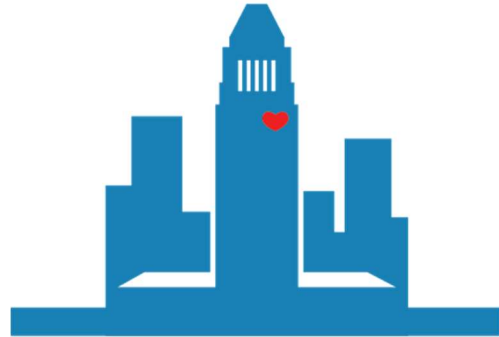


# 2019 NEIGHBORHOOD COUNCIL ELECTION HANDBOOK



**EMPOWER** LA™  
Department of  
**NEIGHBORHOOD EMPOWERMENT**



# TABLE OF CONTENTS

INTRODUCTION .....	1
<b>1. WHO IS INVOLVED IN NC ELECTIONS .....</b>	<b>2</b>
1.1 The Office of the City Clerk (City Clerk) .....	2
1.2 City Clerk Election Administrators (EAs) .....	2
1.3 Additional City Clerk Duties .....	3
1.4 Department of Neighborhood Empowerment (DONE) .....	3
1.5 Neighborhood Councils (NCs) .....	3
1.6 Stakeholders .....	4
<b>2. NC ELECTION DATES .....</b>	<b>4</b>
2.1. Regional Election Assignments and Timelines .....	4
<b>3. NC POLLING PLACES .....</b>	<b>4</b>
3.1 NC Polling Place Preferences .....	4
3.2 Polling Place Recruitment .....	4
3.3 Polling Place Hours .....	5
<b>4. THE CANDIDATE FILING PROCESS .....</b>	<b>5</b>
4.1 Candidate Filing Information - First Steps .....	5
4.2 The Right to Run for a NC Board Seat .....	6
4.3 The Candidate Filing Period .....	6
4.4 Completing a Candidate Filing Form .....	6
4.5 Qualifying Documentation .....	7
4.6 The Neighborhood Council Candidate Registration Portal .....	7
4.7 Candidate Statement and Photo .....	8
4.8 Write-In Candidates .....	8
4.9 Running in Multiple Neighborhood Councils or for Multiple Board Seats .....	8
4.10 Candidate Withdrawal .....	8
4.11 Certified List of Candidates .....	9
4.12 Candidate Guidelines .....	9
4.13 Board Affirmation and Loss of Quorum .....	9
4.14 The Candidate Challenge Period .....	10
4.15 Resolving Candidate Challenges .....	11
<b>5. NC POLL WORKERS .....</b>	<b>11</b>
5.1 NC Poll Worker Requirements .....	11
5.2 Poll Worker Application .....	11
5.3 Poll Worker Assignments and Pay .....	12
5.4 Poll Worker Restrictions .....	12
5.5 NC Poll Worker Training .....	12
<b>6. ELECTION DAY OPERATIONS .....</b>	<b>13</b>
6.1 2019 NC Election Poll Worker Handbook .....	13
6.2 A Stakeholder's Right to Vote .....	13
6.3 Election Day Staff .....	13
6.4 Polling Place Supplies .....	13
6.5 The Stakeholder Registration Form .....	14
6.6 Voting Age .....	14
6.7 Self-Affirmation and Documentation Requirements .....	14
6.8 Official Ballots .....	14
6.9 Provisional Voting .....	15
6.10 Curbside Voting .....	15
6.11 Electioneering .....	15
6.12 Exit Polls and Surveys .....	16
6.13 Media and Observers .....	16

6.14	Photography and Filming in the Polling Place.....	16
6.15	Early Voting and Vote-By-Mail .....	16
6.16	Language Assistance at the Polls .....	17
<b>7.</b>	<b>ELECTION RESULTS.....</b>	<b>17</b>
7.1	Election Tally Location and Time .....	17
7.2	The Tally Process .....	17
7.3	Tally Observers .....	17
7.4	Recounts .....	17
7.5	Tie Votes .....	17
7.6	Candidates Elected to Multiple Seats .....	18
7.7	Election Challenges: Submitting an Election Challenge .....	18
7.8	Election Challenges: Acceptable Challenge Categories.....	18
7.9	Election Challenges: Processing Election Challenges .....	18
7.10	Election Challenges: Challenge Remedies.....	19
<b>8.</b>	<b>POST-ELECTION PROCEDURES .....</b>	<b>19</b>
8.1	Seating Newly Elected Board Members.....	19
8.2	Stakeholder Registration Information.....	19
8.3	Election Records .....	19
<b>9.</b>	<b>PUBLIC RECORDS REQUESTS.....</b>	<b>20</b>
9.1	The California Public Records Act .....	20
9.2	Requesting a Public Record.....	20
9.3	Public Record Requests - Candidate Filing Information.....	21
9.4	Public Record Requests - Stakeholder Registration Information .....	21
9.5	Public Record Requests - Election Challenges .....	22
9.6	Public Record Requests - Other Election Materials .....	22

