

Greater Wilshire Neighborhood Council Election Procedures for 2005

I. INTRODUCTION:

- a) In preparation for the Greater Wilshire 2005 Board Election (“Election”), the Board of Neighborhood Commissioners (“Commission”) instructed the Department of Neighborhood Empowerment (“Department” or “DONE”) to draft election procedures on behalf of the stakeholders of the Greater Wilshire Neighborhood Council.
- b) For the 2005 Election, election procedures were drafted by the Department with input from community stakeholders and approved by the Commission. For subsequent elections, procedures will be submitted to the Department by the Greater Wilshire Neighborhood Council Board (“Board”) and submitted to the Department for approval no less than 90 days prior to the Election. The Neighborhood Council’s Board-review will occur at a public meeting that has been noticed in accord with the Ralph M. Brown Act (“Brown Act”).
- c) The following election procedures were created by the Department utilizing input on the election process by stakeholders and approved by the Board of Neighborhood Commissioners on March 1, 2005.

II. ELECTION DAY:

- a) **The date of the Election is Tuesday, May 24, 2005.**
- b) **The Election will take place at Los Angeles City Fire Department Station 29, 4029 Wilshire Boulevard, Los Angeles, CA 90010-3401.**
- c) **Polls will be open for two (2) periods on Election Day; the first period will be in the morning from 7:00 AM to 12:00 PM and the second period will be in the afternoon from 2:00 PM to 8:00 PM.**
- d) Los Angeles City Fire Department Station 29 complies with the American’s with Disabilities Act (ADA).

III. NEIGHBORHOOD COUNCIL AREA:

The Greater Wilshire Neighborhood Council is bounded on the west by La Brea Avenue, from Olympic Boulevard north to Willoughby Avenue, east to Wilcox Avenue, south to Melrose Avenue, east to Manhattan Place (both sides), south to the south side of Clinton Street, east to the rear (western) property line of the lots fronting on Western Avenue, south along that property line to Beverly Boulevard (both sides), west to Manhattan Place (both sides), south to Sixth Street, west to Wilton Place, south to

Seventh Street, east to Manhattan Place (both sides), south to Olympic Boulevard, and west to La Brea Avenue.

IV. GREATER WILSHIRE NEIGHBORHOOD COUNCIL STAKEHOLDERS

- a) A person who fulfills the following criteria is considered to be a "Stakeholder":
1. A Stakeholder shall mean those who live, work or own property in the Greater Wilshire Neighborhood Council area.
 2. A Stakeholder shall be any individual who participates 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, service organizations, park advisory boards, boys and girls clubs, cultural groups, environmental groups, code watch, neighborhood watch, police advisory board groups, and/or redevelopment area boards.
 3. Individuals who live, work, or own property on either side of a boundary street of the Greater Wilshire Neighborhood Council are Stakeholders.
- b) Only persons of at least eighteen (18) years of age who fulfill the criteria listed in Article IV, Section A above will be eligible to vote or hold office in the 2005 Election.

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 voting (vote-by-mail) will not be allowed in this Election.
- c) Write-in candidates will not be allowed in this Election.
- d) Proxy voting is not allowed in Neighborhood Council elections.
- e) Thirty-one (31) Board members will be elected by the stakeholders on Election Day and Officers (President, Vice-President, Secretary and Treasurer) will be elected by the Board members at the first regular meeting of the Board of Directors following the Election.
- f) Thirty-one (31) alternate Board members will be elected by the Stakeholders by the same method, and at the same time, as the Board. For listed geographic

area Board seats, the Candidate in each area that receives the second-most votes shall be considered elected as the Alternate for that seat. If a second-place Candidate declines to be the Alternate, the third-place Candidate shall be considered elected as the Alternate, and so on. For categories other than listed geographic areas, there is more than one (1) seat for each category. Where there are three (3) seats, the top three vote-getters will be elected as Directors, and the fourth-highest vote-getter shall be considered the Alternate for the first-place finisher, the fifth-highest vote-getter shall be considered elected as the Alternate for the second-place finisher, and the sixth-highest vote-getter shall be considered elected as the Alternate for the third-place finisher. If a runner-up Candidate declines to be an Alternate, the next-place finisher shall be considered elected as the Alternate, and so on. This same approach will apply where there are two (2) seats in a category. Alternates for religious organizations, educational institutions, and other nonprofit groups may be from an organization, institution, or group different from that of the Director for whom the individual serves as an Alternate.

