

Grass Roots Venice Neighborhood Council Proposed Election Procedures for 2005 (Draft: June 8, 2005)

BLUE = areas to fill in/information to confirm

RED = key questions still to answer

INTRODUCTION

- A. In preparation for the coming election the Board of Neighborhood Commissioners (Commission) instructed the Department of Neighborhood Empowerment (Department) to draft election procedures on behalf of the stakeholders of the Grass Roots Venice Neighborhood Council.
- B. For the 2005 election, election procedures will be drafted by the Department with input from community stakeholders and approved by the Commission. For subsequent elections, procedures will be submitted to the Department for approval by the GRVNC Governing Board not less than 90 days before the proposed election. The GRVNC Board's review will occur at a public meeting(s) that has been noticed in accordance with the Brown Act.
- C. What follows is a draft of the election procedures created by the Department utilizing input gathered by stakeholders at a series of three (3) community input meetings, and (x) meeting(s) of the Volunteer Election Committee.

I. ELECTION DAY:

A. The dates of the Election are Saturday, September 10, 2005, and Sunday September 11, 2005. The Election will take place at _____ during the hours of _____.

II. NEIGHBORHOOD COUNCIL AREA:

The boundaries of the Neighborhood Council are as follows:

- ◆ **North:** The City of Santa Monica
- ◆ **West:** The Pacific Ocean
- ◆ **South:** Marina del Rey (Unincorporated County of Los Angeles)
- ◆ **East:** Walgrove Avenue; the campuses of Venice High School, Mark Twain Junior High School, Walgrove Elementary School, and Beethoven Elementary School; Culver Cty; Walnut; Del Rey and Lincoln Boulevard.

IV. NEIGHBORHOOD COUNCIL STAKEHOLDERS

A. Persons who fulfill the following criteria are eligible to run for office and/or vote in the 2005 election:

- A. Individuals who live, work, or own property within the GRVNC boundaries.
- B. In addition, Community Stakeholders shall be identified by participation in, among other things, educational institutions, religious institutions, community organizations or other

non-profit organizations, block clubs, neighborhood associations, homeowners associations, apartment associations, condominium associations, resident associations, school/parent groups, faith based groups and organizations, senior groups and organizations, youth groups and organizations, chambers of commerce, business improvement districts, arts associations, political action groups, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, codewatch, neighborhood watch, police advisory board groups, and/or redevelopment action boards.

V. ELECTION TYPE:

A) The election shall be a Prepared Ballot Election in which the candidates file prior to the election and are then included on a printed ballot that is distributed to the voters at the polling location on election day.

B) Absentee (vote-by-mail) will be allowed in this election.

C) Write-in candidates will be allowed in this election.

D) Proxy voting is not allowed in Neighborhood Council elections.

E) Fifteen (21) Board members will be elected by the stakeholders on the election days. Officers will be elected at-large by the stakeholders on the election days.

F) The Board seats available for 2005 are as follows:

VOTING MEMBERS	SEATS	POSITION	QUALIFICATION
President	1	Elected	Stakeholder
Vice President	1	Elected	Stakeholder
Second Vice President	1	Elected	Stakeholder
Secretary	1	Elected	Stakeholder
Treasurer	1	Elected	Stakeholder
Communications Officer	1	Elected	Stakeholder
Government Relations Officer	1	Elected	Stakeholder
At-Large Officers	7	Elected	Stakeholder
Geographic al Representative Officers	7	Elected	Resident (owner or renter) in area
Immediate Past President (non-voting member)	1	Non-elected	Immediate past president of GRVNC

VI. TERMS OF OFFICE:

The following 11 Board members will serve a one (1) year term to complete the remainder of an existing term:

- ◆ President
- ◆ (First) Vice President
- ◆ Second Vice President
- ◆ Government Relations Officer
- ◆ Seven (7) Geographical Representative Officers

The following 10 Board members will serve a complete two (2) year term:

- ◆ Secretary
- ◆ Treasurer
- ◆ Communications Officer
- ◆ Seven (7) At-Large Officers

VII. ELECTION TIMELINE:

Please see Attachment A.

VIII. ELECTION COMMITTEE:

A. For the 2005 election, the Volunteer Election Committee (VEC) will consist of volunteers from the Neighborhood Council community, three (3) of whom will not be applying as candidates for the Governing Board.