**Attachment A: 2019 Neighborhood Council Regional Election Schedule**

**Attachment B: 2019 NC Election Timeline**

**Attachment C: 2019 Neighborhood Council Election Information Worksheet**

**Attachment D: 2019 Neighborhood Council Elections Polling Place Survey**

**Attachment E: 2019 NC Election Documentation Guide**

**Attachment F: 2019 NC Poll Worker Handbook**

**Attachment G: List of Acceptable Challenges**

**Attachment H: Regional Grievance Panel Ordinance**

## INTRODUCTION

The next Neighborhood Council (NC) Board Member Elections will be held in the spring of 2019. This handbook will provide voters, candidates, and NC participants with important information about the election process, including the candidate filing process, poll worker recruitment and training, and Election Day operations.

This year, the Office of the City Clerk (City Clerk) will be overseeing these and other election operations, while the Department of Neighborhood Empowerment (DONE) will collaborate with individual NCs on conducting election outreach. Both the City Clerk and DONE are excited about the 2019 NC Elections and will be working closely with each NC to ensure that all NC elections are a success.

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

For more information about individual NCs or NC outreach, please visit DONE's website at [empowerla.org](http://empowerla.org) or call at (213) 978-1551.

### **Office of the City Clerk**

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

Email: [clerk.electionsnclacity.org](mailto:clerk.electionsnclacity.org)

### **Department of Neighborhood Empowerment**

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

Valley Office  
Van Nuys City Hall  
14410 Sylvan Street, 4<sup>th</sup> Floor  
Van Nuys, CA 91401

Email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

# 1. WHO IS INVOLVED IN NC ELECTIONS

## 1.1 The Office of the City Clerk (City Clerk)

The City Clerk will serve as the primary Election Administrator for the 2019 NC Elections.

In accordance with Los Angeles Administrative Code Section 20.36, the City Clerk is authorized to conduct NC Elections during odd numbered years beginning in 2019 and is authorized to promulgate any election procedure, rule, regulation, or issue any directive or moratorium necessary for that portion of the elections it administers, including the promulgation of any procedures, rules, regulations, directives, or moratoria for the resolution of any election challenge.

Any election procedures, rules or regulations promulgated by the City Clerk are hereby incorporated into all NC Bylaws by reference and are to be affixed to the NC's Bylaws. These election rules and regulations shall take precedence over any inconsistent language in the NC's Bylaws.

## 1.2 City Clerk Election Administrators (EAs)

City Clerk staff will serve as Election Administrators (EAs) for the 2019 NC Elections. Throughout the election year, EAs will be responsible for the following tasks:

1. Serving as the primary liaison between NCs, the City Clerk, DONE, and stakeholders;
2. Conducting all NC elections in accordance with citywide rules outlined in this handbook and other procedures established by the City Clerk (e.g., a Poll Worker Handbook), NC Bylaws, and any governing City or State regulations (e.g., California Public Records Act);
3. Reviewing and understanding NC Bylaws, as they relate to the conduct of elections;
4. Drafting voting models based on voter eligibility requirements in each NC's Bylaws;
5. Processing Election Worksheets and other election documents issued by the City Clerk;
6. Recruiting NC polling places;
7. Recruiting and training NC election poll workers;
8. Assisting the City Clerk's Public Services Section with the NC candidate filing process, including processing candidate filing challenges;
9. Assembling NC polling place supplies;
10. Overseeing polling place operations on Election Day; and
11. Processing post-election challenges and inquiries, when necessary.

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

### **1.3 Additional City Clerk Duties**

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

1. Processing and certifying NC candidate applications;
2. Designing, printing, and tallying ballots;
3. Certifying and posting election results;
4. Updating the City Clerk's website and providing systems maintenance;
5. Processing public records requests;
6. Serving as poll workers and/or Poll Managers on Election Day;
7. Processing Stakeholder Registration Forms and verifying voters on Election Day; and
8. Processing poll worker payroll.

### **1.4 Department of Neighborhood Empowerment (DONE)**

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

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

### **1.5 Neighborhood Councils (NCs)**

NCs are comprised of volunteer, unpaid elected officials who serve on Boards to monitor the delivery of City services to their communities and its stakeholders as well as present budget priorities to the Mayor and City Council. NCs advocate for their communities with City Hall on important issues like planning and land use, homelessness, and emergency preparedness.

