

**NEIGHBORHOOD COUNCIL ELECTION PROCEDURES for the
GREATER WILSHIRE NEIGHBORHOOD COUNCIL**

(hereafter Neighborhood Council)
for the year 2007

I. INTRODUCTION

- A. For the purpose of this year's election, the governing board (hereafter "board") of the Neighborhood Council formed an ad-hoc Elections Committee to draft these election procedures.
- B. Input from stakeholders was taken by the Neighborhood Council during the process of creating these election procedures.
- C. These election procedures were approved by the Neighborhood Council for submission to the Department of Neighborhood Empowerment for review and approval prior to implementation.
- D. These election procedures meet the minimum requirements set forth in the Neighborhood Council Election Procedures adopted by the Los Angeles City Council on January 25, 2005.

II. THE ELECTION

- A. The election will be a **Prepared Ballot Election without a Vote-by-Mail component**. In this election, candidates shall file for candidacy prior to the election and will then be included on a printed ballot that is distributed to the voters at the polling location on election day.
- B. Proxy voting will not be allowed for this election.
- C. Voters may cast their ballots on the following day, times and location:
 - Wednesday, March 14, 2007**
 - 7:00am – 8:00pm PST**
 - The Ebell of Los Angeles**
 - 743 S. Lucerne Blvd.**
 - Los Angeles, CA 90005**
- D. The polling location for the election is in compliance with the Americans with Disabilities Act (ADA).

- E. If a disabled voter is unable to access the polling location, the following actions will be taken to ensure that the disabled voter is accommodated: Upon being made aware a disabled voter is unable to access the polling location, the Independent Election Administrator (IEA) or one of his/her assistants will instruct the disabled voter to park his/her vehicle directly outside the front of the polling location on 8th St. at Lucerne. The IEA or one of his/her assistants will then go out to the vehicle with all necessary materials to register the disabled voter and allow them to cast their vote.

III. NEIGHBORHOOD COUNCIL BOUNDARIES

- A. The following are the boundaries of the Neighborhood Council:
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 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. See attached map.
- B. The following are the listed geographic areas of the Neighborhood Council:
 - 1. Brookside
Highland Avenue, from Olympic Boulevard north to Wilshire Boulevard, east to Muirfield Road (both sides), south to Olympic Boulevard, west to Highland Avenue.
 - 2. Citrus Square
La Brea Avenue north from Third Street to Beverly Boulevard, east to Citrus Avenue (both sides), south to Third Street, west to La Brea Avenue.
 - 3. Country Club Heights
Wilton Place from Olympic Boulevard north to Seventh Street, east to Manhattan Place (both sides), south to Olympic Boulevard, west to Wilton Place.
 - 4. Fremont Place
Area east of Muirfield Road and west of Lucerne Boulevard, between Wilshire Boulevard and Olympic Boulevard.

5. Hancock Park
Highland Avenue (both sides), from Wilshire Boulevard north to Melrose Avenue, east to Rossmore Avenue (both sides), south to Wilshire Boulevard, west to Highland Avenue.
6. La Brea/Hancock
La Brea Avenue from Wilshire Boulevard north to Third Street, east to Citrus Avenue (both sides), south to Wilshire Boulevard, west to La Brea Avenue.
7. Larchmont Village
Arden Boulevard (both sides), from Beverly Boulevard north to Melrose Avenue, east to Wilton Place, south to Beverly Boulevard, west to Arden Boulevard.
8. Melrose Neighborhood
La Brea Avenue from Beverly Boulevard north to Willoughby Avenue, east to Wilcox Avenue, south to Melrose Avenue, west to Citrus Avenue (both sides), south to Beverly Boulevard, west to La Brea Avenue.
9. Oakwood-Maplewood-St. Andrews Neighborhood
Wilton Place from Beverly Boulevard north to Melrose Avenue, east to Manhattan Place (both sides), south to Beverly Boulevard, west to Wilton Place.
10. Ridgewood/Wilton-St. Andrews Square
Wilton Place (both sides) from Third Street north to Second Street, then north along Wilton Drive (both sides) and Ridgewood Place (both sides) to Beverly Boulevard, east to Manhattan Place (both sides), south to Third Street, west to Wilton Place.
11. Sycamore Square
La Brea Avenue, from Olympic Boulevard north to Wilshire Boulevard, east to Highland Avenue, south to Olympic Boulevard, west to La Brea Avenue.
12. Western-Wilton (We-Wil) Neighborhood
Wilton Place (both sides) north from Sixth Street to Third Street, east to Manhattan Place (both sides), south to Sixth Street, west to Wilton Place.
13. Wilshire Park
Crenshaw Boulevard, from Olympic Boulevard north to Wilshire Boulevard, east to Wilton Place, south to Olympic Boulevard, west to Crenshaw Boulevard.
14. Windsor Square
Arden Boulevard (both sides) from Wilshire Boulevard north to Beverly Boulevard, east to Van Ness Avenue (both sides), south to Wilshire Boulevard, west to Arden Boulevard.