B. The VEC shall be established at least 90 calendar days prior to the Election.

A. Responsibilities:

The VEC shall be responsible for working with the appointed Independent Election Administrator (IEA) and the Department to oversee, and implement all activities related to the NC elections including, but not limited to:

1. Finalizing the election procedures for Commission approval
2. Preparing and distributing all election announcements and candidate information
3. Overseeing eligibility and verification of all Stakeholders and candidates
4. Overseeing notification and outreach of the Election and all processes connected with the Election to the community.
5. Preparing election materials as necessary for the Election.
6. Implementing a printed ballot election.
7. Following up with all entities upon the conclusion of the Election (e.g. announcement of results, storage of election records, post election evaluation of the election process.

B. Contact and Information:

For more information or to participate in the Volunteer Elections Committee contact:

VEC Chair (Name Here)	(contact information)
VEC Key Contact (Name Here)	(contact information)
VEC Key Contact (Name Here)	(contact information)
VEC Key Contact (Name Here)	(contact information)

Department of Neighborhood Empowerment Elections and Policy Development Team 213-485-1360	ncelections@mailbox.lacity.org
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IX. INDEPENDENT ELECTION ADMINISTRATOR (IEA)

A. Mr. Jerry Kvasnicka will be the Independent Election Administrator (“IEA”) for the 2005 Neighborhood Council election. If for any reason, the appointed IEA is unable to fulfill his duties in this election, the Department shall appoint another IEA.

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

1. That none of the candidates for the governing board participate in any way in the handling/counting of ballots, voter/candidate registration/verification, and/or assisting voters engaged in the act of voting in translating the voting material or explaining the voting process.
2. The Independent Election Administrator shall maintain the ultimate authority and responsibility for the administration of the election.

C. DONE shall not act as the Independent Election Administrator.

D. Responsibilities:

1. The Independent Election Administrator shall be responsible for the following duties:
 - a. Reviewing and providing input on the Neighborhood Council’s draft Election Procedures.
 - b. Processing of candidates including verification of eligibility and conducting or supervising the candidate forums.
 - c. Processing of voters and verification of eligibility as applicable.
 - d. Overseeing and approving the preparation of the ballot to be used in the election.
 - e. Distributing and receiving ballots from the voters.
 - f. Verifying any provisional ballots.
 - g. Counting and recounting the ballots.
 - h. Issuing the election results.
 - i. Securing and submitting all election materials for records retention in accordance with the bylaws and these Election Procedures.

E. Disposition of Election Records

1. The Independent Election Administrator shall retain all election materials including ballots, voter rosters, candidate filing documents, voter registration forms, etc. until the period for requesting a recount or filing a challenge has passed, or if a recount request or an election challenge is filed, until those processes are concluded.
2. In the case of an election challenge, the Independent Election Administrator shall make the election materials available to the Final Arbitrator upon request.
3. At the conclusion of a recount and election challenge resolution period, the Independent Election Administrator shall turn all election materials over to the Neighborhood Council. The Neighborhood Council shall then retain the election materials for a period of six (6) months, after which they shall be destroyed.

4. If the ballot design and the voter registration allows for a ballot to be tracked to an individual voter, then the Independent Election Administrator will permanently redact the tracking information from the actual ballots prior to handing over the election materials to the Neighborhood Council.

For the 2005 election, numbering of ballots will (not) be allowed.

{ARE WE GOING TO NUMBER BALLOTS...?}

C. Postponement of the Election

1. If the Independent Election Administrator determines that circumstances have arisen that seriously jeopardize his ability to conduct an election in conformance with the approved Neighborhood Council Election Procedures, then the Independent Election Administrator, has the authority to postpone the election until corrective action can be taken. In such a case, the following actions shall be taken:

- a. The Independent Election Administrator shall immediately notify the Neighborhood Council and DONE of his decision to postpone the election, and shall provide the basis for that decision including the actions that must be taken in order to reschedule and conduct the election.
- b. The Volunteer Election Committee, the Department and the Independent Election Administrator will jointly develop and take actions to inform the stakeholders of the postponement of the election.
- c. As soon as possible, the Department will schedule a meeting before the Commission at which time the Independent Election Administrator shall report on the postponement, the basis for the postponement decision and the establishment of a new election date.

D. Canvass of Votes, Issuance of Results and Ratification of the Election

1. The Independent Election Administrator will be responsible for:

- a. Tabulating the ballots and announcing the unofficial results on the election days, or as soon thereafter as possible.
- b. Verifying all Provisional ballots for inclusion in the Final Official Certified Canvass of the votes.
- c. Completing the Final Official Certified Canvass including At- Polls ballots and any Provisional ballots either on the last election day or within seven (7) days after the election.
- d. Identifying the location, date(s), and time that the Final Official Certified Canvass of ballots will be announced.
- e. Ensuring that the activities associated with the Final Official Certified Canvass are open to the public for observation, provided that the observers must not interfere with or attempt to influence the vote tabulation in any way.
- f. Resolving tie-votes with a flip of a coin.

