

# NEIGHBORHOOD COUNCIL 2014 ELECTIONS

## Election Procedures Stipulation Worksheet

The following information provides the primary elements for this Neighborhood Council (NC) election and is taken from the NC's Bylaws and 2012 Election Procedures. This worksheet supplements the policies and procedures in the Neighborhood Council 2014 Election Manual. Please take Board action to confirm the information and to provide the additional information (\*) needed to administer the election. We will then update the Bylaws accordingly. The defaults shall take effect if this worksheet is not returned to the Department of Neighborhood Empowerment (Department) by Friday, November 22, 2013. Please return via email to [Elections@EmpowerLA.org](mailto:Elections@EmpowerLA.org) or by fax to (213) 978 - 1751

Neighborhood Council \*

Downtown LA

Region \*

## Election Time:

Please provide a four (4) hour window between the hours of 9:00 a.m. to 8:00 p.m. for the Department to hold the elections. A six (6) hour window is available by request. Default will be 10:00 a.m. to 2:00 p.m. on Saturday or Sunday and 4:00 p.m. to 8:00 p.m. from Monday through Friday.

Election Duration \*

- 4 Hours  
 6 Hours  
 Other

Start Time \*

12 : 00 PM

Hour Minutes

End Time \*

8 : 00 PM

Hour Minutes

## Election Location:

Polling Place must be within the NC's boundaries, comply with the Americans with Disabilities Act, have adequate parking, and be available on the Election Day two hours before and after the election time window. The NC must confirm the location availability. Location fee maximum paid by Department: \$200. Default will be the Department's selection.

Address \*

To be determined when date is established

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

 This field is required.

Location Phone \*

 -   
 Area Code Phone Number

Location Contact Person \*

   
 First Name Last Name

Contact Person's Email

Contact Person's Phone

 -   
 Area Code Phone Number

Backup Location

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Country

Location Phone

 -   
 Area Code Phone Number

Location Contact Person

   
 First Name Last Name

Contact Person's Email

Contact Person's Phone

 -   
 Area Code Phone Number

### The NC boundaries, map, open Board seats and qualifications for candidates and voters for this election will be taken from the NC's approved Bylaws.

*Candidate Verification: Candidates will be verified via documentation. Stakeholder Verification: Per bylaws. Minimum Stakeholder Voting Age: Per bylaws.*

Vote-by-Mail - available for the 2014 Election with a minimum \$500 start up fee and additional charges based on number of ballots and postage paid by the NC \*

- NO (Default)
- YES (Vote by Mail Elections are all self-affirmation for voters. This choice supersedes NC's Bylaws.)

Translation - Please Specify which languages (in addition to English) that you wish to have on your Ballot; and at the Polling Place:

Neighborhood Council \*

### NC Election / Outreach Contact Information

Election Chair \*

First Name Last Name

Election Chair's Email \*

Election Chair's Phone \*

-   
 Area Code Phone Number

Outreach Chair \*

First Name Last Name

Outreach Chair's Email \*

Outreach Chair's Phone \*

-   
 Area Code Phone Number

## DECLARATION

*We, the persons authorized by the above-named Neighborhood Council to execute this Election Procedures Stipulation Worksheet, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the information in this document and attachments was approved as an official action of the Board per the Neighborhood Council's Bylaws. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the approval of this document. We hereby confirm the accuracy of the EmpowerLA webpage for our NC's Board Roster, map and Bylaws.*

Date of Board Action:

Month Day Year

Board Vote: YES

Board Vote: NO

Board Vote: ABSTENTIONS

President / Chair \*

First Name Last Name

President / Chair's E-mail \*

President / Chair's Phone Number \*

-   
 Area Code Phone Number

Please Attach Board Resolution \*

No file chosen

Please visit [EmpowerLA.org](http://EmpowerLA.org) and select Councils at the top menu, select your Neighborhood Council and confirm \*

- Your Board Roster Seats  
 Your NC Map  
 Your Bylaws

Please give us any comments, feedback, and or suggestions.

For further information, email [Elections@EmpowerLA.org](mailto:Elections@EmpowerLA.org) or call 818-293-8683.