- g) Of the thirty-one (31) Board members to be elected, fifteen (15) shall be Stakeholders, each representing a listed geographic area as set forth in Appendix A of the Bylaws of the Greater Wilshire Neighborhood Council.
- h) The remaining sixteen (16) Board members shall be Stakeholders not representing listed geographic areas, apportioned as follows:

Voting Members	Seats	Position	Qualifications
At-Large	3	Elected	Any person who qualifies as a Stakeholder
Renters	3	Elected	Residents from any geographic area who do not own property within the boundaries
Business Associations	2	Elected	Headquarters office located within, or having two-thirds or more of its members working or owning property within the boundaries
Businesses	2	Elected	Any person who owns a business or works for a business within the boundaries
Religious Organizations	2	Elected	Building located within the boundaries
Educational Institutions	2	Elected	Building located within the boundaries
Other Nonprofit Groups	2	Elected	Building located within the boundaries or having two-thirds or more of its members (or people it serves) residing, working, or owning property within the boundaries

VI. TERMS OF OFFICE:

The terms of office for all Board members and Alternates shall be for one (1) year.

VII. ELECTION TIMELINE:

March 19, 2005 (approximately): 1st mass-distribution of election notices to the Greater Wilshire community

March 22, 2005 and April 18, 2005: Election Info Meetings/Candidate Info Sessions, 6:30 PM – 8:30 PM, Los Angeles City Fire Department Station 29, 4029 Wilshire Blvd., Los Angeles, 90010: The meetings will provide information about the Neighborhood Council, including the establishment of, function of and opportunity to serve on the governing body. Election-related material, including the bylaws, election procedures and the Stakeholder and Candidate Registration Form will be distributed and explained. The process for registering as a stakeholder or a candidate will be explained; stakeholders and candidates may begin registration at this meeting. Additional topics to be covered include: campaigning procedures, campaigning restrictions, requirements upon winning office, and any other information the Neighborhood Council determines to be useful.

May 14, 2005 (approximately): 2nd mass-distribution of election notices to the Greater Wilshire community

May 16, 2005, Candidates Forum, 6:30 PM – 8:30 PM, John Burroughs Middle School, Multi-Purpose Room, 600 S. McCadden Place, Los Angeles, 90025: Meet-and-greet the candidates. Last day to register as a candidate. Last day prior to Election Day to register to vote.

May 24, 2005, Election Day, 7:00 AM – 12:00 PM, 2:00 PM – 8:00 PM, Los Angeles City Fire Department Station 29, 4029 Wilshire Blvd., Los Angeles, 90010

May 31, 2005: Deadline for the Independent Election Administrator to issue the Final Official Certified Canvass of votes

VIII. VOLUNTEER ELECTION COMMITTEE:

- a) For the 2005 Election, a volunteer election committee will be formed.
- b) The volunteer election committee shall be responsible for working with the appointed Independent Election Administrator (“IEA”) and the DONE to oversee, and implement all activities related to the Neighborhood Council’s Election including, but not limited to:
 1. Preparing and distributing all Election announcements and candidate information
 2. Overseeing eligibility and verification of all Stakeholders and candidates.
 3. Overseeing notification and outreach of the Election and all processes connected with the Election to the community.
 4. Preparing Election materials as necessary for the Election.
 5. Implementing a printed ballot election.

6. 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.
- c) For more information, or to join the volunteer election committee, contact:

Department of Neighborhood Empowerment
Elections and Policy Development Team
10221 Compton Avenue, Suite 203
Los Angeles, CA 90002
Phone: (323) 789-2810
Email: ncelections@mailbox.lacity.org

IX. INDEPENDENT ELECTION ADMINISTRATOR (IEA)

- a) The League of Women Voters of Los Angeles shall be the Independent Election Administrator (“IEA”) for the 2005 Greater Wilshire Neighborhood Council Election. If for any reason, the appointed IEA is unable to fulfill their duties in this election, the DONE shall appoint another IEA.
- b) The Independent Election Administrator may utilize the staff, material, equipment and facility resources of the Neighborhood Council or the DONE to assist them in carrying out the election administration duties, provided, however, that the following conditions are met:
 1. That none of the candidates for the Greater Wilshire 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) The DONE shall not act as the Independent Election Administrator.
- d) The Independent Election Administrator shall be responsible for the following duties:
 1. Reviewing and providing input on the Neighborhood Council’s draft election procedures.
 2. Overseeing the processing of candidates including verification of eligibility and conducting or supervising the candidate forums.
 3. Overseeing the processing of voters including pre-registration and verification of eligibility as applicable.
 4. Overseeing and approving the preparation of the ballot to be used in the Election.

