

**NEIGHBORHOOD COUNCIL ELECTION PROCEDURES AND PLANNING  
TEMPLATE for the**

**PORTER RANCH NEIGHBORHOOD COUNCIL**

(hereafter “Neighborhood Council”)

for the year **2008**

**I. INTRODUCTION**

**A.** These election procedures and planning template meet the minimum requirements to conduct Neighborhood Council Board Member Elections pursuant to City Council policy and other standardized Election Procedures that may be issued by the City Clerk.

**II. THE ELECTION**

**A.** The election will be a **Prepared Ballot Election with a Vote-By-Mail (VBM) 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 prior to Election Day and then returned to the election official via U.S. Postal Service, private courier or hand delivery or at the polling location(s) on election day.

**B.** Proxy voting will not be allowed for this election.

**C.** Voters may cast their ballots on the following date, time and location:

<b>Saturday, June 28, 2008</b>	<b>8:00 a.m. to 2:00 p.m.</b>
<small><i>Date (e.g. January 1, 2008)</i></small>	<small><i>Times (Weekdays: 2:00 PM to 8:00 PM, Weekends: 10:00 AM to 4:00 PM)</i></small>
<b>Shepherd of the Hills Church, 19700 Rinaldi St., Porter Ranch, CA 91326</b>	
<small><i>Location (e.g., First Street Elementary School, Cafeteria, 10000 W. Main Street, Los Angeles, 90000)</i></small>	

**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, curbside voting will be provided as an option for that individual.

### III. NEIGHBORHOOD COUNCIL BOUNDARIES

A. The following are the boundaries of the Neighborhood Council:

The 118 Freeway to the south, the east side of Browns Canyon Road from the City line to the gate at the south of Browns Canyon, then in a straight line to the 118 Freeway on the west, the City line to the north and northwest, and Aliso Canyon to the east.

B. The following are the voting districts (if applicable) of the Neighborhood Council:

There are no voting districts in the Porter Ranch Neighborhood Council.

### IV. DEFINITION OF STAKEHOLDER

A. The following is the Neighborhood Council's definition of stakeholder:

Neighborhood Council membership is open to all stakeholders. A stakeholder shall be defined as any individual who lives, owns or rents property, or works within the geographic area of this Neighborhood Council and also those who declare a stake in the area and affirm the factual basis for it.

B. Voting age requirement. In order to cast a ballot in the election, a stakeholder must be at least **16** years of age on the date of the election.

C. All persons or other entities that meet the criteria for the definition of stakeholder as outlined in the Neighborhood Council's bylaws and in Article IV, Section A of these election procedures shall be eligible to vote in the election, either at the polls or by utilizing the Vote-By-Mail option.

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 VERIFICATION PROCESS & ELIGIBILITY TO VOTE

- A. Voters will verify their stakeholder status through written self-affirmation. Stakeholder status may also be established by means of stating an interest based on a factual basis.
- B. Stakeholders must affirm their stakeholder status by completing the **Stakeholder Registration Form** shown as **Attachment C** to these election procedures. Additionally, any voter eligibility documentation requirements requested of Vote-By-Mail voters will be equal to those requested of At Polls voters.

## VI. PROVISIONAL VOTING

- A. 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. Where the issuance of a provisional ballot is required, the following process will be followed:
  - 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.
  - 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. Where a City Clerk, Election Division Inspector deems it necessary, the voter will be offered the opportunity to vote a provisional ballot. The provisional ballot will be the same as a regular ballot, except that prior to placement in the ballot box, the provisional ballot will be placed inside a provisional envelope. On the outside of the envelope the voter will provide:
    - 1. The voter's name.
    - 2. The voter's address.
    - 3. The voter's stakeholder status.
    - 4. The voter's contact number(s).
  - 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.

- B.** The City Clerk, Election Division will be responsible for the verification of provisional ballots.

## **VII. THE CITY CLERK, ELECTION DIVISION**

- A.** The City Clerk, Election Division 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 City Clerk, Election Division must maintain the ultimate authority and responsibility for the administration of the election.