- g. Submitting a Final Election Reconciliation Report and Official Certified Canvass, to the Volunteer Election Committee and DONE immediately upon completion.

E. Contact and Information

Mr. Jerry Kvasnicka
(contact information)

X. FINAL DECISION MAKER

- A. The organization of retired judges known as JAMS will be selected as the Final Decision Maker.
- B. The Final Decision Maker shall be responsible for administrating the resolution of challenges to the election.

C. Contact and Information:

XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX

- D. For more on Final Decision Maker roles and responsibilities please see Article XVII. Challenges.

XI. VOTING AND STAKEHOLDER REGISTRATION

- A. All Stakeholders, who meet the criteria for the definition of a Stakeholder, and are 16 years of age, or a junior or senior in high school, shall be eligible to vote on the days of the Election. Every stakeholder shall be able to vote once in each stakeholder category for which he/she qualifies.
- B. Pre registration will occur at the following four (4) events and on the election days:

(TENTATIVE SCHEDULE)

[Monday, July 25, 2005 (6-9 pm)

Thursday, August 11, 2005 (6-9 PM)

Thursday, August 18, 2005 (6-9 PM)

Sunday, August 21, 2005 (10AM-1 PM)

*[Westminister Elementary School (auditorium)
1010 Abbot Kinney, Venice, CA 90291]*

- C. All Stakeholders, even those who have registered for previous elections of the GRVNC, will need to provide proof of their stakeholder status in the form of a valid credential. Valid credentials will constitute one (1) of the following unless otherwise specified by these election procedures:

- **CA Drivers License**
 - (for an address within the GRVNC area)
- **CA Residency Card**
 - (for an address within the GRVNC area)
- **School ID Card**
 - (for a school with in the GRVNC boundaries)
- **A business card**
 - (In combination with any of the following-- Business license, business check with Venice address, or pay stub from a business within the GRVNC area).
- **A recent utility bill**
 - (for an address within the GRVNC area)
- **An imprinted check**
 - (including an address within the GRVNC are)
- **Pay stub**
 - (from a business within the GRVNC area)

-
- **Passport**
 - **(only in combination with any other credential item)**

Stakeholders voted to have this item removed from the list or to allow its use in combination with other items listed.

-
- **School report card**
 - (for a school with in the GRVNC boundaries)
 - **Property tax bill**
 - (for an address within the GRVNC area)

Other Credentials:

- **Church/Religious Institution within the GRVNC area:**
 - Letter from Church/Religious institution; contribution statement
- **Nonprofit Organization within the GRVNC area:**
 - Letter from organization; receipt (dues, membership card with contact information)
- **Senior Group within the GRVNC area:**
 - Letter from organization; receipt (dues, membership card with contact information)

(This language is not approved by the Community and will be proposed to the VEC)

All other credentials not listed above will be accepted at the discretion of the IEA at the time of registration.

NOTE TO ALL STAKEHOLDERS: GRVNC "membership" cards (ORANGE CARDS) will not be allowed as the sole means of establishing stakeholder status for the 2005 election, but can be used in combination with any of the above credentials.

{What provisions for the homeless, or those without a valid Venice address...?}

C. Photographic identification shall not be the only means by which a stakeholder can verify his/her status.

D. No stakeholder shall be required to submit more/greater documentation than any other.

E. Photocopies of materials will be evaluated and accepted by the IEA only. All verification documents will be returned to the stakeholder immediately.

F. Stakeholders will be allowed two (2) opportunities to cast a ballot in the 2005 election. If a voter's original ballot is miss-marked or otherwise soiled prior to the ballot being cast, the voter may turn in his/her ballot and request another ballot. Once the second ballot has been issued, no additional ballots will be issued to that voter during the 2005 election.

G. If any person's voter registration is rejected during the registration process, that voter may request a review of that decision by the Final Decision Maker by filing a challenge under the provisions of the Election Challenge section. Subsequent to their review, the Final Decision Maker will issue a final determination as to whether the voter will be allowed to vote in the election. If a determination cannot be made during the actual election, the voter's case will be handled pursuant to the Provisional Voting provisions specified herein.