Each NC operates according to the Plan for a Citywide System of Neighborhood Councils and Bylaws that define the NC's governing board structure, geographical boundaries, and candidate and voter eligibility requirements. NCs also operate according to the City Charter, applicable municipal ordinances, Board of Neighborhood Commissioners policies, and directives issued by DONE and the City Clerk.

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

### **1.6 Stakeholders**

NC participation is open to all stakeholders. Stakeholders are those who live, work or own property in the neighborhood or who declare a stake in their neighborhood as a community interest stakeholder. The latter is defined as a person who affirms a

substantial and ongoing participation within the NC's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit or religious organizations.

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

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

## 2. NC ELECTION DATES

### 2.1. Regional Election Assignments and Timelines

All NC Elections will take place between the end of March and June in 2019. As in previous NC elections, NCs will be assigned to geographical regions, in groups of six to ten NCs, and these groups will hold their elections on the same day.

For more information on your NC's election region and election date, please refer to [Attachment A: 2019 Neighborhood Council Regional Election Schedule](#).

For more information on your NC's regional election timeline, which includes important election deadlines, please refer to [Attachment B: 2019 NC Election Timeline](#).

## 3. NC POLLING PLACES

### 3.1 NC Polling Place Preferences

The City Clerk will be responsible for recruiting polling places for the 2019 NC Elections. Polling place locations will be selected according to the preferences listed in [Attachment C: 2019 Neighborhood Council Election Information Worksheet](#), a document provided to all NCs in June 2018, and will be posted on the City Clerk's website at least 30 days prior to Election Day. If a NC failed to submit this worksheet to the City Clerk, the City Clerk will use the polling place location from the 2016 NC elections or recruit a new polling place.

### 3.2 Polling Place Recruitment

The City Clerk will consider the following criteria when recruiting a polling place:

1. Sufficient space to accommodate voter stakeholder registration and voting;
2. Enclosed structure that complies with the Americans with Disability Act (ADA);
3. Sufficient parking for poll workers and voters;
4. Traffic ingress/egress, which will be evaluated based on the number of potential voters on Election Day;
5. Restroom access for poll workers;
6. Proximity to public transportation;
7. Available for the entire Election Day, at least two hours before and after the voting hours (approximately 10 hours);

8. Space available for curbside voting; and
9. Neutral location for stakeholders and candidates.

The City Clerk will use a survey to assess this information. Please see **Attachment D: 2019 Neighborhood Council Elections Polling Place Survey** for more information.

The City Clerk will give priority to locations listed in the 2019 Election Worksheets. If locations are not available or do not adhere to the polling place criteria above, the City Clerk will recruit an alternate location, including, but not limited to City-owned facilities.

Please note that there will be only one (1) polling place per NC election.

### 3.3 Polling Place Hours

Polls will be open between four to six hours on Election Day, between 9:00 a.m. and 8:00 p.m., and will be based on NC preferences entered in their 2019 Neighborhood Council Election Information Worksheets. The City Clerk reserves the right to extend polling place hours on Election Day, if necessary, for voters who are still in line once the polls close. Voters who are still in line when the polls close on Election Day will be allowed to vote.

## 4. THE CANDIDATE FILING PROCESS

### 4.1 Candidate Filing Information - First Steps

The City of Los Angeles encourages all stakeholders to participate in the 2019 NC Elections. If you are interested in running for a NC board seat, please consider taking the following steps:

1. Find out which NC you belong to. To find your NC, please enter your qualifying address here: [neighborhoodinfo.lacity.org](http://neighborhoodinfo.lacity.org).
2. Attend your local NC meeting and subscribe to your NC's Early Notification System to receive your NC's meeting agendas here:  
<https://www.lacity.org/your-government/government-information/subscribe-other-meetings-agendas-and-documents/neighborhood-councils>
3. Review your NC's Bylaws to understand your NC's board seat qualifications. It is the candidate's responsibility to know and select the seat they are running for. Board seat qualifications are defined in **Article V (Governing Board)** and **Attachment B (Governing Board Structure and Voting)** in all NC Bylaws. All current NC Bylaws can be found on **DONE's website** at: <https://lacity.quickbase.com/db/bj3apxsp3?a=q&qid=32&qskip=0&qrppg=1000&dlt=su46~>.
4. Review your NC's election timeline in **Attachment B: 2019 NC Election Timeline** or on the City Clerk's Election Division website at [clerk.lacity.org/elections](http://clerk.lacity.org/elections) for more information on important deadlines.
5. Complete a Candidate Filing Form and provide the City Clerk with all of the information and documentation required for candidate certification. Once



certified, all candidates will be expected to review and adhere to the Candidate Guidelines below **(4.12 Candidate Guidelines)**.