5. Overseeing and distributing and receiving ballots from the voters.
6. Verifying any provisional ballots.
7. Overseeing the counting and recounting the ballots.
8. Issuing the official Election results.
9. Securing and submitting all election materials for records retention in accordance with the bylaws and the Neighborhood Council 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 Decision Maker 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.

f) Postponement of Election. If the Independent Election Administrator determines that circumstances have arisen that seriously jeopardize his or her ability to conduct the 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:

1. The Independent Election Administrator shall immediately notify the Neighborhood Council and the DONE of his or her decision to postpone the Election, and shall provide the basis for that decision, including the actions that must be taken in order to reschedule and conduct the Election.
2. The volunteer election committee, the DONE and the Independent Election Administrator will jointly develop and take actions to inform the stakeholders of the postponement of the Election.

3. As soon as possible, the DONE 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.

g) Canvass of Votes, Issuance of Results and Ratification of the Election. The Independent Election Administrator will be responsible for:

1. Tabulating the ballots and announcing the unofficial results on Election Day, or as soon thereafter as possible.
2. Verifying all provisional ballots for inclusion in the Final Official Certified Canvass of the votes.
3. Completing the Final Official Certified Canvass including at-polls ballots and any provisional ballots either on Election Day or within seven (7) days after the Election.
4. Identifying the location, date(s), and time that the Final Official Certified Canvass of ballots will be announced.
5. 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.
6. Resolving tie-votes with a flip of a coin.
7. Submitting a Final Election Reconciliation Report and Official Certified Canvass, to the DONE immediately upon completion.

h) Contact and Information:

Jerry Kvasnicka
League of Women Voters of Los Angeles
3250 Wilshire Blvd, Suite 1005
Los Angeles, CA 90010
Phone: (323) 256-6330
Fax: (213) 368-1615
Email: jkvas@earthlink.net

X. FINAL DECISION MAKER

- a) The Human Relations Commission of the City of Los Angeles shall be selected as the Final Decision Maker
- b) The Final Decision Maker shall be responsible for administering the resolution of challenges to the election, and if necessary, shall instruct the IEA to recount votes and verify election results.
- c) **Contact and Information:**

City of Los Angeles –Human Relations Commission

200 North Spring St. - Rm. 1625
Los Angeles, CA 90012
Phone: 213-978-1660
Fax:(213) 978-1668

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

XI. VOTING AND STAKEHOLDER REGISTRATION

- a) All Stakeholders who are eighteen (18) years of age and who meet the criteria for the definition of a Stakeholder defined in Article IV above shall be eligible to vote on the day of the Election.
- b) Stakeholders should pre-register to vote at the Election Info Meetings or the Candidates Forum by completing the Stakeholder and Candidate Registration Form, Number 1 and Number 2; Stakeholders who do not register by May 16, 2005, will have an additional opportunity to register to vote on Election Day.
- c) Stakeholders will be required to provide to the IEA an original of one (1) of the accepted forms of identification for verification for each Stakeholder category that the Stakeholder is seeking to be registered as a voter.
- d) Acceptable forms of identification for each Stakeholder category are listed in Article XIII, Section D below. Photo identification shall not be the only means by which a Stakeholder can verify his/her status as an eligible voter. Only the IEA has the authority to determine if other documents presented for Stakeholder verification that are not identified herein are acceptable. Photocopied materials will be evaluated and accepted on a case-by-case basis by the IEA only. All verification documents will be returned to the Stakeholder immediately. No Stakeholder shall be required to submit more/greater documentation than one of the items listed below for voting.
- e) Voters whose stakeholder status cannot be confirmed by the Independent Election Administrator will have the opportunity to cast a Provisional Ballot in accordance with Section J below.
- f) Voters will have the opportunity to cast one (1) vote for one (1) candidate in each of the categories/Board-seat races that the voter qualifies as a Stakeholder.
- g) For each category that a voter qualifies as a Stakeholder, that voter shall be given a ballot that corresponds to that particular category/Board-seat race. Ballots will be color-coded in eight (8) different colors to correspond to each of the Board-races in the Election. All listed geographic area ballots will be assigned the same color plus a large number corresponding to the number for

that geographic area. At Large ballots will be assigned one color; Renter ballots will be assigned a different color, etc.