F. Provisional Voting

1. Voters can cast a Provisional Ballot if the voter's eligibility to vote in the election cannot be determined in favor of the voter at the time the voter attempts to cast his or her ballot. This process must include the following provisions:

- a. The only acceptable basis for challenging a voter's right to vote at the polling site will be that the person is not a stakeholder as defined by the Neighborhood Council bylaws and these procedures.
- b. If a voter is challenged on the basis that he/she is not a stakeholder eligible to vote in the election, the voter may produce any of the documentation outlined in these procedures prior to the closing of the polls on either election day, at which time the voter will be issued a regular ballot.
- c. If a voter cannot produce the required documentation then the voter will be offered the opportunity to vote a Provisional Ballot. The Provisional Ballot will be the same as a regular ballot, except that prior to placement in the ballot box the Provisional Ballot will be placed inside a Provisional Envelope. On the outside of the envelope the voter will provide:
 1. The voter's name.
 2. The voter's address.
 3. The voter's stakeholder status.
 4. The voter's contact number(s).

- d. When a voter casts a Provisional Ballot, the voter will be issued instructions that explain what steps the voter must take to qualify the Provisional Ballot including documentation required to be submitted, where the documentation is to be submitted, and a contact number to request assistance or seek additional information. The deadline for submission of acceptable documentation shall be three (3) days after the last election day.
- e. The Independent Election Administrator will be responsible for the verification of the Provisional Ballots.

XII. POLLING PLACE OPERATIONS

A. The election site shall be:

- 1. Be of sufficient size to accommodate the voter sign-in process, actual voting, and any allowable candidate/campaign activities.
- 2. Have sufficient parking.
- 3. Convenient for those utilizing public transportation.
- 4. Accessible for the disabled or procedures must be in place to accommodate disabled voters

B. The Neighborhood Council bylaws and approved 2005 Election Procedures shall be posted at the polling site for stakeholder review.

C. Campaigning/electioneering shall not be allowed within 100 feet of the building on either election day, or a specific area will be assigned for the purposes of campaigning. The 100-foot limit, or the assigned campaigning area will be marked by signs in all directions.

D. The Independent Election Administrator will announce in a loud voice in front of the polling site(s) at the appointed time that the polls are open.

E. The Independent Election Administrator will announce in a loud voice in front of the polling site(s) 10 minutes before the close of polls that the polls will close in ten (10) minutes.

F. Any persons in line outside of the poll at the time of the closing of the polls will be allowed to vote.

G. Non-candidate observers will be allowed inside the polling site throughout the election, provided that the observers do not, in any way, attempt to interfere with or influence the activities of the polling place workers or the voters. These observers will not be allowed to campaign for any candidate while in the polling site.

H. Only the Independent Election Administrator or his or her assistants be allowed to issue, receive or process ballots from the voter.

I. Interpreters will be available to assist voters who require assistance in Spanish or other appropriate languages. Assistance in any languages other than English and Spanish must be requested 5 days prior to the first election day.

- J. A voter may designate another person to assist them in the voting process. The person providing the assistance cannot be a candidate in the election.

XIII. CANDIDACY

- A. At the time of filing to run in the election, a candidate must be a stakeholder eligible to run for, and hold, the specific office for which the candidate is filing.

B. Stakeholders may only run for one (1) position on the board.

- C. All Stakeholders who wish to run for a position on the Governing Board must complete a Candidate Filing Form and comply with the following requirements:

1. Submit a completed Candidate Filing Form at one of the four (4) [Candidate Information Sessions](#). Deadline for submittal is 1:00 PM on Sunday, August 21, 2005 (at the close of the final candidate information session).
2. In person check-in at one of the four (4) [Candidate Information Sessions](#).
3. Provide a form of identification at one of the four (4) [Candidate Information Sessions](#) that verifies their status as a *stakeholder in the category for which they are filing candidacy*.
4. Participation in the Candidate Forum (in the form of attendance, representation, or a statement to voters) on Wednesday, September 7, 2005.

Failure to comply with these requirements will result in disqualification as a candidate.

- D. All Stakeholders, even those who have been candidates in previous GRVNC elections, will need to provide proof of their stakeholder status in the form of a valid credential in order to be a candidate for the 2005 election. Valid credentials will constitute one (1) of the following unless otherwise specified by these election procedures:

- **CA Drivers License**
 - *(for an address within the GRVNC area)*
 - **CA Residency Card**
 - *(for an address within the GRVNC area)*
 - **School ID Card**
 - *(for a school with in the GRVNC boundaries)*
 - **A business card**
 - *(In combination with any of the following-- Business license, business check with Venice address, or pay stub from a business within the GRVNC area).*
 - **A recent utility bill**
 - *(for an address within the GRVNC area)*
 - **An imprinted check**
 - *(including an address within the GRVNC are)*
 - **Pay stub**
 - *(from a business within the GRVNC area)*
-
- **Passport**
 - ***(only in combination with any other credential item)***

Stakeholders voted to have this item removed from the list or to allow its use in combination with other items listed.