#### **4.2 The Right to Run for a NC Board Seat**

Stakeholders cannot be denied the opportunity to run for a Board seat for which they hold stakeholder status unless otherwise prohibited by a NC's Bylaws (e.g. term limits, age requirements).

#### **4.3 The Candidate Filing Period**

The candidate filing period will begin 105 days before Election Day and will last for 30 days. When a candidate filing deadline falls on a Saturday, Sunday, or a religious or national holiday, the actual deadline date will be moved to the following City of Los Angeles business day. All candidate filing and candidate challenge deadlines will end at 5:00 p.m., Pacific Standard Time.

#### **4.4 Completing a Candidate Filing Form**

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

Candidates can complete and submit a Candidate Filing Form online at [clerkappsele.lacity.org/nccr/#/login](http://clerkappsele.lacity.org/nccr/#/login) or obtain a paper form from the City Clerk's website. Paper filing forms may be submitted in person, by mail, email, or by fax at the following:

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

Email:  
[clerk.electionsnc@lacity.org](mailto:clerk.electionsnc@lacity.org)  
Fax: (213) 978-0376

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

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

11. If submitting a paper form, a candidate must also provide their signature.

**\*THIS INFORMATION IS CONSIDERED PUBLIC AND SUBJECT TO DISCLOSURE.**

#### 4.5 Qualifying Documentation

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

Since there is a wide variety of NC board seats, the documentation required to qualify for these seats vary. For an example of what type of documents may suffice, please refer to **Attachment E: 2019 NC Election Documentation Guide**.

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

**CANDIDATES WHO DO NOT SUBMIT A CANDIDATE FILING FORM, FAIL TO SUBMIT DOCUMENTATION, OR WHO DO NOT MEET SPECIFIC BOARD SEAT REQUIREMENTS WILL NOT BE CERTIFIED.**

#### 4.6 The Neighborhood Council Candidate Registration Portal

Candidates who wish to complete a Candidate Filing Form online **must** first create a profile in the NC Candidate Registration Portal. To create a profile, first go to [clerkappsele.lacity.org/nccr/#/login](http://clerkappsele.lacity.org/nccr/#/login) to access the NC Candidate Registration Portal and complete the following steps:

1. Click on the 'Register' button and enter the following information:
  - a. First and Last Name
  - b. Email Address
2. Create a Username and Password. The Password must be at least eight (8) characters long and must include at least one (1) uppercase letter, one (1) lowercase letter, one (1) number, and one (1) punctuation character. Here is an example: *Password8\$*.
3. Check the CAPTCHA box (To guard against spam or bots) and click 'Submit'.

An email will be sent to you to confirm your registration. Once confirmed, you will automatically be returned to the NC Candidate Registration Portal, where you can sign in with your Username and Password. When creating a new user profile, it is strongly suggested that you write down your username and password. If you forget your password, please click on the *Forgot Password?* link to reset it.

If you have any questions about the Portal, the candidate filing process, or you need help with your username or password, City Clerk staff will be available throughout the candidate filing period, during regular City business hours, to assist candidates with their filing.

#### **4.7 Candidate Statement and Photo**

Candidates will have the option of submitting a Candidate Statement and a photograph, both of which will be posted on the City Clerk's website. Candidates may submit their optional statements and photographs up to seven (7) days before Election Day.

The NC Candidate Registration Portal allows candidates a maximum of 1,000 characters for a Candidate Statement.

#### **4.8 Write-In Candidates**

There will be no write-in candidates for the 2019 NC Elections.

#### **4.9 Running in Multiple Neighborhood Councils or for Multiple Board Seats**

Stakeholders are not prohibited from running as a candidate in multiple NCs as long as they meet each NC's board seat requirements. Within each NC, a NC's Bylaws dictate how many seats a candidate may run for. Most NCs limit candidates to one seat. However, some NCs allow candidates to run for more than one seat.

#### **4.10 Candidate Withdrawal**

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

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

#### **4.11 Certified List of Candidates**

The City Clerk will post the NC's Certified List of Candidates 62 days before Election Day. Candidate contact information, including a candidate's name, telephone number, and email address will be provided to DONE and their NC to notify candidates of any training, outreach, or candidate forum opportunities. A NC, if it so chooses, may ask candidates to participate in a Candidate Forum prior to Election Day. The City Clerk will not conduct or participate in any NC Candidate Forums.

#### **4.12 Candidate Guidelines**

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

1. Candidates must adhere to the guidelines prescribed in this Handbook and all other NC Election policies and procedures established by the City Clerk and DONE.