15. Windsor Village

Lucerne Boulevard (both sides) from Olympic Boulevard north to Wilshire Boulevard, east to Crenshaw Boulevard, south to Olympic Boulevard, west to Lucerne Boulevard.

IV. DEFINITION OF A STAKEHOLDER

- A. The following is the Neighborhood Council’s definition of a stakeholder:

Those who live, work or own property in this neighborhood council area (as set forth in Article III, Section A) and individual participants in, among other things, this area’s educational institutions, religious institutions, community organizations or other nonprofit 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, codewatch, neighborhood watch, police advisory board groups, and/or redevelopment boards. Individuals who live, work or own property on either side of the boundary street of this neighborhood council (see Article III, Section A) are stakeholders and are entitled to all rights of stakeholders as set forth in the neighborhood council bylaws.

- B. Voting age requirement. In order to cast a ballot in the election, a stakeholder must be at least 18 years of age on the date of the election.
- C. All persons who meet the criteria for the definition of stakeholder as outlined in the neighborhood council’s bylaws and in Article IV, Sections A and B of these election procedures shall be eligible to vote in the election.
- D. Stakeholders cannot be denied the opportunity to vote for a candidate for member of the governing board for whom they are eligible to vote.
- E. Stakeholders cannot be denied the opportunity to run for a board seat for which they hold stakeholder status.

V. THE STAKEHOLDER & CANDIDATE VERIFICATION PROCESS & ELIGIBILITY TO VOTE & RUN FOR OFFICE

IDENTIFICATION

- A. Any one of the following documents will be required to establish stakeholder status and eligibility to vote or register as a candidate in the Geographic and At Large board member categories:

- Valid Driver License in stakeholder's name w/ current address within GWNC boundaries, or
- Valid CA state i.d. in stakeholder's name w/ current address within GWNC boundaries, or
- Most recent L.A. County property tax bill in stakeholder's name at address within GWNC boundaries, or
- Most recent federal tax return w/ stakeholder's name at address within GWNC boundaries, or
- Current rental agreement in stakeholder's name at address within GWNC boundaries, or
- Most recent rent receipt with apartment's address printed on receipt; address within GWNC boundaries, or
- Current business license in stakeholder's name from company located within boundaries of GWNC, or
- Most current paystub or W2 in stakeholder's name from company located within boundaries of GWNC

B. Any one of the following documents will be required to establish stakeholder status and eligibility to vote or register as a candidate in the *Special Interest* board member categories:

- Stakeholder's name on a current official membership roster of a religious, business association, educational or other non-profit organization operating within the boundaries of the GWNC and submitted to IEA during candidate and voter registration period
- Official registration verification form (to be created by Election Committee and approved by the IEA) distributed at election forums and available online at the GWNC website (www.greaterwilshire.org), indicating stakeholder's name (filled in by stakeholder), organization name (filled in by stakeholder) and printed name and dated original signature of officer of organization (president, vice-president, rabbi/priest, etc.) attesting to stakeholder's current membership; organization must operate within boundaries of GWNC
- Dues receipt dated within past year from a religious, business association, educational or other non-profit organization operating within the boundaries of the GWNC; address of organization must be formally printed on receipt
- Current rental agreement in stakeholder's name at address within GWNC boundaries
- Most recent rent receipt with apartment's address printed on receipt; address within GWNC boundaries
- Most current paystub or W2 in stakeholder's name from company operating within boundaries of GWNC
- Current business license in stakeholder's name from company located within boundaries of GWNC

- Current enrollment form in name of stakeholder's child from school operating within boundaries of GWNC
- Most recent report card in name of stakeholder's child from school operating within boundaries of GWNC

AS WELL AS ONE OF THE FOLLOWING FORMS OF I.D.:

- Valid Driver License in stakeholder's name, or
 - Valid CA state i.d. in stakeholder's name, or
 - Most recent L.A. County property tax bill in stakeholder's name, or
 - Most recent federal tax return w/ stakeholder's name, or
 - Current rental agreement in stakeholder's name (if not already provided as one of the i.d. forms listed above), or
 - Most recent rent receipt with apartment's address printed on receipt (if not already provided as one of the i.d. forms listed above), or
 - Current business license in stakeholder's name (if not already provided as one of the i.d. forms listed above), or
 - Most current paystub or W2 in stakeholder's name (if not already provided as one of the i.d. forms listed above)
- C. Should the IEA or his/her assistants request proof of age to confirm a stakeholder meets the minimum voting age requirement, any of the following documents will be accepted:
- Valid driver license
 - Valid state i.d.
 - Valid passport
 - Federal tax return for most recent year (either stakeholder's or parent's, if claimed on theirs)
- D. Stakeholder verification process and voter registration will take place in accordance with procedures established by the Independent Election Administrator (IEA) at any of the three (3) sessions stated in Attachment A: January 10, 2007, February 7, 2007, March 7, 2007 and on election day at the polling site on March 14, 2007.

VI. CANDIDATE NOMINATION

- A. Candidates for the Board of Directors shall self-nominate at such times and places and in the manner proscribed in Attachment A. No candidate may self-nominate for more than one Board seat. Each candidate shall provide reasonable and customary documentation, as described in Article V, Sections A, B & C, for the purpose of verifying the candidate's eligibility.