- **School report card**
 - (for a school with in the GRVNC boundaries)
- **Property tax bill**
 - (for an address within the GRVNC area)

Other Credentials:

- **Church/Religious Institution within the GRVNC area:**
 - Letter from Church/Religious institution; contribution statement
- **Nonprofit Organization within the GRVNC area:**
 - Letter from organization; receipt (dues, membership card with contact information)
- **Senior Group within the GRVNC area:**
 - Letter from organization; receipt (dues, membership card with contact information)

(This language is not approved by the Community and will be proposed to the VEC)

All other credentials not listed above will be accepted at the discretion of the IEA at the time of candidate registration.

NOTE TO ALL STAKEHOLDERS: GRVNC "membership" cards (ORANGE CARDS) will not be allowed as the sole means of establishing candidate eligibility for the 2005 election, but can be used in combination with any of the above credentials.

- D. Photo identification shall not be the only means by which a stakeholder can verify his/her status as a candidate.
- E. No stakeholder shall be required to submit more/greater documentation than one of the items listed above for candidacy.
- F. Photocopied materials will be evaluated and accepted by the IEA only. All verification documents will be returned to the stakeholder immediately. Copies will be immediately returned or destroyed upon verification.
- G. The Candidate Filing Form shall serve as a written acceptance of a Stakeholder's desire to run for a position on the Governing Board.
- H. Candidate Filing Forms must be completed and submitted to the IEA.

Mr. Jerry Kvasnicka
Ph: 323-256-6330
jkvas@earthlink.net

- I. Candidate Filing Forms are due by Sunday, August 21, 2005 by 1:00 PM at the last candidate information session. There shall be "write-in" candidates allowed. The deadline for write-in candidates is Wednesday September 7, 2005, prior to the opening of the Candidate's Forum.

- J. If the Independent Election Administrator rejects a candidate's filing application, that candidate may request that the Final Decision Maker review their candidate filing application by filing a challenge under the provisions of the Election Challenge section. Subsequent to their review, the Final Decision Maker will issue a final determination as to whether the candidate will be allowed to run for office.
- K. The updated list of eligible candidates will be publicized throughout the filing period.

L. Candidate Recruitment:

1. The Volunteer Election Committee shall attempt to identify at least one candidate for each Governing Board position.
2. The Volunteer Election Committee shall distribute Elections information to areas that represent high numbers of stakeholders such as schools, businesses, religious and non-profit organizations, homeowners associations, apartment complexes, senior organizations, and facilities that provide senior programs.

M. Candidate Information:

1. After submitting a Candidate Filing Form, all Candidates shall receive the following information:
 - ◆ Neighborhood Council Bylaws
 - ◆ Map of Neighborhood Council boundaries
 - ◆ Neighborhood Council 2005 Election Procedures
 - ◆ Neighborhood Council 2005 Election Timeline
2. The Volunteer Elections Committee will have copies of all the above mentioned information in a binder that will be made available at all meetings for any potential candidate to read, prior to completing a Candidate Filing Form.

N. Disqualification:

1. Candidates who do not meet eligibility requirements (as indicated above) by the final deadline shall not be considered candidates for the 2005 election.
2. Disqualified candidates will be notified by the Volunteer Election Committee by way of a letter or e-mail within seven (7) business days after the close of the Nomination Period. Notification shall include the specific reason why the Candidate has been disqualified.

O. Nominations/Candidate Filing Period:

1. The candidate filing period is from July 12, 2005 to August 21, 2005. All Candidates must complete a Candidate Filing Form, which must be received by the IEA by the deadline.

P. Campaigning:

1. Stakeholders who have completed a Candidate Filing Form may immediately begin campaigning.

2. Campaigning/electioneering shall not be allowed within 100 feet of the building on either election day, or a specific area will be assigned for the purposes of campaigning. The 100-foot limit, or the assigned campaigning area will be marked by signs in all directions.