2. Candidates may not use City facilities, equipment, supplies, funds, or other City resources for **campaigning** activities.
3. Candidates may not use the City of Los Angeles Seal (logo) or Letterhead, the DONE logo, the City Clerk logo, the NC logo, or any other official NC designation created by DONE in candidate photos or any candidate campaign material, which can include items such as hats, t-shirts, buttons, or signs.
4. Candidates may not receive endorsements from the governing NC Board as a whole.
5. Candidates may receive endorsements from individual Board members, acting as individual stakeholders.
6. Candidates may not post handbills on public property. Candidates must observe all handbill posting laws (Sec. 28.04 Los Angeles Municipal Code).
7. Candidates may run as a slate on the condition that all participating candidates provide written consent to the slate organizer agreeing to participate.
8. Candidates may not engage in electioneering within 100 feet of the polling place entrance on Election Day.
9. Candidates should report any illegal or fraudulent activity to the City Clerk.
10. Candidates must immediately notify the City Clerk and NC if their qualifying stakeholder status changes prior to the election, which may result in disqualification from the board seat they are seeking.

A violation of these guidelines could result in disqualification of candidates per Sections **4.14: The Candidate Challenge Period** and **4.15: Resolving Candidate Challenges**.

#### **4.13 Board Affirmation and Loss of Quorum**

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

In the event there are not enough candidates in a NC election for all of the board seats for a competitive contest (one or fewer candidates) after the List of Certified Candidates has been released, the election for the given NC will be suspended and canceled. Any candidates that have been certified will be seated by DONE through the Department's prescribed Board Affirmation process.

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

#### **4.14 The Candidate Challenge Period**

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

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

1. Name

2. Telephone Number
3. Email Address
4. A justification for the candidate challenge.
5. Documentation supporting the challenge claim. Please note that challenges filed without supporting documentation will not be accepted.

Please note that a challenger's name and justification for the candidate challenge is subject to public disclosure under the California Public Records Act (See [Section 9: Public Records Requests](#)). Supporting documentation is subject to limited disclosure.

Candidate challenges can first be submitted 105 days before Election Day. The final day to submit a candidate challenge is 66 days before Election Day. The City Clerk must receive all candidate challenges by this deadline. All candidate filing challenges must be resolved 65 days before Election Day. Candidate challenges, as they pertain to their eligibility, will not be accepted after the Candidate Challenge Period ends. Any other challenges related to candidates must be filed after Election Day. Please review [Attachment B: 2019 NC Election Timeline](#) for exact dates.

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

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

Email:  
[clerk.electionsnclacity.org](mailto:clerk.electionsnclacity.org)  
Fax: (213) 978-0376

#### **4.15 Resolving Candidate Challenges**

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

Once a determination is made concerning the candidate challenge, the City Clerk will notify the challenger, the candidate in question, and the affected NC. If a candidate's certification is invalidated, and the document submission deadline (see [4.5 Qualifying Documentation](#)) has not passed, the candidate may provide additional documentation to support their eligibility claim.

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

The City Clerk will serve as the Final Decision Maker for all administrative reviews concerning the NC candidate filing process.

## 5. NC POLL WORKERS

### 5.1 NC Poll Worker Requirements

The City of Los Angeles encourages all stakeholders to participate in the 2019 NC Elections. If you are interested in serving as a NC poll worker, you must meet these minimum requirements:

1. Be 18 years of age or older by Election Day;
2. Speak, read, and write English (Bilingual skills are welcomed, but not mandatory);
3. Provide your own transportation to and from the polling place;
4. Not a candidate for that NC;
5. Complete a Poll Worker Application (see [5.2 Poll Worker Application](#));
6. Attend a poll worker training session;
7. Be willing to work at a location assigned by the City Clerk; and
8. Be willing to work during the entire time the poll is open on Election Day.

### 5.2 Poll Worker Application

When completing a Poll Worker Application, applicants must provide the following information:

1. Name;
2. Date of Birth (for age verification purposes);
3. Home or Mailing Address;
4. Email Address;
5. Telephone Number; and
6. A signature and date.

Applicants must also indicate which NC Election Region they would prefer to work in and if they are currently participating in a NC, either as a Board Member, candidate, or volunteer. Applicants can also list any additional languages they speak, read, or write in to provide assistance at the polls.

Applications must be submitted to the City Clerk no later than 30 days prior to a NC Election. Applicants will be contacted by the City Clerk, starting in early 2019. If hired, poll workers must complete an Employment Eligibility Verification form (Form I-9) and a timecard.

Please note that poll worker information may be subject to disclosure under the California Public Records Act. Please see [Section 9: Public Records Requests](#) below for more information.

### **5.3 Poll Worker Assignments and Pay**

Approximately 50 poll workers are needed per Election Region. Poll workers may request to work at a specific NC Election, although assignments will primarily be based upon operational needs determined by the City Clerk.

When assigning poll workers, the City Clerk will consider a variety of factors including, but not limited to the number of candidates, previous and expected voter turnout, election complexity (number of ballot varieties and stakeholder eligibility requirements), and language needs.