- h) On Election Day, each qualified Stakeholder will be given ballots corresponding to the category (or categories) for which the voter qualifies as a Stakeholder. Marked ballots must be placed into the ballot box after the Stakeholder has marked his/her choices. A ballot marked with a "P" indicates that the ballot is Provisional. All Provisional Ballots must be placed in an assigned envelope, sealed and placed into a separate ballot box.
- i) Stakeholders will be allowed two (2) opportunities to cast a ballot (or ballots) in the 2005 Election. If one of the voter's original ballots is miss-marked or otherwise soiled prior to the ballot (or ballots) being deposited into the envelope and the ballot box, the voter may turn-in his/her ballot (or ballots) and request another ballot (or ballots). Once the second ballot (or set of ballots) has/have been issued, no additional ballots will be issued to that voter during the 2005 Election.
- j) **Provisional Voting.** Voters may cast a Provisional Ballot if the voter's eligibility to vote in the election cannot be determined by the Independent Election Administrator.
- k) The Provisional Ballot will be the same as a regular ballot, except that the ballot and an assigned envelope will be marked with a "P" and placed in a separate ballot box.
- l) A voter that casts a Provisional Ballot will have an opportunity to convert their Provisional Ballot into a regular ballot. 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 that the Independent Election Administrator may use to request assistance or seek additional information from the voter. The deadline for submission of acceptable documentation shall be three (3) days after the Election.
- m) The Independent Election Administrator shall be responsible for the verification of the Provisional Ballots.
- n) If a Provisional Ballot is determined by the Independent Election Administrator to qualify as a regular ballot, then the qualifying votes will be included with the regular votes/totals.

XII. POLLING PLACE OPERATIONS

- a) The election site shall:

1. Be of sufficient size to accommodate the voter sign-in process and actual voting
 2. Have sufficient parking either on-site or off-site
 3. Be convenient for those utilizing public transportation.
 4. Be accessible for the disabled or procedures must be in place to accommodate disabled voters
- b) The Greater Wilshire Neighborhood Council bylaws and approved 2005 Election Procedures shall be available at the polling site for stakeholder review.
 - c) Campaigning/electioneering shall not be allowed within 100 feet of the building on Election Day. The 100-foot limit 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 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 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) 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.
 - h) Only the Independent Election Administrator or his or her assistants will be allowed to issue, receive or process ballots from the voter.
 - i) Interpreters will be available to assist voters who require assistance in Spanish and Korean.
 - 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) A Stakeholder may run for more than one (1) Board seat, however, a Stakeholder may not hold more than one (1) Board seat.
- c) If a Stakeholder runs for more than one (1) Board seat and wins more than one Board-seat race, the Stakeholder will be seated according to the Board-seat race

for which he/she received the most votes of all the races that he/she ran as a Candidate; all remaining seats in that category will go to the Candidate receiving the second highest number of votes in that category. For example, if a Candidate wins the At Large race and receives 500 votes and the same Candidate wins the Educational Institution race and receives 150 votes, then that Candidate will be seated in the At Large seat, and the Candidate receiving the second highest number of votes in the Educational Institution race will become the winning Candidate in the Educational Institution race.

- d) All Stakeholders who wish to run for a position on the Governing Board must complete Numbers 1 through 3 of the Stakeholder and Candidate Registration Form and comply with the following requirements:
1. File a Stakeholder and Candidate Registration Form by the Candidate Filing Deadline of May 16, 2005.
 2. Provide a form of identification that verifies their Stakeholder status. Depending on the category, acceptable forms of verification include one of the following:
 - FOR GEOGRAPHIC REPRESENTATIVES/STAKEHOLDERS
 - i. Utility bills or bill statement
 - ii. Driver's license or State identification
 - iii. Paycheck stub
 - iv. Property tax bill
 - v. Membership card for a qualified organization
 - vi. Letterhead with membership acknowledgement
 - vii. Dues bill for a religious institution
 - viii. Business license
 - ix. Other items in relation to stakeholder definition per bylaws
 - FOR AT LARGE
 - i. Same as Geographic forms of identification
 - ii. Other items in relation to stakeholder definition per bylaws
 - FOR RENTERS
 - i. Current lease agreement
 - ii. Cancelled rent check
 - iii. Income tax return with rent deduction
 - iv. Letter from landlord
 - FOR BUSINESS ASSOCIATION
 - i. Membership list
 - ii. Dues receipt with business association address
 - iii. License to be a business association