Q. Candidate Statements:

1. Each candidate shall be given the opportunity to write a one page (8 ½ by 11) statement that lists his/her attributes and explains to other Stakeholders the reason(s) for wishing to serve as an Board member. Candidate will be responsible for translation of their statements.
2. All submitted statements shall be available for Stakeholders to view on the day of the scheduled Election.

R. Candidate Informational Sessions:

1. The IEA or an IEA designated volunteer shall oversee the Candidate Information Sessions where candidates will receive orientations on the election guidelines, their roles as Candidates, and their responsibilities, if elected, as Neighborhood Council Board members.
2. These Candidate Informational Sessions are scheduled for:

(TENTATIVE SCHEDULE)

[Monday, July 25, 2005 (6-9 pm)

Thursday, August 11, 2005 (6-9 PM)

Thursday, August 18, 2005 (6-9 PM)

Sunday, August 21, 2005 (10AM-1 PM)

*[Westminister Elementary School (auditorium)
1010 Abbot Kinney, Venice, CA 90291]*

3. It is mandatory that all Candidates check-in at one (1) of these Candidate Informational Sessions. ***Candidates who fail to check-in at one (1) of these sessions will be disqualified without access to the appeal or reconsideration processes herein defined in the Election Procedures.***

S. Candidate Forum:

1. The IEA shall facilitate the Candidate Forum where candidates shall be given the opportunity to address Stakeholders. Each Candidate will be provided the same amount to time to speak based on the number of Candidates. During this time, the Candidates will state their name, their Stakeholder status, their qualifications, their reason(s) for running, and any other information they feel may be pertinent to reveal to Stakeholders about themselves.
2. The Candidate Forum is scheduled for:

(TENTATIVE SCHEDULE)

Venice High School (cafeteria)
September 7 (6-9 pm)

3. It is not mandatory that Candidates attend the Candidate Forum. However, it is mandatory that all candidates are represented or provide a one page statement to be shared with the voters. Candidates must inform the IEA in writing prior to the Forum if a representative will be sent.

T. Campaign Tactics:

1. Candidates shall not engage in any type of character defamation (i.e. mud slinging), assault, or attack any other Candidate, nominee, or Stakeholder. Proof of the use of character defamation, assault or attack by a Candidate may result in a challenge to their candidacy. These challenges shall be submitted to the Final Arbiter for resolution.
2. Candidates may not use the NC logo or City Seal on any campaign materials they produce. Persons violating this requirement will be asked to remove the NC logo and/or City Seal.
3. On the scheduled day of the Election, there shall be no campaigning within 100 feet of the building on either election day, or outside of the designated area. **Persons violating this requirement will be asked to leave the area after the first offense. If the behavior persists, the Candidate's eligibility may be challenged. These challenges shall be submitted to the Final Arbiter for resolution.**
4. There can be no posted Candidate signage (for example flyers) within 100 feet of the building, or outside the designated area on either election day. Signage posted in violation of this requirement will be removed.
5. No audio equipment may be used by the Candidate or their representatives to project Candidate information over a loudspeaker in or within 1000 feet of the polling location on either election day. Persons violating this requirement will be asked to leave the election site.
6. Other than casting a personal vote, no Candidate may loiter within 100 feet of the building. Persons violating this requirement will be asked to leave the polling area, and may be disqualified as candidates.

XIV. TRANSLATION & INTERPRETATION SERVICES

A. All election materials will be translated into Spanish.

B. Candidates are responsible for translating their candidate statements and any other materials to be utilized for campaigning.

C. Interpreters will be available to assist voters who require assistance in Spanish or other appropriate languages. Assistance in any languages other than English and Spanish must be requested 5 days prior to the first election day.

XV. PUBLIC OUTREACH AND NOTICE OF ELECTION

A. To be fair and inclusive, efforts will be made to inform as many stakeholders as possible about the Election proceedings and the opportunity to participate.

B. Outreach efforts shall be made to inform and solicit participation via the following methods:

1. Notices of pertinent Election information will be placed at each of the NC designated Posting Locations by the Volunteer Election Committee no later than 60 calendar days prior to the Election. The posting locations are as follows:

- o (insert locations here...)

2. Two distributions, provided by DONE, will attempt to reach as many addresses within the boundary area. The first distribution will be a call for candidates and the announcement of the election date and will take place no later than 60 days prior to the Election. The second distribution will be a reminder notice of the election date and will take place no later than 7 days prior to the Election.

3. There will be four (4) Stakeholder Information Sessions to provide information about the Neighborhood Council and to discuss and distribute the election procedures and other pertinent election information.