In general, City Clerk staff will serve as Poll Managers on Election Day and will provide each poll worker with their Election Day position. More details on poll worker positions and responsibilities can be found in **Attachment F: 2019 NC Poll Worker Handbook**, which will be provided to all NC poll workers. All poll workers will receive a \$50 stipend for their service on Election Day.

### **5.4 Poll Worker Restrictions**

Neither candidates nor their families can serve as poll workers in the candidate's NC. However, they will be allowed to serve as poll workers for any other NC.

### **5.5 NC Poll Worker Training**

The City Clerk will conduct regional poll worker trainings approximately six (6) weeks before Election Day. The City Clerk will notify poll workers of their training date and location. Individuals who attend training will be given priority placement when selecting poll workers to serve on Election Day.

All poll workers will receive a general training from the City Clerk, which will provide instruction on general election procedures. Poll workers will then be provided instructions specific to their assigned NC, including details on stakeholder verification, election complexity, and any other details pertinent to their assignment.

A poll worker training schedule will be posted on the City Clerk's website at least eight weeks prior to the scheduled training. The City Clerk may provide poll workers additional election information leading up to and including Election Day.

Please note that poll workers will not be paid for attending a training.

## **6. ELECTION DAY OPERATIONS**

### **6.1 2019 NC Election Poll Worker Handbook**

This section will provide a general overview of NC Election Day operations. For more details, please refer to the **Attachment F: 2019 NC Poll Worker Handbook**. This handbook will serve as the training guide for all poll workers and as a primary source of Election Day policies and procedures.



## **6.2 A Stakeholder's Right to Vote**

Those that meet the stakeholder criteria in **1.6 Stakeholders** and the criteria set forth in individual NC Bylaws will be eligible to vote in NC elections and cannot be denied the opportunity to vote for a NC candidate in a NC where they are eligible to vote.

## **6.3 Election Day Staff**

City Clerk staff will serve as Poll Managers for each NC election. The Poll Manager supervises polling place operations and staff, including the following types of poll workers:

1. Greeter: A poll worker who greets voters and assists with managing the queue of voters.
2. Registration Clerk: A poll worker who registers voters according to the eligibility requirements set forth in each NC's Bylaws.
3. Ballot Clerk: A poll worker who issues ballots to voters.
4. Provisional Clerk: A poll worker who processes voters who have to cast a provisional ballot.
5. Ballot Box Clerk: A poll worker who ensures that all voted ballots are cast into the ballot box.

## **6.4 Polling Place Supplies**

The City Clerk will provide all polling place supplies for each NC election. These supplies will include, but are not limited to:

1. Inside and outside signage (e.g., Directional arrows, "No Electioneering" signs, etc.)
2. Informational kiosks
3. Stationary supplies (e.g., pencils, paper clips, etc.)
4. Voting booths
5. Stakeholder Registration Forms
6. Ballots and ballot box
7. Provisional and curbside voting supplies
8. Crowd control barriers (if necessary)
9. Tables and chairs

## **6.5 The Stakeholder Registration Form**

Any stakeholder who wishes to vote must complete a Stakeholder Registration Form provided by the City Clerk and meet the stakeholder verification requirements determined by NC Bylaws and the City Clerk. The City Clerk will use this form to determine the voter's eligibility and what ballot(s) to issue to the voter. There will be no pre-registration process for the 2019 NC Elections.



A voter's information on the Stakeholder Registration Form is subject to limited disclosure under the California Public Records Act. Please see [Section 9: Public Records Requests](#) below for more information.

## **6.6 Voting Age**

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

## **6.7 Self-Affirmation and Documentation Requirements**

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

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

NCs that opt for a Documentation-Required verification method require voters to submit identification and documentation to corroborate their eligibility claim. Stakeholders who wish to participate in Documentation-Required style NC elections may refer to [Attachment E: 2019 NC Election Documentation Guide](#) for more information.

## **6.8 Official Ballots**

The City Clerk will be responsible for drafting and printing the official ballots for each NC election. The variety of ballot styles will be based on NC Bylaws and the number produced for Election Day will be based on previous election turnout and the number of candidates on the ballot. The City Clerk will also consult with DONE and NCs when determining how many ballots to provide at the polls on Election Day.

The City Clerk will conduct a random drawing of letters of the alphabet to determine the order of candidate names on the ballot for all NC elections. The date of the drawing will be posted on the City Clerk's website and is open to the public.

## **6.9 Provisional Voting**

Provisional voting entitles any voter who claims a stake in a NC an opportunity to vote even though their eligibility to vote cannot be immediately determined at the polling place. The content of a Provisional Ballot will be the same as a regular ballot, but it must be cast "provisionally" until the City Clerk can verify the voter's eligibility.