VII. VOTING & PROVISIONAL VOTING

- A. Only such Stakeholders who are present at the Election shall be permitted to vote. There shall be no absentee voting, including but not limited to voting by mail or proxy.
- B. A voting Stakeholder who lives, works, or owns property within the Council Area may cast one vote for a *geographic area* candidate seeking to represent the Stakeholder's address.
- C. All voting Stakeholders may cast one vote for a *special interest category* candidate, in any one of the *special interest categories* in which the Stakeholder qualifies to vote.
- D. Only voting Stakeholders who live, work or own property within the Council Area may choose to vote in the "at large" *special interest category*.
- E. No Stakeholder may cast more than two votes.
- F. A voter may 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:
 - i. 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 or is not at least 18 years of age on the date of the election.
 - ii. If a voter is challenged on the basis that they are not a stakeholder eligible to vote in the election, the voter may produce any of the documentation outlined in these election procedures at which time the voter will be issued a regular ballot.
 - iii. 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 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).

- iv. 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 election.
- G. The Independent Election Administrator will be responsible for the verification of the provisional ballots.

VIII. THE INDEPENDENT ELECTION ADMINISTRATOR

- A. An Independent Election Administrator has been selected by the Neighborhood Council to conduct the election. To serve as the Independent Election Administrator, the person(s) or organization selected must have attended a training program conducted by the Department of Neighborhood Empowerment and assisted in conducting at least one (1) prior neighborhood council governing board member election.

- B. The Independent Election Administrator selected for this election is:

Jerry Kvasnicka

Contact information for the Independent Election Administrator is:

PO Box 41048
Los Angeles, CA 90041
323/256-6330
818/269-7759 (mobile)
866/636-4441 (fax)
Jkvas@earthlink.net

- C. If the Independent Election Administrator cannot fulfill their responsibilities, the Neighborhood Council must immediately notify the Department of Neighborhood Empowerment so that a mutually agreed upon replacement Independent Election Administrator can be secured.
- D. The Independent Election Administrator may utilize the staff, material, equipment and facility resources of the Neighborhood Council or the Department of Neighborhood Empowerment to assist them in carrying out the election administration duties, provided, however, that the following conditions are met:
 - i. 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.

- ii. Written procedures must be developed that specify the roles and responsibilities of all parties participating in the administration of the election.
- iii. The Independent Election Administrator must maintain the ultimate authority and responsibility for the administration of the election.
- E. The Department of Neighborhood Empowerment shall not act as the Independent Election Administrator.
- F. The Independent Election Administrator shall be responsible for the following duties:
 - i. Reviewing and providing input on these election procedures.
 - ii. Processing of candidates including verification of eligibility and conducting or supervising the candidate forum(s).
 - iii. Processing of voters including pre-registration and verification of eligibility as applicable.
 - iv. Overseeing and approving the preparation of the ballot to be used in the election.
 - v. Distributing and receiving ballots from the voters.
 - vi. Verifying any provisional ballots.
 - vii. Counting and recounting the ballots.
 - viii. Issuing the election results.
 - ix. Securing and submitting all election materials for records retention in accordance with the bylaws and these election procedures.

IX. THE GOVERNING BOARD

- A. The number of board members to be elected by the stakeholders for this election is twenty-one (21).
- i. Fifteen (15) Board Members shall be Stakeholders representing, one each, the Council's fifteen (15) *geographic areas*, as those areas are defined in Article III, Section B.
 - ii. Six (6) Board Members shall be Stakeholders representing, one each, the Council's six (6) *special interest categories*, as those categories are defined below:
 - One (1) "*business*," from among representatives of businesses and/or business associations located within the Council Area.
 - One (1) "*renter*," from among renters who live but who do not also own property within the Council Area.
 - One (1) "*education*," from among representatives of educational institutions located within the Council Area.
 - One (1) "*religion*," from among representatives of religious organizations located within the Council Area.
 - One (1) "*other nonprofit*," from among representatives of other nonprofit groups located within the Council Area.
 - One (1) "*at large*," from among all Stakeholders.
- B. Each board member shall have an Alternate who is authorized to vote in the Board member's absence. Alternates shall have the same qualifications and shall be selected by the same method, and at the same time, as voting members.
- C. Board officers (e.g., President, Vice-President, Secretary, Treasurer, etc.) will be elected (as prescribed by the bylaws) by the Board.
- D. For this election, the board seats available, the terms of office for said board seat and the qualifications to be a candidate for any particular seat and instructions for filing for candidacy are described in **Attachment B, Board Seat Descriptions & Candidate Filing Form**, to these election procedures.
- E. Write-in candidates will not be allowed in this election under any circumstances.

X. CAMPAIGNING

- A. The use of the City of Los Angeles Seal, the Department of Neighborhood Empowerment Logo or any other official Neighborhood Council designation created by the Department of Neighborhood Empowerment is prohibited for use on candidate materials.