- B.** The City Clerk, Election Division shall be responsible for the following duties:

- i.** Writing and revising the election procedures.
  - ii.** Processing of candidates including verification of eligibility.
  - iii.** Processing of voters including 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 including Vote-By-Mail.
  - vi.** Verifying any provisional ballots.

- vii. Counting the ballots.
- viii. Auditing the election results.
- ix. Issuing the final certified election results.
- x. Supporting the Election Monitoring Review Panel.
- xi. Providing any and all required information and documentation for the Election Challenge process.
- xii. Securing and submitting all election materials for records retention in accordance with the bylaws and these election procedures.

**VIII. THE GOVERNING BOARD**

- A. The number of board members to be elected by the stakeholders for this election is
- B. Board officers (e.g., President, Vice-President, Secretary, Treasurer, etc.) will be elected (as prescribed by the bylaws) by the
  - STAKEHOLDERS
  - BOARD
- C. For this election, the board seats available, the terms of office for said board seats, 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.**
- D. Write-in candidates for members of the governing board will be allowed for this election.

**IX. CANDIDATE FILING**

- A. Candidate Filing Forms will be made available via a mass mailing within the Neighborhood Council boundaries. They may also be picked up at your Neighborhood Council’s general meetings or requested from the following location:

City Clerk, Election Division

**Porter Ranch Neighborhood Council**

555 Ramirez Street  
 3<sup>rd</sup> Floor, Space 300  
 Los Angeles, CA, 90012  
 Phone: (213) 978-0444

- B.** The Candidate Filing Process for appearing on the ballot shall begin at 8:00 a.m. on **Tuesday, April 29, 2008** and shall conclude as of 5:00 p.m. on **Thursday, May 29, 2008**. All candidate applications and all necessary forms of identification for establishing the candidate's stakeholder status for the office must be received at the City Clerk, Election Division office within this period in order for a candidate to appear on the ballot. Candidate Filing Applications submitted after the deadline but before the Write-in Candidate Filing deadline will solely be considered as Write-in Candidates.
- C.** Completed Candidate Filing Forms must be submitted to the City Clerk, Election Division staff at a Stakeholder/Candidate Informational event, filled out and submitted in person at the Election Division (address listed below), or mailed directly with copies of all necessary stakeholder verification documents to:

City Clerk, Election Division

**Porter Ranch Neighborhood Council**

555 Ramirez Street  
3<sup>rd</sup> Floor, Space 300  
Los Angeles, CA, 90012  
Fax: (213) 978-0376

- D.** As part of their Candidate Filing Packet, candidates will be asked to submit a Candidate Statement. These Candidate Statements must fit on one side of the form provided and must be at least a 12-point font, if typed. Candidate Statements may not include profanity or negative comments about any other candidate. These statements will be compiled and posted on the City Clerk's website as well as at the polling place on Election Day.
- E.** The Write-in Candidate Filing Process shall begin at 8:00 a.m. on **Friday, May 30, 2008** and shall conclude as of 5:00 p.m. on **Wednesday, June 25, 2008**. All candidate applications and all necessary forms of identification for establishing the candidate's stakeholder status for the office they are seeking must be received at the City Clerk, Election Division by the deadline. Candidate Filing Applications submitted after this deadline will be considered late and the candidate will not be a qualified Write-in Candidate.
- F.** Completed Write-in Candidate Filing Forms must be filled out and submitted in person at the City Clerk, Election Division (address listed below) or mailed directly with copies of all necessary stakeholder verification documents to:

City Clerk, Election Division

**Porter Ranch Neighborhood Council**

555 Ramirez Street  
3<sup>rd</sup> Floor, Space 300  
Los Angeles, CA, 90012  
Fax: (213) 978-0376

- G. Lists of verified candidates will be updated on the City Clerk's website as new candidates file.