C. Targeted Outreach:

- 1. Based on demographics and/or the determination by the Board of Neighborhood Commissioners, specific outreach will be directed at those stakeholder groups that have a high percentage rate within the NC boundaries.
- 2. These groups include renters, industrial/commercial, senior citizens, religious/nonprofit organizations, and monolingual Spanish speakers.
- 3. The Election Committee shall be responsible for outreach to these groups.

XVI. VACANCIES

Pursuant to the bylaws of the Neighborhood Council, the elected Board will address any vacancies left by this election.

XVII. CHALLENGES

A. Contesting the Election:

- 1. Any stakeholder, who submits the same stakeholder documentation required of the voters in the election, may file a challenge to the conduct of the election no later than five (5) days of the completion of the Final Official Certified Canvass by the Independent Election Administrator by filing a written request with the Final Decision Maker. The written request must:
 - a. Identify the basis for the challenge to the election.
 - b. Identify the person(s) issuing the challenge.
 - c. Provide contact information for the person(s) issuing the challenge.

2. Send all election challenges to:

XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

B. The Final Decision Maker shall complete the review and issue the final findings to DONE within 30 days of receipt of the election challenge from DONE. If circumstances arise such that the review and issuance of findings cannot be completed in 30 days, the Final Decision Maker may utilize up to a maximum of two additional 15-day review periods. The Final Decision Maker will submit a notice to DONE identifying the reasons for the delay prior to initiating each review period extension. At a maximum, the Final Decision Maker will have 60 days to issue a final report and settle all challenges to the election.

C. The findings of the Final Decision Maker will be final and binding on the Neighborhood Council.

D. Immediately upon receipt of the findings of the Final Decision Maker, DONE will work with the Neighborhood Council to begin implementing the findings, as necessary, of the Final Decision Maker.

XVIII. SEATING OF ELECTED BOARD MEMBERS

A. All newly elected governing board members will be seated in accordance with the Neighborhood Council bylaws and Election Procedures pending the final results of a recount or an election challenge.

B. Governing board member seats not filled through the election process will be deemed vacant when the new governing board takes office. The vacant seat(s) will be filled according to the bylaws of the Neighborhood Council.

C. Elected Board Member Contact Information

- a. Within seven (7) business days of the announcement of final election results, Department will release the names, candidate/board member stakeholder affiliation, board seat, and public contact information for each newly elected board member.

XIX. ANNOUNCEMENT OF RESULTS

The Election results shall be posted by the Department within five (5) calendar days after the challenge filing period or after any and all challenges have been resolved by the Final Arbitrator.

XX. CANDIDATE NOTIFICATION OF ELECTION RESULTS

The Department will notify all Candidates within five (5) calendar days after the challenge filing period or after any and all challenges have been resolved by the Final Decision Maker, whichever comes last.

XXI. CERTIFICATION OF ELECTION

The Department shall certify the Election as officially valid after five (5) calendar days following the Election if no written challenges are received or upon the resolution of any challenges by the Final Decision Maker.

DEFINITIONS

? "Absent Voter" means any voter casting a ballot in any way other than at the polling place.

? "Board of Neighborhood Commissioners (BONC)" means the seven (7) member appointed commission responsible for policy setting and policy oversight, including the approval of contracts and leases and the promulgation of rules and regulations, but not the day-to-day management of the Department of Neighborhood Empowerment or the neighborhood councils.

? "Campaigning" means a series of actions conducted by a candidate(s) or person(s) on behalf of a candidate(s) intended to influence voters to vote a certain way. Such actions may include, but are not limited to, the distribution of printed or electronic material, making of telephone calls, giving of speeches in a public setting, discussions with individuals or small groups of voters, placement of signs, etc. (see Electioneering below.)

? "Challenge" means a written complaint filed by a stakeholder that the election was improperly conducted including, but not limited to, alleged incidences of voting fraud or improper candidate activity, and that the results of the election should be set aside or overturned.

? "Department of Neighborhood Empowerment (DONE or Department)" means the City department responsible to implement and oversee the ordinances and regulations creating the system of neighborhood councils enacted pursuant to City Charter Section 905 including: preparing a plan for the creation of a system of neighborhood councils, assisting neighborhood councils in the certification process and in the election/selection of their governing board members, arranging Congress of Neighborhoods meetings as requested by neighborhood councils, arranging for the provision of training to neighborhood councils, assisting neighborhood councils in operational and logistical areas, and other duties as provided by ordinance.