- B. The governing board of the Neighborhood Council, acting in their official capacity as the governing board, is prohibited from endorsing or campaigning for any candidate or group of candidates running for the governing board of the Neighborhood Council. This provision does not restrict the right of individual board members, acting as individual stakeholders, or any other stakeholders, from endorsing or campaigning for any candidate or group of candidates.
- C. No City facilities, equipment, supplies or other City resources shall be used for campaigning activities except as provided below. City facilities may be used (1) to hold a candidate forum sponsored by a Neighborhood Council; (2) to hold a Neighborhood Council election; or (3) if the individual has obtained approval from an authorized representative of a City Department or Commission (if managing a Department) for use of the facility.
- D. City resources may be used by a Neighborhood Council for communicating with voters through the printing and mailing of a voter information pamphlet which includes candidate statements and/or the posting of candidate statements on its website. To the extent that the Neighborhood Council provides candidate statements to the voters or neighborhood council mailing lists to candidates, candidates shall be given access in a timely and uniform manner.

XI. POLLING PLACE OPERATIONS

- A. The process used to select the polling site(s) for this election incorporated the following considerations:
 - i. The site(s) selected must be of sufficient size to accommodate the voter sign-in process and actual voting.
 - ii. The site(s) selected should have sufficient parking.
 - iii. The site(s) selected should be convenient for those utilizing public transportation.
 - iv. The site(s) selected must be accessible for the disabled or procedures must be in place to accommodate disabled voters.
- B. The bylaws and these election procedures for the Neighborhood Council shall be posted at the polling site(s) for stakeholder review.
- C. The following campaigning activities (e.g., campaign speeches, candidate nominations, etc), and the duration for such activities allowed at the polling site, are as follows:

No campaigning activities will be allowed within a two-block radius of the polling site.

- D. Electioneering activities are not allowed in relation to the polling site as follows:
Electioneering activities may not take place within a two-block radius of the polling site.
- E. Any electioneering or campaigning activity violations, as determined by the IEA, will result in the violator being required to relocate beyond the two-block radius for the remaining time the polling site is open and forfeiture of any and all campaign or election-related materials in his/her possession to the IEA or his/her assistants.
- F. Signage will be posted indicating the boundary where electioneering activities are prohibited.
- G. The polling site will remain open from 7:00am – 8:00pm PST.
- H. 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.
- I. 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.
- J. Any persons in line waiting to vote at the time of the closing of the polls will be allowed to vote, subject to subsequent verification of eligibility. The IEA or his/her assistants will issue each such person in line a numbered polling ticket allowing them to vote. Any persons who cannot present a numbered polling ticket to the IEA or his/her assistants after the time the polls have closed will not be allowed to vote.
- K. At the discretion of the IEA, a limited number of observers, not to be any of the candidates or to exceed 20 persons, 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.
- L. Only the Independent Election Administrator or his or her assistants are allowed to issue, receive or process ballots from the voter.
- M. A voter may request voting assistance only from the IEA or his/her assistant.

XII. BALLOT DESIGN

- A. The Election Committee will design the ballot(s) to be used in the election.
- B. The Independent Election Administrator will be responsible for approving the design of the ballot(s) to be used in the election.

- C. The specific size, shape, color and numbering (if applicable, see Article XII, Section G) of the ballots to be used are as follows:
- Size: 8.5” x 5.5”
 - The color of ballots for each the individual stakeholder categories will be determined by the availability of paper colors at the time of printing
- D. If applicable, the restrictions on the use of candidate titles to be used on the ballot (e.g. number of words, professional titles are not allowed, etc) are as follows:
- Ballot shall state each candidate’s full name; at candidate’s discretion, a descriptive professional title not to exceed three words may be added (ex: Attorney, Community Advocate, GWNC Board Member)
- E. The ballots will use the same size, font and color of type for all candidate names and titles.
- F. Any transliteration of candidate names or translation of candidate titles shown on the ballot shall be provided uniformly for all candidates.
- G. For this election, ballots will not be numbered. If ballots are numbered in such a way that a specific ballot can be tracked to a specific voter through the registration or sign-in forms, then the ballot identification process is to be used solely by the Independent Election Administrator or the Final Decision Maker to facilitate resolution to election challenges. If such a ballot numbering or other tracking system is used, the voters must be so informed, either on the ballot or within the instructions or sign-in forms, that the Independent Election Administrator or the Final Decision Maker will be the only ones permitted to review both documents and to do so solely for the purpose of resolving formal challenges to the election.
- H. The names of candidates for each office will be placed on the ballot in random order based on drawing names from a hat or similar process.
- I. Voter instructions will be included on the ballot or accompanying material to assist the voter in completing the ballot correctly.

