;
- Endorsements and sample ballots created by and/or distributed by stakeholders or candidates that ask voters to vote for a specific candidate;
- Ballots postmarked after election day;
- Ballots not received within three business days after Election Day;
- Deficiencies in USPS mail delivery;
- Lack of mailing address; or
- Conduct of an all Vote-by-Mail election.

Please note that the City Clerk is responsible for addressing and enforcing election-related rules and regulations. When reviewing submitted challenges, the City Clerk will take into consideration whether an alleged violation was previously addressed by the City Clerk and/or DONE and if either department had an opportunity to provide effective relief.

ATTACHMENT F: LOS ANGELES MUNICIPAL CODE SEC 28.00-28.04

Los Angeles Municipal Code

SEC. 28.00. DEFINITIONS.

For the purpose of this article the following words and phrases are defined, and shall be construed as hereinafter set out, unless it shall be apparent from the context that they have a different meaning.

“Hand-bill” shall mean any hand-bill, dodger, commercial advertising circular, folder, booklet, letter, card, pamphlet, sheet, poster, sticker, banner, notice or other written, printed or painted matter calculated to attract attention of the public.

“Tip Sheet” shall mean any written or printed form, chart, sheet or card giving or purporting to give any list or probable list of entries of any horse race or other contest and having in connection therewith any tip, information, prediction, selection, key or cipher, indicating the probable winner or loser, or the result or probable result, of such race or contest, or the actual or probable state of the wagering or betting upon or against any horse or other contestant in such list.

SEC. 28.01. HANDBILLS – DISTRIBUTION.

(Amended by Ord. 168,321, Eff. 12/13/92.)

(a) No person shall distribute or cause or direct the distribution of any handbill to passengers on any streetcar or throw, place or attach any handbill to or upon any vehicle.

(b) For the purposes of this section, there shall be a presumption that the business, commercial activity or person whose name appears on any handbill so thrown, placed or attached, threw, placed or attached such handbill, or caused or directed that such handbill be thrown, placed or attached to or upon any vehicle. Said business, commercial activity or person may rebut the foregoing presumption by the presentation of competent evidence that it, him or her did not cause or direct that any handbill be thrown, placed or attached to or upon any vehicle. In lieu of the use of this presumption, criminal liability may be established by direct evidence that the business, commercial activity or person whose name appears on the handbill caused or directed that such handbill be thrown, placed or attached to or upon any vehicle.

The freedom of press guaranteed by the First Amendment of the Federal Constitution, and made applicable to the states by the Fourteenth Amendment has no application to the distribution of hand-bills on the streets for purely commercial advertising.

Valentine v. Chrestensen, 316 U. S. 52, 54; 86 L. Ed. 1262.

ATTACHMENT F: LOS ANGELES MUNICIPAL CODE SEC 28.00-28.04

Jamison v. Texas, 318 U. S. 413, 417; 87 L. Ed. 869.

Murdock v. Pennsylvania, 319 U. S. 105, 108; 87 L. Ed. 1292; 146 A. L. R.

The rule as regards purely commercial advertising is the same under Article 1, Section 9 of the California Constitution.

In re Porterfield, 28 Cal. 2d 91,101; 167 A. L. R. 675.

A City ordinance making it unlawful to deposit advertising matter in or on motor vehicles parked on streets does not violate the constitutional guarantees of freedom of speech and of the press, and does not constitute an arbitrary and unreasonable restraint on the conduct of a lawful business.

People v. Uffindell 90 Cal. App. 2d Supp. 881. (ordinance reading "it shall be unlawful to deposit . . . in or on any motor vehicle parked on any street in the City of San Diego . . . any . . . advertising matter.")

SEC. 28.01.1. HAND-BILLS AND TIP SHEETS – DISTRIBUTION. (Amended by Ord. No. 159,222, Eff. 9/3/84.)

(a) No person shall sell to, or distribute among, pedestrians, or persons in vehicles, any tip sheet, on any street or sidewalk, or in any park.