When voting provisionally, the voter must complete a Provisional Ballot Envelope to be issued a Provisional Ballot. The voted Provisional Ballot must be placed into the issued envelope, which is signed and sealed before placing it into the Ballot Box.

Provisional voters will have three business days after Election Day to submit any information necessary for the City Clerk to determine their eligibility to vote and count their ballot.

## 6.10 Curbside Voting

Curbside voting will only be made available to voters with disabilities who are unable to access the polling place. Poll workers will be available to assist Curbside Voters with the voter registration process and ensure that their ballots are properly cast.

## 6.11 Electioneering

Electioneering is strictly prohibited at the polling place on Election Day. Individuals, candidates, organizations, or other entities cannot solicit a vote, or speak to a voter, poll worker, media representative, observer, or other person in the polling place on the subject of marking their ballot on Election Day within 100 feet of the entrance to the polling place. This includes the audible dissemination of information that advocates for or against a candidate on the ballot.

Vehicles that have a banner or placard soliciting or recommending a vote are prohibited within 100 feet of the entrance to the polling place location.

Loitering on the premises while the polling place is open is prohibited and will be considered electioneering by the City Clerk. Electioneering is further defined as inclusive of, but not limited to, any of the following:

1. A display of a candidate's name, campaign slogan, or logo;
2. Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information; or
3. A sign relating to a stakeholder's eligibility to vote or speaking to a voter on the subject of the eligibility to vote.

Violation of these electioneering guidelines may result in an election challenge, as described in the Election Challenge portions of **Section 7: Election Results**. Any questions concerning electioneering on Election Day should be directed to the Poll Manager.

## 6.12 Exit Polls and Surveys

Individuals, news media, or other organizations wishing to conduct a survey, exit poll, or other survey of voters on Election Day are permitted to do so under the following conditions:

1. Any person or group conducting surveys, exit polls, or other survey of voters are required to sign in with the polling place staff and adhere to the Poll Manager's instructions concerning polling place operations;
2. Surveys and exit polling will be permitted as long as it does not interfere with the voting process. Any person or group conducting surveys, exit polls, or other survey of voters are advised to remain at least 25 feet from the door of the polling place;
3. Candidates are prohibited from participating and conducting surveys, exit polls, or other survey of voters on Election Day.

### **6.13 Media and Observers**

Observers and media representatives are permitted to observe polling place operations on Election Day provided they do not attempt to interfere with voting or vote processing procedures. Observers must sign in with the Poll Manager, receive a badge, and adhere to the Observer Guidelines outlined in [Attachment F: 2019 NC Poll Worker Handbook](#). Observers will be permitted to enter the polling place once it officially opens for voting. Observers may not interact with voters. Poll Managers or City Clerk staff reserve the right to dismiss observers if they are perceived to be interfering or disrupting the voting process or other polling place operations.

### **6.14 Photography and Filming in the Polling Place**

Filming, photographing or otherwise recording is allowed inside and outside the polling place provided that the person filming, photographing, or recording does not, in any way, interfere with any voter or prevent poll workers from carrying out their duties. Any person filming, photographing, or otherwise recording must meet the following requirements:

1. Obtain the consent of the voters or observers inside the polling place (polling place staff may not withhold permission to be filmed or photographed);
2. Not violate a voters' privacy in the voting booth; and
3. Not film any election material that can identify a voter including but not limited to, Stakeholder Registration Forms or voted ballots

Voters may not be filmed, photographed, or otherwise recorded entering or exiting the polling place without their consent.

### **6.15 Early Voting and Vote-By-Mail**

There will be no early voting (Online Voting, Vote-By-Mail, or On-Site Early Voting) component for the 2019 NC Elections.

### **6.16 Language Assistance at the Polls**

The City Clerk will translate certain Election Day documents, including the Stakeholder Registration Form, and language assistance will be provided at the polls in accordance with the preferences stated in each NC's 2019 Neighborhood Council Election Information Worksheet.

Voters may bring their own interpreters or translators to the polls on Election Day to assist them so long as the interpreter or translator signs in with polling place staff and exits the polling place with the voter.

## **7. ELECTION RESULTS**

### **7.1 Election Tally Location and Time**

Once the polls close on Election Day, all NC ballots will be secured by City Clerk staff and transported to the following location for tallying:

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

The City Clerk will begin counting ballots one (1) business day after Election Day. The City Clerk will post the tally location and time at the polling place on Election Day.

### **7.2 The Tally Process**

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

The City Clerk will post unofficial results up to three (3) days after Election Day and official results up to 10 days after Election Day on the City Clerk's website at [clerk.lacity.org/elections](http://clerk.lacity.org/elections).