? "Electioneering" means to solicit a vote or speak to a voter on the subject of marking his or her ballot; to place a sign(s) relating to any candidate or other matter to be voted on; to distribute material relating to any candidate or other matter to be voted on; or to place a sign(s), distribute material, or converse with a voter on the subject of the voter's qualifications to vote. Electioneering is an aspect of campaigning that is generally understood to mean the activities targeted at voters when they are engaged in arriving to the polling place or in the actual act of voting.

? "Election Procedures" mean the written procedures and methods adopted by a Neighborhood Council, consistent with their bylaws and approved by the Department of Neighborhood Empowerment, that are used to conduct the Neighborhood Council's governing board member elections.

? "Human Relations Commission of the City of Los Angeles" means the City Department and associated Staff members known by this name and operating within the authority granted by the Los Angeles City Charter, DONE and these election procedures.

? "Independent Election Administrator" (IEA) means the person(s) or organization responsible for conducting the actual election. The Independent Election Administrator should be independent from the outcome of the election and shall have no vested interest in the outcome of the election. Duties include, but are not limited to, setting up and managing the polling location(s), checking in voters, distributing and receiving ballots, tabulating the votes, announcing the election results, and securing the election materials.

? "Neighborhood Council" taken in the singular and capitalized refers to that one Neighborhood Council involved in the activity being described. The term "neighborhood councils", plural not capitalized, is used when the activities being described are general to all neighborhood councils.

? "Person" means an individual human being.

? "Prepared Ballot Election" means an election in which the candidates file prior to the election and are included on a printed ballot that is distributed to the voters at the polling location(s) on election day.

? "Provisional Ballot" means a ballot cast by a voter whose eligibility to vote in the election cannot be determined at the time the vote is cast. The voter's eligibility will be verified at a later date pursuant to methods specified in the election Procedures and the ballot will be processed subject to the outcome of the verification process.

? "Proxy" voting means the written or verbal authorizing of one person to act (vote) for another as an agent or substitute, (e.g. "I hereby authorize _____ to cast a vote for _____ in my place.")

? "Recount" means counting the votes cast again for a particular contest or for the entire election to determine if the original vote tally is accurate.

? "Stakeholder" means a person who, pursuant to the Neighborhood Council's bylaws, is eligible to be a candidate and/or vote in the Neighborhood Council's governing board election. At a minimum, a stakeholder is anyone who lives, works or owns property within the Neighborhood Council boundaries.

? "Final Decision Maker" means the person(s) or organization selected to review and issue final findings relative to a Challenge filed against the election. This person(s) or organization shall not be the Independent Election Administrator and should be independent from the outcome of the election and shall have no vested interest in the outcome of the election. The process utilized by this entity shall be administrative in nature and in accordance with these procedures. A formal hearing or "arbitration" is not required.

? "Vote-By-Mail Ballot" means a ballot that is voted and placed in a sealed envelope, which is then delivered to the election official via the U.S. mail, private courier or hand delivery.

? "Write-In Candidate" means a candidate who is not included on the prepared printed ballot but for whom voters may cast a vote by writing in the candidate's name in the appropriate space provided on the ballot.

Attachment A. Neighborhood Council 2005 Election Timeline

EVENT	DATE
First Mass Distribution	Approximately July 12, 2005
Election Notices Posted	Approximately July 12, 2005
Candidate Filing Begins	July 12, 2005
1 st Candidate Information, Public Information, & Voter Registration Session	July 25, 2005
2 nd Candidate Information, Public Information, & Voter Registration Session	August 11, 2005
3 rd Candidate Information, Public Information, & Voter Registration Session	August 18, 2005
4 th Candidate Information, Public Information, & Voter Registration Session	August 21, 2005
Candidate Filing Deadline (by 1:00 PM)	August 21, 2005
Candidate Statements (recommended)	August 21, 2005
Candidate Forum	September 7, 2005
Last day for Second Mass Distribution	Approximately September 3, 2005
Write-in Candidate Deadline (9:30 AM on election day)	September 7, 2005
Election Day	September 10 and 11, 2005
IEA Deadline to complete Official Canvass	September 16, 2005, or within 7 days of election if there are outstanding provisional ballots
Election Challenge Deadline	September 21, 2005 or no later than five days of the completion of the Final Official Certified Canvass if outstanding provisional ballots
Challenge Resolution Deadline	October 21, 2005 or within 30 days of receipt of the challenge
Challenge Extension #1	November 5, 2005 or within 60 days of receipt of the challenge

Challenge Extension #2	November 20, 2005 or within 60 days of receipt of the challenge
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