- FOR BUSINESS
 - i. Business license
 - ii. Business tax or income tax return
 - iii. Resale permit
 - iv. IRS Form 1099
 - v. DBA
 - vi. Paycheck stub

 - FOR EDUCATIONAL INSTITUTIONS
 - i. Benefactor notification
 - ii. Permit for school
 - iii. Teachers' pay stubs
 - iv. Report card/transcript
 - v. PTA membership
 - vi. State accreditation

 - FOR RELIGIOUS ORGANIZATIONS
 - i. Dues receipt
 - ii. Membership card
 - iii. Tithing envelopes with institutional address
 - iv. Membership list
 - v. Letter from religious institution
 - vi. Letter from religious institution that acknowledges donations
 - vii. Cancelled donation check

 - FOR OTHER NONPROFIT ORGANIZATIONS
 - i. Articles of Incorporation
 - ii. Membership list
 - iii. Membership card
 - iv. Donation receipt
 - v. Proof of tax exempt status
 - vi. Cancelled donation check
- e)** Photo identification shall not be the only means by which a Stakeholder can verify his/her status as a candidate/eligible voter.
- f)** No Stakeholder shall be required to submit more/greater documentation than one of the items listed above for candidacy/voting.
- g)** Only the IEA has the authority to determine if other documents presented for candidacy that are not identified herein are acceptable. Photocopied materials will be evaluated and accepted by the IEA only. All verification documents will be returned to the Stakeholder immediately after the verification process.

- h) The completed Stakeholder and Candidate Registration Form shall serve as written acceptance of a Stakeholder's desire to run for a position on the Governing Board.
- i) A Stakeholder wishing to qualify as a candidate must complete and submit a Stakeholder and Candidate Registration Form to the Independent Election Administrator at either of the Election Info Meetings/Candidate Info Sessions or the Candidates Forum. Stakeholder and Candidate Registration Forms may be obtained at the Election Info Meetings/Candidate Info Sessions, the Candidates Forum, or from:

Department of Neighborhood Empowerment
Elections and Policy Development Team
10221 Compton Avenue, Suite 203
Los Angeles, CA 90002
Phone: (323) 789-2810
Email: ncelections@mailbox.lacity.org

- j) **The deadline to file for candidacy is 8:00 PM on May 16, 2005. There shall be no "write-in" candidates allowed.**
- k) If the Independent Election Administrator rejects a candidate's Stakeholder and Candidate Registration Form, 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.
- l) The updated list of eligible candidates will be publicized throughout the filing period.
- m) **Candidate Recruitment.** The volunteer election committee shall attempt to identify at least one candidate for each Governing Board position. The volunteer election committee shall distribute Elections information to areas that represent high numbers of stakeholders such as property owners and renters, businesses, business associations, religious organizations, educational institutions, and other non-profit groups.
- n) **Candidate Information.** After submitting a Stakeholder and Candidate Registration Form, all candidates shall receive the following information:
 - 1. Greater Wilshire Neighborhood Council Bylaws
 - 2. Map of the Greater Wilshire Neighborhood Council boundaries
 - 3. Greater Wilshire Neighborhood Council 2005 Election Procedures

- i. 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 Stakeholder and Candidate Registration Form.
- o) **Disqualification.** Candidates who do not meet eligibility requirements (as indicated above) by the final deadline shall not be considered candidates for the 2005 election. Disqualified candidates will be notified by way of a letter within five (5) business days after the close of the nomination period. Notification shall include the specific reason why the candidate has been disqualified.
- p) **Nominations.** The self-nomination and candidate filing period is from March 22, 2005 to May 16, 2005. All candidates must complete a Stakeholder and Candidate Registration Form, which must be received by the IEA at either of the two (2) scheduled Election Info Sessions/Candidate Information Sessions or the Candidates Forum.
- q) **Campaigning.** Stakeholders who have completed a Stakeholder and Candidate Registration Form may immediately begin campaigning. Campaigning and/or electioneering shall not be allowed within 100 feet of the building on Election Day. The 100-foot limit will be marked by signs in all directions.
- r) **Candidate Statements.** Each candidate shall be given the opportunity to write a 100 word or less statement that lists their attributes and explains to other Stakeholders their reason(s) for wishing to serve as a Neighborhood Council Board member. All submitted statements shall be available for Stakeholders to view on the day of the scheduled Election.
- s) **Candidates Forum.** The **League of Women Voters – Los Angeles** shall facilitate one (1) Candidates Forum. Each Candidate will be provided three (3) minutes based upon 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. Additionally, at the close of the Candidate Forums, candidates will have the opportunity to mix and mingle informally with Stakeholders. The Candidates Forum is scheduled for May 16, 2005.
- t) **Campaign Tactics.**
 - 1. Candidates may not use the Greater Wilshire Neighborhood Council logo or City Seal on any campaign materials they produce. Persons violating this requirement will be asked to remove the Neighborhood Council's logo and/or City Seal.
 - 2. There shall be no campaigning within 100 feet of the building on Election Day. 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 Decision Maker for resolution.