XIII. CANVASS OF VOTES, ISSUANCE OF RESULTS AND RATIFICATION OF THE ELECTION

- A. The Independent Election Administrator will be responsible for tabulating the ballots and announcing the unofficial results by 8:00pm on the day following the election, or as soon thereafter as possible, at

**The Ebell of Los Angeles
743 S. Lucerne Blvd.
Los Angeles, CA 90005**

- B. The Independent Election Administrator will verify all Provisional Ballots for inclusion in the Final Official Certified Canvass.
- C. The deadline for completion of the Final Official Certified Canvass, including regular ballots and any Provisional Ballots, shall be seven (7) days after the election. The Final Official Certified Canvass of ballots may occur on election day if there are no outstanding ballots to be counted.
- D. The location, date(s), and time that the Final Official Certified Canvass of ballots will occur is as follows:
TBD
- E. The Final Official Certified Canvass activities will be 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. The candidate receiving the most votes in each *geographic area* shall be considered elected as a Board member; the candidate receiving the second-most votes in each *geographic area* shall be considered elected as the Alternate for that seat.
- G. The candidate receiving the most votes in each *special interest category* shall be considered elected as a Board member; the candidate receiving the second-most votes in each *special interest category* shall be considered elected as the Alternate for that seat.
- H. If any second-place candidate declines in writing to be the Alternate, the third-place candidate shall be considered elected as the Alternate, and so on.
- I. The process for resolving tie votes is as follows:
- The IEA shall toss a coin (U.S. Quarter or Half Dollar) at the next regularly scheduled board meeting
 - A “heads” outcome will result in the candidate whose last name is alphabetically closest to the beginning of the alphabet being awarded the board seat; a “tails” outcome will result in the candidate whose last name is alphabetically farthest from the beginning of the alphabet being awarded the board seat

- J. The Independent Election Administrator will submit a Final Election Reconciliation Report and Official Certified Canvass, on forms provided by the Department of Neighborhood Empowerment, to the Neighborhood Council and the Department of Neighborhood Empowerment immediately upon completion.
- K. It is required that the final election results be announced by the Neighborhood Council and the Department of Neighborhood Empowerment immediately upon receipt of the final election results from the Independent Election Administrator.
- L. The process for ensuring that all candidates are notified of the election results is as follows:

The IEA and/or his/her assistants will communicate election results to each candidate via e-mail, mailed letter or telephone call.

XIII. TRANSLATION AND INTERPRETATION SERVICES

- I. The Neighborhood Council does not have a substantial population of monolingual non-English speakers. Election materials and interpretation services will be provided at election information meetings and at the polling site(s) in the following language(s): English

XV. OUTREACH FOR THE ELECTION

- A. Upon approval of the Election Procedures, the Neighborhood Council must begin informing stakeholders about the election process by complying with the following minimum outreach requirements.
- B. **60 Day Outreach and Notification Requirements.** Not less than 60 days prior to the election, the Neighborhood Council shall:
 - i. Hold one (1) noticed public meeting to provide information about the Neighborhood Council and to discuss and distribute the election procedures, voter registration forms and other pertinent election information.
 - ii. Provide at least one (1) mass distribution of a general information flyer containing at a minimum the following information:
 - a) The name and general purpose of the Neighborhood Council and announcement of the upcoming election.
 - b) The definition of a stakeholder as defined by the Neighborhood Council bylaws.
 - c) The date(s), hours and location(s) of the election.
 - d) The opportunity and process for becoming a candidate.

- e) Voter eligibility requirements.
 - f) Upcoming election related meetings.
 - g) Sources to obtain additional information.
- iii. The election information contained in the general information flyer along with a contact telephone number must be posted at the Neighborhood Council's currently authorized posting locations.
- C. Between the period of 60 and 30 days before the election, the Neighborhood Council will post candidate filings and other related election information and deadline dates along with an information contact telephone number at the Neighborhood Council's currently authorized posting locations.
- D. **30 Day Outreach and Notification Requirements**. Not less than 30 days prior to the election, the Neighborhood Council shall:
- i. Hold one (1) publicly noticed candidate informational meeting to explain the establishment of, function of and opportunity to serve on the governing body. At the meeting, the Neighborhood Council shall distribute copies of, and provide training related to:
 - 1. The bylaws
 - 2. Election Procedures
 - 3. Candidate and voter registration forms
 - 4. Candidate filing and verification of eligibility requirements for placement on the ballot
 - 5. Write-in candidate procedures (if applicable)
 - 6. Campaigning procedures and any campaigning restrictions
 - 7. Requirements upon winning office, and
 - 8. Any other information the Neighborhood Council determines would be useful.
- E. **7 Day Outreach and Notification Requirements**. Not less than 7 days prior to the election the Neighborhood Council shall:
- i. Provide at least one (1) mass distribution of an election information reminder flyer containing at a minimum:
 - 1. The date(s), time, place(s) of the election
 - 2. The candidates that will appear on the ballot
 - 3. Write-in candidate procedures (if applicable)
 - 4. Contact numbers for obtaining additional information.
- F. A complete listing of election activities and outreach events may be found in **Attachment A, Election Timeline**, to these election procedures.