### **7.3 Tally Observers**

The tally process is open to the public for observation. All observers must sign in with the City Clerk and must follow posted observer guidelines.

### **7.4 Recounts**

Recounts will only be available, free of charge, by request from stakeholders who voted in the applicable NC election and if the vote margin is less than 1% for a specific contest.

### **7.5 Tie Votes**

Tie votes will be resolved by drawing lots immediately after the official results are posted if all candidates or their designated representatives are present or within two (2) calendar days with notice provided on the City Clerk's website. The City Clerk will conduct the tie resolution in public view and candidates or their designated representatives will be requested to be present.

### **7.6 Candidates Elected to Multiple Seats**

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

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

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

### **7.7 Election Challenges: Submitting an Election Challenge**

Any stakeholder who voted in the applicable NC election may file a challenge with the City Clerk to the conduct of that election no later than 5:00 p.m. on the third business day after the first posting of unofficial results.

All election challenge request must meet the following requirements:

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

Information provided in an election challenge may be subject to public disclosure under the California Public Records Act. Please see [Section 9: Public Records Requests](#) below for more information.

### **7.8 Election Challenges: Acceptable Challenge Categories**

Please see [Attachment G: List of Acceptable Challenges](#) for a list of challenges that the City Clerk will and will not process.

### **7.9 Election Challenges: Processing Election Challenges**

If the requirements are met, election challenges will be processed and reviewed by the City Clerk, and if applicable, resolved through the Regional Grievance Panel process. Please see [Attachment H: Regional Grievance Panel Ordinance](#) for more information.

### **7.10 Election Challenges: Challenge Remedies**

If a challenge is found to be valid, remedies will be narrowly interpreted to affect only the voters or position affected. Redoing the entire NC election is not an acceptable remedy unless the offense affected every race.

Remedies can include, but are not limited to, letters of correction/reprimand, disqualification of voters, NC funding penalties, and referral to the City Attorney's Office for criminal prosecution.

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

## **8. POST-ELECTION PROCEDURES**

### **8.1 Seating Newly Elected Board Members**

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

The newly-elected board must be seated as a single unit. If one or more challenge to a single board seat has not been resolved, the rest of the board cannot be seated. Any board member seat(s) that is/are not filled through the election process will be deemed vacant when the new governing board takes office. Vacant seat(s) will be filled according to the NC Bylaws. If less than a quorum of the board seats are filled, then the NC will fall under the Board of Neighborhood Commissioners Loss of Quorum policy.

### **8.2 Stakeholder Registration Information**

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

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

### **8.3 Election Records**

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

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

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

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

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

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

## **9. PUBLIC RECORDS REQUESTS**

### **9.1 The California Public Records Act**

Under the California Public Records Act (CPRA), the public may request City records. Once a CPRA request is made, the City will have 10 calendar days to respond to the request indicating what can or cannot be disclosed, the reasoning behind any decisions made, and, if applicable, the total fee for requested copies. An additional 14 calendar days to respond is permitted if warranted by special circumstances. Please note that this 10 day period is not the period of time in which the request must be fulfilled.

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

### **9.2 Requesting a Public Record**

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

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

### **9.3 Public Record Requests - Candidate Filing Information**

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

1. Neighborhood Council Name;
2. Board Seat Name;
3. Stakeholder Type (Live, Work, Own Property, or Community Interest);
4. Name as it will appear on the Ballot;
5. First, Middle, and Last Name;
6. Qualifying Address (The address with the NC boundaries that corresponds to the applicant's stakeholder type.
7. Candidate statement and/or photo, if applicable; and
8. Any correspondence between the City Clerk and the candidate.



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

1. Date of Birth;
2. Telephone Number;
3. Email Address;
4. Mailing Address;
5. Photo identification or any documentation necessary to establish board seat eligibility; and
6. A candidate's signature, if applicable.

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

#### **9.4 Public Record Requests - Stakeholder Registration Information**

Stakeholder Registration Forms are considered public information but are subject to limited disclosure under the CPRA. The following information is considered public information and subject to disclosure:

1. Neighborhood Council Name;
2. Stakeholder Type (Live, Work, Own Property, or Community Interest);
3. First, Middle, and Last Name;
4. Qualifying Address (This applies only to non-residential addresses with the NC boundaries that corresponds to the applicant's stakeholder type); and
5. Poll worker notes made on the Form.

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

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

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

Please note that non-residential addresses must be disclosed and that completed Stakeholder Registration Forms may only be requested after the official tally is complete for a given NC election to ensure critical documents are available for use by staff when



needed. This is to avoid any interference with the election process or the possibility of duplication and/or fraud.

### **9.5 Public Record Requests - Election Challenges**

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

### **9.6 Public Record Requests - Other Election Materials**

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

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