3. There can be no posted candidate signage (for example flyers) within 100 feet of the building on the day of the Election. Signage posted in violation of this requirement will be removed.
4. Audio equipment may not 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 the Election Day. Persons violating this requirement will be asked to leave the polling area.
5. Other than casting a personal vote, no candidate or Stakeholder 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

All election materials will be translated into Spanish and Korean.

XV. PUBLIC OUTREACH AND NOTICE OF ELECTION

- a) To be fair and inclusive, efforts will be made to inform as many Greater Wilshire Neighborhood Council 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 Neighborhood Council's designated Posting Locations approximately 60 calendar days prior to the Election.
 2. Two mass distributions, provided by the DONE, will attempt to reach all addresses within the boundary area. The first distribution will take place approximately 60 days prior to the Election and the second distribution will take place approximately seven (7) days prior to the Election. The first distribution will be a call for candidates and the announcement of the election date. The final distribution will be a reminder notice of the Election Date. Please see Article VII above for a list of election-related distributions.
 3. There will be two (2) public Election Information Sessions to provide information about the Neighborhood Council and to discuss and distribute the election procedures and other pertinent Election information. Please see Article VII above for a list of election-related events and activities.

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 Neighborhood Council's boundaries.
2. These groups include property owners, renters, business, business associations, religious organizations, educational institutions, and other non-profit groups and monolingual Spanish speakers.
3. The volunteer election committee shall be responsible for outreach to these groups.

XVI. VACANCIES

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

XVII. CHALLENGES

a) Recount of Votes Cast

1. Any stakeholder may request a recount of a specific contest or the entire election results within five (5) days of the completion of the Final Official Certified Canvass by the Independent Election Administrator by filing a written request with DONE. For a recount to be accepted for action, (a) the number of votes separating the candidates must be 10% or less of the total votes cast in that specific contest, and (b) the stakeholder filing the request must provide the same stakeholder status verification required of voters in the election.
2. The Independent Election Administrator will conduct the recount within five (5) days of receipt from a stakeholder by DONE of the written request for a recount.
3. Public notice of the location, date and time of the recount will be posted at the Neighborhood Council's required notice sites a minimum of 24 hours before the recount is to take place and the person(s) requesting the recount will be provided individual notice within the same time frame.
4. The recount is be open to public observation, provided that observers must not interfere with or in any way attempt to influence the persons conducting the recount.
5. The Independent Election Administrator will certify the recount results to the Neighborhood Council and DONE immediately upon completing the recount.
6. The certified recount results will be announced by the Neighborhood Council and DONE immediately upon receipt of the certified recount results from the Independent Election Administrator.
7. Please submit all requests for recounts to:

**Department of Neighborhood Empowerment
Elections and Policy Development Team
10221 Compton Avenue, Suite 203**

Los Angeles, CA 90002
Phone: (323) 789-2810
Email: ncelections@mailbox.lacity.org

b) Election Challenges

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 DONE which will forward the challenge to the Final Decision Maker. The written request must:
 - i. Identify the basis for the challenge to the election.
 - ii. Identify the person(s) issuing the challenge.
 - iii. Provide contact information for the person(s) issuing the challenge.
2. Please submit all challenges to:

**Department of Neighborhood Empowerment
Elections and Policy Development Team
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- c) 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.
- d) The findings of the Final Decision Maker will be final and binding on the Neighborhood Council.
- e) 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) Newly elected governing board members will not be seated until the issuance of 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: within seven (7) business days of the first board meeting, the newly elected board must submit the names, candidate/board member stakeholder affiliation, board seat, public contact information, and private contact information (if available) for each newly elected board member. All information must be submitted on the form prescribed by DONE.