(b) No person shall cast, throw or deposit any tip sheet or hand-bill onto any street, sidewalk or park.

(c) No person shall distribute any hand-bill on public property:

- (1) on the roadway, center divider or median of a street;
- (2) to any person in an unparked vehicle;
- (3) within ten feet of an entrance to a building;
- (4) within ten feet of a marked or unmarked crosswalk;
- (5) along or within ten feet of a construction fence; or
- (6) on any portion of a driveway.

(d) No person who distributes any hand-bill on a public sidewalk or in a public park shall neglect to remove any hand-bill which is distributed by that person or another person also distributing copies of the same hand-bill, which hand-bill is then thrown, cast or

ATTACHMENT F: LOS ANGELES MUNICIPAL CODE SEC 28.00-28.04

deposited on the ground by another person within one hundred feet from the location of the particular distribution by said person.

SEC. 28.02. HAND-BILLS – PERMISSION PREMISES.

No person shall distribute, deposit, throw, place or attach any hand-bill to, in or upon any porch, yard, steps or mail-box located upon any premises not in the possession of or under the control of the person distributing the said hand-bill, which premises has posted thereon in a conspicuous place, a sign of at least twelve inches in area bearing the words, “**No Advertising**,” unless the person distributing the hand-bills has first received the written permission of the person occupying or having possession of such premises authorizing him so to do.

Advertising is a lawful occupation and as such is a property right secured by the constitutional guarantees against deprivation of property without due process of law, however such occupation may be regulated by forbidding its distribution in places where it might result in the littering of public places.

People v. St. John, 108 Cal. App. 779.

The ordinance may lawfully prohibit the acts described therein.

People v. Lockett, CR A 1145.

SEC. 28.03. HAND-BILLS, SIGNS – BUILDINGS PERMISSION.

No person shall paint, mark or write on or post or otherwise affix or attach any hand-bill or sign to or upon any building, wall or part thereof, or upon any private property without the consent of the owner, agent or occupant thereof.

SEC. 28.04. HAND-BILLS, SIGNS – PUBLIC PLACES AND OBJECTS.

(a) No person shall paint, mark or write on, or post or otherwise affix, any hand-bill or sign to or upon any sidewalk, crosswalk, curb, curbstone, street lamp post, hydrant, tree, shrub, tree stake or guard, railroad trestle, electric light or power or telephone or telegraph or trolley wire pole, or wire appurtenant thereof or upon any fixture of the fire alarm or police telegraph system or upon any lighting system, public bridge, drinking fountain, life buoy, life preserver, lifeboat, or other life saving equipment, street sign or traffic sign.

The prohibition of the ordinance applies to telephone poles owned by public utilities as well as poles owned by some political entity, and is a valid exercise of the police power.

People v. Kaplan, CR A 1623.

(b) Nothing in this section contained shall apply to the installation of terrazzo sidewalks or sidewalks of similar construction, sidewalks permanently colored by an admixture in

ATTACHMENT F: LOS ANGELES MUNICIPAL CODE SEC 28.00-28.04

the material of which the same are constructed, and for which the Board of Public Works has granted a written permit.

(c) Removal of Signs – Costs and Penalties. (Amended by Ord. No. 180,998, Eff. 1/4/10.)

(1) Any hand-bill or sign found posted or otherwise affixed upon any public or utility property contrary to the provisions of this section may be removed by any company, utility, organization, or individual owning or responsible for maintaining that property, the Police Department or the Department of Public Works. The person responsible for any such illegal posting shall be liable for an administrative penalty and for the cost incurred in the removal thereof, and the Department of Public Works is authorized to effect the collection of said administrative penalty and costs incurred by the City of Los Angeles. The first violation of Subsection (a) in a calendar year is subject to an administrative monetary penalty not to exceed \$100.00. Subsequent violations in the same calendar year will result in a second penalty not to exceed \$250.00. The penalty for the third administrative violation in a calendar year is \$500.00. More than three administrative fines in one calendar year shall result in the violation being charged as a misdemeanor in Superior Court and subject to all penalties applicable to criminal violations. The Bureau of Street Services is authorized assess a processing fee established by the Board of Public Works, subject to the approval of the City Council for all citations with an administrative monetary penalty.