**X. CANDIDATE CHANGE OF STATUS**

- A. As part of the filing process, the City Clerk will notify every candidate that they are responsible for immediately informing the Election Division of any change in their stakeholder status.
- B. In the event a candidate has died or a candidate's status has changed disqualifying them for the position on the board they are seeking, it is the responsibility of any interested party to inform the City Clerk as soon as possible. If the City Clerk is so notified, the following will occur based on the timing of the notification.
  - i. If notification occurs during candidate filing and before the issuance of Vote-By-Mail (VBM) ballots, the candidate's name will be redacted from the ballot and the candidate will be disqualified from the race. This is generally between 60 and 30 days prior to the election.
  - ii. If notification occurs after the candidate filing deadline and during the issuance of the VBM ballots, and the number of issued VBM ballots makes it practical, the City Clerk will notify voters of the change and re-issue redacted ballots to all persons who have already received a ballot. Additionally, the City Clerk will redact the name of the disqualified candidate from all Election Day ballots, as well as make appropriate announcements to voters on Election Day about the change. This is generally between 29 and 7 days prior to the election.
  - iii. If the number of issued ballots does not make it practical to redact and reissue ballots, the City Clerk will hold the election. The candidate will be disqualified for the purposes of the election. Where the disqualified candidate is elected or the position has no other candidate, the position will be considered vacant.

## **XI. CAMPAIGNING**

- A.** The use of the City of Los Angeles Seal, the Office of the City Clerk Seal, the Election Division logo, 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 its 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.

## **XII. POLLING PLACE OPERATIONS**

- A.** The process used to select the polling site for this election incorporated the following considerations:
  - i.** The site selected must be of sufficient size to accommodate the voter sign-in process and actual voting activities.
  - ii.** The site selected should have sufficient parking.
  - iii.** The site selected should be convenient for those utilizing public transportation.
  - iv.** The site 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. If applicable, Candidate Statements and a list of certified write-in candidates will be posted conspicuously at the polling site(s).
- D. A list of all persons issued a Vote-By-Mail ballot and all those returning a Vote-By-Mail ballot will be prepared and provided to the person(s) managing the polling site for use in the voter sign-in process.
- E. No campaigning or electioneering activities will be allowed within 100 feet of the polling site.
- F. Signage will be posted indicating the boundary where electioneering activities are prohibited.
- G. The polling site will remain open for (6) consecutive hours.
- H. A representative of the City Clerk, Election Division will announce in a loud voice in front of the polling site at the appointed time that the polls are open.
- I. A representative of the City Clerk, Election Division will announce in a loud voice in front of the polling site ten minutes before the close of polls that the polls will close in ten minutes.
- J. A representative of the City Clerk, Election Division will announce in a loud voice in front of the polling site at the time of the closing of polls.
- K. Any persons in line outside of the poll at the time of the closing of the polls will be allowed to vote.
- L. Observers will be allowed inside the polling site throughout the election, provided that the observers do not, in any way, attempt to interfere with or influence the activities of the polling place workers or the voters.
- M. Only the representative of the City Clerk, Election Division or his or her assistants are allowed to issue, receive or process ballots from the voter.
- N. A voter may designate another person to assist them in the voting process. The person providing the assistance cannot be a candidate in the election.

### **XIII. VOTE-BY-MAIL PROCEDURES**

- A. Voters have the ability to cast a Vote-By-Mail ballot. All stakeholders are eligible to Vote-By-Mail.
- B. The following process shall be used for obtaining and submitting a Vote-By-Mail application:

- i. Vote-By-Mail applications will be available beginning on:

**Tuesday, April 29, 2008**

- ii. Vote-By-Mail applications may be obtained at the following location(s):

City Clerk, Election Division  
555 Ramirez St. Space 300  
Los Angeles, CA 90012

- iii. The Vote-By-Mail application shall include instructions describing how to complete the application and, when necessary, what forms of identification applicants must include with their application.