XVI. THE NEIGHBORHOOD COUNCIL ELECTION COMMITTEE

- A. For this year’s election, an election committee has been formed by the Neighborhood Council. The election committee consists of stakeholders from the Neighborhood Council.
- B. The election committee should be established not less than 140 days prior to the election.
- C. The election committee shall be responsible for working with the Independent Election Administrator and the Department of Neighborhood Empowerment to oversee and implement all activities related to the election, including, but not limited to:
 - i. Finalizing the election procedures for board approval
 - ii. Preparing and distributing all election announcements and candidate information
 - iii. Assisting with the oversight of eligibility and verification of all stakeholders and candidates
 - iv. Overseeing notification and outreach of the election and all processes connected with the election to the community
 - v. Preparing election materials as necessary for the election
 - vi. Implementing a printed ballot election
 - vii. 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, etc.)
- D. The election committee members and contact information are as follows:

NAME	PHONE NUMBER	EMAIL
Roy Forbes		royforbes@aol.com
Gary Gilbert		sixgilberts@aol.com
Jane Usher		jeusher@aol.com
Jan Weiringa		jan@zoofilm.net

- E. Of the election committee members listed above, please identify which, if any, are able to communicate with stakeholders who **ARE NOT** monolingual English speakers (required if the Neighborhood Council contains a substantial population of non-monolingual English speakers).

NAME	LANGUAGE(S) SPOKEN
Not Applicable	

XVII. RECOUNTS AND CHALLENGES

A. Recount of Votes Cast

- i. 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 the Department of Neighborhood Empowerment. 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.
- ii. The Independent Election Administrator will conduct the recount within five (5) days of receipt from a stakeholder by the Department of Neighborhood Empowerment of the written request for a recount.
- iii. 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 that the person(s) requesting the recount will be provided individual notice within the same time frame.
- iv. The recount will be open to public observation, provided that observers do not interfere with or in any way attempt to influence the persons conducting the recount.
- v. The Independent Election Administrator will certify the recount results to the Neighborhood Council and the Department immediately upon completing the recount.
- vi. The certified recount results will be announced by the Neighborhood Council and the Department of Neighborhood Empowerment immediately upon receipt of the certified recount results from the Independent Election Administrator.

B. Election Challenges

- i. 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 from the completion of the Final Official Certified Canvass by the Independent Election Administrator by filing a written request with the Department of Neighborhood Empowerment. The written request must:
 1. Identify the basis for the challenge to the election.
 2. Identify the person(s) issuing the challenge.
 3. Provide contact information for the person(s) issuing the challenge.

4. Subject to the verification of the IEA
 - ii. From a pool of Final Decision Makers (which is composed of stakeholder representatives from the Neighborhood Councils) DONE shall, on a rotational basis, select a minimum of three (3) of the members from the arbitration pool to act as the Final Decision Makers and conduct the specific election challenge review and issue final findings. The members selected cannot have participated in the conduct of the election in any way nor have any vested interest in the outcome of the election challenge.
 - iii. The Department of Neighborhood Empowerment will immediately submit the election challenge to the Final Decision Makers which will conduct the review and issue final findings with respect to an election challenge.
 - iv. The Department of Neighborhood Empowerment may, with the concurrence of the Neighborhood Council, engage the services of the City of LA's Human Relations Commission (HRC) to act as the Final Decision Maker if a Final Decision Makers cannot be obtained from the pool of Neighborhood Council stakeholder representatives. The back-up Final Decision Maker(s) selected cannot have participated in the conduct of the election in any way nor have any vested interest in the outcome of the election challenge.
 - v. Public notice of the receipt of an election challenge will be posted at the Neighborhood Council's required notice sites at the time the election challenge is submitted to the Final Decision Makers and that the person(s) submitting the election challenge will be provided individual notice within the same time frame.
 - vi. Require that the Final Decision Makers complete the review and issue the final findings to the Department of Neighborhood Empowerment within 30 days of receipt of the election challenge from the Department of Neighborhood Empowerment. If circumstances arise such that the review and issuance of findings cannot be completed in 30 days, the Final Decision Makers may utilize up to a maximum of two additional 15-day review periods. The Final Decision Makers will submit a notice to the Department of Neighborhood Empowerment identifying the reasons for the delay prior to initiating each review period extension.
 - vii. The findings of the Final Decision Makers will be final and binding on the Neighborhood Council.
 - viii. Immediately upon receipt of the findings of the Final Decision Makers, the Department of Neighborhood Empowerment will work with the Neighborhood Council to begin implementing the findings, as necessary, of the Final Decision Makers.

- ix. Challenges must be submitted to:

Department of Neighborhood Empowerment
Attn: Election Challenge for the Greater Wilshire Neighborhood Council
334-B East Second Street
Los Angeles, CA, 90012
Fax: (323) 485-4608
Email: done.election@lacity.org

XVIII. SEATING OF NEWLY ELECTED BOARD MEMBERS

- A. Newly elected governing board members will not be seated pending the final results of a recount or an election challenge. The incumbent board members will continue in their duly elected/appointed positions until the election challenge is resolved.

XIX. GOVERNING BOARD MEMBER SEATS NOT FILLED THROUGH THE ELECTION

- A. 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. The vacant seat(s) shall be filled through appointment by the Neighborhood Council Board to serve until the next odd year Election in accordance with the bylaws, Article VI, section H.

XX. ELECTED BOARD MEMBER CONTACT INFORMATION

- A. Within seven (7) business days of the announcement of final election results, the election committee 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 the Department of Neighborhood Empowerment.

XXI. DISPOSITION OF ELECTION RECORDS

- A. 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.
- B. In the case of an election challenge, the Independent Election Administrator shall make the election materials available to the Final Decision Maker upon request.