(2) For purposes of this subsection, there shall be a presumption that:

(i) the real estate agent, broker, brokerage firm or other person whose name or telephone number appears on the hand-bill or sign is the person responsible for posting a hand-bill or sign advertising property for sale, lease or rent;

(ii) the candidate seeking office is the person responsible for posting a hand-bill or sign promoting the candidate for public office;

(iii) the owner, or lessee if the property is leased, of property used for a yard or garage sale is the person responsible for posting a hand-bill or sign advertising a yard or garage sale;

(iv) the owner, or lessee if the property is leased, of property used for a commercial activity or event is the person responsible for posting a hand-bill or sign advertising the subject commercial activity or event;

ATTACHMENT F: LOS ANGELES MUNICIPAL CODE SEC 28.00-28.04

(v) the person whose name, telephone number or address appears as the sponsor for a sporting event, concert, theatrical performance, or similar activity or event is the person responsible for posting a hand-bill or sign advertising the subject activity or event; and;

(vi) the person whose name, telephone number or address appears as the person to contact on any hand-bill or sign posted is the person responsible for having posted the same.

For purposes of this subsection, the person presumed to be responsible for posting a hand-bill or sign on public or utility property may rebut such presumption by declaring under penalty of perjury or swearing under oath that the person did not cause, authorize, allow or permit the posting of the hand-bill or sign on public or utility property.

(3) With the concurrence of the City Administrative Officer, the Board of Public Works shall determine the verifiable costs to the City of Los Angeles incurred in removing hand-bills and signs pursuant to this section. Such costs shall include, but not be limited to, direct labor, material and equipment costs, as well as departmental and general City overhead costs attributable to the removal of signs. Prior to the beginning of each fiscal year, the Board shall adopt a schedule of charges which persons responsible for the illegal posting of hand-bills and signs are required to pay pursuant to this subsection, based on those costs. The schedule of charges shall be subject to approval by the City Council.

(4) All administrative penalties collected pursuant to this section shall be used for enforcement activities by the Bureau of Street Services, Investigation and Enforcement Division.

(5) Persons billed for the costs and penalties of removing hand-bills or signs may appeal such costs and charges to the Board of Public Works in accordance with rules adopted by the Board.

(d) Nothing in this section shall apply to the installation of a metal plaque or plate or individual letters or figures in a sidewalk commemorating an historical, cultural, or artistic event, location or personality for which the Board of Public Works, with the approval of the City Council, has granted a written permit. **(Amended by Ord. No. 109,896, Eff. 9/28/57.)**

ATTACHMENT F: LOS ANGELES MUNICIPAL CODE SEC 28.00-28.04

(e) Nothing in this section shall apply to the painting of house numbers upon curbs done under permits issued by the Board of Public Works under and in accordance with the provisions of Section [62.96](#) of this Code. **(Added by Ord. No. 122,905, Eff. 10/26/62.)**

(f) Nothing in this section shall prohibit the installation of signs on street lighting posts provided the sign is a part of a program sponsored by a City Department having specific responsibility for public safety and such signs and locations are approved by the Department of Public Works and are installed and maintained as authorized in Section [80.07](#) of this Code. Any fees previously paid for such installation shall be refunded upon application to the Department of Transportation for such refund by the person or persons who made the payment to the City. Such person or persons shall declare under penalty of perjury that any money received by he, she, or them, shall, in turn, be paid to those persons who provided funds to the applicant to make such payment to the City and further that if the applicant is not able, for any reason, to make such reimbursement to any such person, the applicant, shall return, within 60 days said respective sum to the City. **(Amended by Ord. No. 158,469, Eff. 12/23/83.)**

(g) **(Added by Ord. No. 173,343, Eff. 7/15/00.)** Nothing in this section shall prohibit the installation of signs on street lighting posts relating to the operation of the street lighting system.