XIX. ANNOUNCEMENT OF RESULTS

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

XX. CANDIDATE NOTIFICATION OF ELECTION RESULTS

The DONE shall 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 DONE 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.

XXII. DEFINITIONS

- "Absent Voter" means any voter casting a ballot in any way other than at the polling place.
- "All Vote-By-Mail Election" means an election conducted in which the only voting option is using a ballot that is voted and placed in a sealed envelope, which is then delivered to the election official via the U.S. mail, private courier or hand delivery.
- "Board of Neighborhood Commissioners (BONC)" means the seven (7) member appointed commission responsible for policy setting and policy oversight, including the approval of contracts and leases and the promulgation of rules and regulations, but not the day to day management of the Department of Neighborhood Empowerment or the neighborhood councils.
- "Campaigning" means a series of actions conducted by a candidate(s) or person(s) on behalf of a candidate(s) intended to influence voters to vote a certain way. Such actions may include, but are not limited to, the distribution of printed or electronic material, making of telephone calls, giving of speeches in a public setting, discussions with individuals or small groups of voters, placement of signs, etc. (see Electioneering below.)

- “Challenge” means a written complaint filed by a stakeholder that the election was improperly conducted including, but not limited to, alleged incidences of voting fraud or improper candidate activity, and that the results of the election should be set aside or overturned.
- “Department of Neighborhood Empowerment (DONE)” means the City department responsible to implement and oversee the ordinances and regulations creating the system of neighborhood councils enacted pursuant to City Charter Section 905 including: preparing a plan for the creation of a system of neighborhood councils, assisting neighborhood councils in the certification process and in the election/selection of their governing board members, arranging Congress of Neighborhoods meetings as requested by neighborhood councils, arranging for the provision of training to neighborhood councils, assisting neighborhood councils in operational and logistical areas, and other duties as provided by ordinance.
- “Electioneering” means to solicit a vote or speak to a voter on the subject of marking his or her ballot; to place a sign(s) relating to any candidate or other matter to be voted on; to distribute material relating to any candidate or other matter to be voted on; or to place a sign(s), distribute material, or converse with a voter on the subject of the voter’s qualifications to vote. Electioneering is an aspect of campaigning that is generally understood to mean the activities targeted at voters when they are engaged in arriving to the polling place or in the actual act of voting.
- “Election Procedures” mean the written procedures and methods adopted by a Neighborhood Council, consistent with their bylaws and approved by the Department of Neighborhood Empowerment, that are used to conduct the Neighborhood Council’s governing board member elections.
- “Final Decision Maker” means the person(s) or organization selected to review and issue final findings relative to a Challenge filed against the election. This person(s) or organization shall not be the Independent Election Administrator and should be independent from the outcome of the election and shall have no vested interest in the outcome of the election. The primary Final Decision Maker will be composed of Neighborhood Council representatives. The selected stakeholders do not need to be governing board members of the Neighborhood Council. The settling of election challenges is an administrative process. Public meetings and/or hearings, although allowed, are not required.
- “Independent Election Administrator” means the person(s) or organization responsible for conducting the actual election. The Independent Election Administrator should be independent from the outcome of the election and shall have no vested interest in the outcome of the election. Duties include, but are not limited to, setting up and managing the polling location(s), checking in voters, distributing and receiving ballots, tabulating the votes, announcing the election results, and securing the election materials.
- “Neighborhood Council” taken in the singular and capitalized, refers to that one Neighborhood Council involved in the activity being described. The term “neighborhood councils”, plural not capitalized, is used when the activities being described are general to all neighborhood councils.
- “Person” means an individual human being.
- “Prepared Ballot Election” means an election in which the candidates file prior to the election and are included on a printed ballot that is distributed to the voters at the polling location(s) on election day.
- “Prepared Ballot Election with the Vote-By-Mail Component” means an election in which the candidates file prior to the election and are included on a printed ballot that is distributed to and voted by the voters either at: 1) the polling location(s) on election day or 2) or via the U.S. mail or alternative delivery service.
- “Provisional Ballot” means a ballot cast by a voter whose eligibility to vote in the election cannot be determined at the time the vote is cast. The voter’s eligibility will be verified at a later date pursuant to methods specified in the Election Procedures and the ballot will be processed subject to the outcome of the verification process.

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