- C. At the conclusion of the 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.
- D. 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.

**ATTACHMENT A:
ELECTION TIMELINE**

ELECTION EVENTS, ACTIVITIES, FILING PERIOD DESCRIPTIONS, ETC	DATES, START OF FILING PERIODS, END OF FILING PERIODS, ETC	LOCATION OF EVENTS, ACTIVITIES, ETC	TIMES OF EVENTS, START OF FILING PERIODS, END OF FILING PERIODS, ETC
First Mass Distribution of Election Notices	No later than 1/13/07		
Election Information Session	1/10/07	The Ebell of Los Angeles 743 S. Lucerne Blvd. Los Angeles, CA 90005	7pm
Candidate Filing Period Begins	12/29/06	Submit Forms to the IEA	
Candidate Information Session #1	1/10/07	The Ebell of Los Angeles 743 S. Lucerne Blvd. Los Angeles, CA 90005	5:30pm
Voter Pre-Registration	1/10/07	The Ebell of Los Angeles 743 S. Lucerne Blvd. Los Angeles, CA 90005	5:30pm
Voter Pre-Registration	2/07/07	The Ebell of Los Angeles 743 S. Lucerne Blvd. Los Angeles, CA 90005	7pm
Candidate Information Session #2	2/07/07	The Ebell of Los Angeles 743 S. Lucerne Blvd. Los Angeles, CA 90005	7pm
Candidate Filing Period Ends	2/12/07	Submit Forms to the IEA	8:30pm
Second Mass Distribution of Election Notices	No later than 3/07/07		
Voter Pre-Registration	3/07/07	The Ebell of Los Angeles 743 S. Lucerne Blvd. Los Angeles, CA 90005	7pm
Candidates Forum	3/07/07	The Ebell of Los Angeles 743 S. Lucerne Blvd. Los Angeles, CA 90005	7pm
ELECTION DAY	3/14/07	The Ebell of Los Angeles 743 S. Lucerne Blvd. Los Angeles, CA 90005	7am-8pm
Official Certified Canvas	No later than 3/21/07		
Submission of Election Challenges	No later than five(5) days after Official Certified Canvass	See Article XVI, Section B(ix) in Election Procedures	

**ATTACHMENT B:
BOARD SEAT DESCRIPTIONS & CANDIDATE FILING FORM**

**1. THE FOLLOWING CHART CONTAINS INFORMATION REGARDING
BOARD SEATS FOR THIS ELECTION**

BOARD POSITION & TERM OF OFFICE	# OF SEATS	ELECTED OR APPOINTED?	QUALIFICATIONS TO RUN FOR THE SEAT	QUALIFICATIONS TO VOTE FOR THE SEAT
Director, Geographic 2-year term	15	Elected	Lives, works or owns property within the <i>geographic area</i> the candidate seeks to represent	Lives, works or owns property within the <i>geographic area</i> the stakeholder seeks to vote
Director, Special Interest: Business 2-year term	1	Elected	Participates in a regular or on-going basis in businesses and/or business associations located within the Council Area	Participates in a regular or on-going basis in businesses and/or business associations located within the Council Area
Director, Special Interest: Renter 2-year term	1	Elected	Lives in a rental unit but who does not also own property within the Council Area.	Lives in a rental unit but who does not also own property within the Council Area.
Director, Special Interest: Education 2-year term	1	Elected	Participates in a regular or on-going basis in educational institutions located within the Council Area	Participates in a regular or on-going basis in educational institutions located within the Council Area
Director, Special Interest: Religion 2-year term	1	Elected	Participates in a regular or on-going basis in religious organizations located within the Council Area	Participates in a regular or on-going basis in religious organizations located within the Council Area
Director, Special Interest: Other non-Profit 2-year term	1	Elected	Participates in a regular or on-going basis in other non-profit groups located within the Council Area	Participates in a regular or on-going basis in other non-profit groups located within the Council Area
Director, Special Interest: At Large 2-year term	1	Elected	Lives, works or owns property within the <i>GWNC boundaries</i>	Lives, works or owns property within the <i>GWNC boundaries</i>

2. THE CANDIDATE VERIFICATION PROCESS & ELIGIBILITY TO RUN FOR OFFICE

FOR THIS YEAR'S ELECTION, CANDIDATES MUST BECOME ELIGIBLE TO RUN FOR OFFICE THROUGH

An Identification type of candidate verification shall take place for this election:



- a. **IDENTIFICATION TYPE VERIFICATION PROCESS.** UNLESS PROHIBITED BY THE BYLAWS, THE NEIGHBORHOOD COUNCIL MAY REQUIRE THAT CANDIDATES PROVIDE DOCUMENTATION TO PROVE THEIR ELIGIBILITY TO HOLD OFFICE BY COMPLETING THIS FORM AND SUPPLYING THE REQUIRED IDENTIFICATION.

PICTURE IDENTIFICATION (SUCH AS A CALIFORNIA DRIVER'S LICENSE/IDENTIFICATION CARD, U.S. PASSPORT OR CREDIT CARD CONTAINING A PERSON'S PHOTOGRAPH) CANNOT BE THE ONLY ACCEPTABLE MEANS OF ESTABLISHING STAKEHOLDER STATUS AND CANDIDATE ELIGIBILITY.

THE FOLLOWING DOCUMENT(S) WILL BE REQUIRED TO ESTABLISH CANDIDATE ELIGIBILITY:

- A. Any one of the following documents will be required to establish stakeholder status and eligibility to vote or register as a candidate in the Geographic and At Large board member categories:
- Valid Driver License in stakeholder's name w/ current address within GWNC boundaries, or
 - Valid CA state i.d. in stakeholder's name w/ current address within GWNC boundaries, or
 - Most recent L.A. County property tax bill in stakeholder's name at address within GWNC boundaries, or
 - Most recent federal tax return w/ stakeholder's name at address within GWNC boundaries, or
 - Current rental agreement in stakeholder's name at address within GWNC boundaries, or
 - Most recent rent receipt with apartment's address printed on receipt; address within GWNC boundaries, or
 - Current business license in stakeholder's name from company located within boundaries of GWNC, or
 - Most current paystub or W2 in stakeholder's name from company located within boundaries of GWNC
- B. Any one of the following documents will be required to establish stakeholder status and eligibility to vote or register as a candidate in the *Special Interest* board member categories:
- Stakeholder's name on a current official membership roster of a religious, business association, educational or other non-profit organization operating within the boundaries of the GWNC and submitted to IEA during candidate and voter registration period
 - Official registration verification form (to be created by Election Committee and approved by the IEA) distributed at election forums and available online at the GWNC website (www.greaterwilshire.org), indicating stakeholder's name (filled in by stakeholder), organization name (filled in by stakeholder) and printed name and dated original signature of officer of organization (president, vice-president, rabbi/priest, etc.) attesting to stakeholder's current membership; organization must operate within boundaries of GWNC
 - Dues receipt dated within past year from a religious, business association, educational or other non-profit organization operating within the boundaries of the GWNC; address of organization must be formally printed on receipt
 - Current rental agreement in stakeholder's name at address within GWNC boundaries
 - Most recent rent receipt with apartment's address printed on receipt; address within GWNC boundaries
 - Most current paystub or W2 in stakeholder's name from company operating within boundaries of GWNC
 - Current business license in stakeholder's name from company located within boundaries of GWNC
 - Current enrollment form in name of stakeholder's child from school operating within boundaries of GWNC
 - Most recent report card in name of stakeholder's child from school operating within boundaries of GWNC

AS WELL AS ONE OF THE FOLLOWING FORMS OF I.D.:

- Valid Driver License in stakeholder's name, or
- Valid CA state i.d. in stakeholder's name, or
- Most recent L.A. County property tax bill in stakeholder's name, or
- Most recent federal tax return w/ stakeholder's name, or
- Current rental agreement in stakeholder's name (if not already provided as one of the i.d. forms listed above), or
- Most recent rent receipt with apartment's address printed on receipt (if not already provided as one of the i.d. forms listed above), or
- Current business license in stakeholder's name (if not already provided as one of the i.d. forms listed above), or
- Most current paystub or W2 in stakeholder's name (if not already provided as one of the i.d. forms listed above)

3. CANDIDATE FILING REQUIREMENTS

- a. TO FILE FOR CANDIDACY, CANDIDATES MUST COMPLETE NUMBER 4 OF THIS ATTACHMENT AND SUBMIT THE ATTACHMENT BY THE FILING DEADLINE.
- b. 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.
- c. THE CANDIDATE FILING PERIOD BEGINS ON: **FRIDAY, DECEMBER 29, 2006**
- d. THE DEADLINE TO FILE FOR CANDIDACY TO HAVE THE CANDIDATE'S NAME PRINTED ON THE BALLOT IS: **8:30pm, MONDAY, FEBRUARY 12, 2007**
- e. COMPLETED CANDIDATE FILING FORMS MUST BE SUBMITTED TO: **the IEA or his/her assistants in person at any of the scheduled Election or Candidate Forums or by appointment arranged with the IEA**
- f. WRITE-IN CANDIDATES WILL NOT BE ALLOWED IN THIS ELECTION.

4. SAMPLE CANDIDATE FILING FORM

a)

NAME/Professional Title (Optional, not to exceed three words)

b)

STAKEHOLDER-IDENTIFYING STREET NUMBER OR P.O. BOX APT CITY ZIP CODE

c)

PHONE NUMBER FAX NUMBER EMAIL ADDRESS

d)

BOARD SEAT(S) THAT YOU ARE APPLYING TO RUN AS A CANDIDATE

**ATTACHMENT C:
SAMPLE STAKEHOLDER REGISTRATION FORM**

a)
NAME

b)
STAKEHOLDER-IDENTIFYING STREET NUMBER OR P.O. BOX APT CITY ZIP CODE

c)
PHONE NUMBER FAX NUMBER EMAIL ADDRESS

d)
STAKEHOLDER GROUP(S) THAT YOU ARE APPLYING FOR

APPENDIX A

I. 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.