- iv. The deadline for the Vote-By-Mail application and all necessary documentation to establish stakeholder status to be received is:

**Saturday, June 21, 2008**

- v. The address where the Vote-By-Mail application is to be mailed is:

City Clerk, Election Division  
Attn: Vote-By-Mail for the

**Porter Ranch Neighborhood Council**

P.O. Box 54377  
Los Angeles CA 90054-0377

The Vote-By-Mail application may also be delivered or faxed to the following location:

City Clerk, Election Division  
Attn: Vote-By-Mail for the

**Porter Ranch Neighborhood Council**

555 Ramirez Street  
3<sup>rd</sup> Floor, Space 300  
Los Angeles, CA, 90012  
Fax: (213) 978-0376

- vi. Any voter eligibility documentation requirements requested of Vote-By-Mail voters will be equal to those requested of At Polls voters.
- vii. The City Clerk, Election Division will process the Vote-By-Mail applications and ballots.

- viii.** The City Clerk, Election Division will oversee and approve the preparation and distribution of a Vote-By-Mail application which contains spaces for the following information:
1. The name and residence address, or business or organization affiliation address of the stakeholder.
  2. The name and address to which the ballot is to be mailed, if different than the residence or business or organization affiliation address.
  3. The stakeholder/voter's signature.
  4. The stakeholder status of the voter.
  5. The name and date of the election for which the application is being submitted (to be pre-printed on the application).
  6. The date on or before which the application must be received (to be pre-printed on the application).
  7. The address where the application is to be mailed or delivered (to be pre-printed on the application).
- ix.** The Vote-By-Mail application must be available not less than 30 days before the election and the ballot must be received from the voter not less than three (3) days before the election.
- x.** A stakeholder/voter's application for a Vote-By-Mail ballot not submitted on the prepared form will still be processed if it contains the information in Article XIII Section B viii, 1-7 above and is received by the application submission deadline.
- xi.** Candidates may distribute Vote-By-Mail applications but shall not handle the returned applications or the Vote-By-Mail ballots.
- xii.** The City Clerk, Election Division, upon receipt of a completed Vote-By-Mail ballot application on or before the submission deadline will issue a Vote-By-Mail Ballot Package containing the following items/information:
1. The official ballot.
  2. Voting instructions on how to complete the ballot and return the voted ballot. This will include the submission deadline and the place(s) to mail or deliver the completed ballot.

3. Instructions relative to any stakeholder/voter eligibility verification documents that must be completed and submitted with the Vote-By-Mail ballot. Such instructions will state that the voter may cross out any information on the documentation they are submitting that is not required to establish stakeholder status (e.g. on a utility bill the voter could cross out all information, such as account number and account balance, except their name and residence address).
  4. A pre-printed return envelope containing the return address and an affidavit to be signed by the stakeholder/voter stating "I hereby declare under penalty of perjury that I am a stakeholder in the **Porter Ranch Neighborhood Council** and I herein enclose my ballot in compliance with the Neighborhood Council Election Procedures."
- xiii. Once the ballot is verified for counting, the City Clerk, Election Division will retain self-affirmation stakeholder statements.
  - xiv. The voted ballot must be received three (3) days prior to Election Day (at the designated submission mailing address) or submitted at the polls on Election Day. All ballots received after this will be marked "Late" and will not be counted as part of the tally. This however does not apply to Vote-By-Mail ballots that are surrendered at the polling place on Election Day.
  - xv. Lists of all persons issued a Vote-By-Mail ballot and all those returning a Vote-By-Mail ballot will be prepared and provided to the person(s) managing the polling site(s) for use in the voter sign-in process.
  - xvi. Vote-By-Mail ballots may also be surrendered at the polling place on Election Day.

#### **XIV. BALLOT DESIGN**

- A. The City Clerk, Election Division will be responsible for overseeing and approving the design of the ballot(s) to be used in the election.
- B. Candidate titles will not to be used on the ballot.
- C. The ballots will use the same size, font and color of type for all candidate names.

- D. If necessary, different colored ballots will be developed for different board positions that have specific stakeholder status requirements.
- E. Transliteration of candidate names will not be provided on the ballot.
- F. The candidates for each office will be placed on the ballot in random order based on drawing names from a hat or similar process.
- G. Voter instructions will be included on the ballot or accompanying material to assist the voter in completing the ballot correctly.
- H. The Neighborhood Council logo may be added if received 40 days before Election Day.

**XV. CANVASS OF VOTES, ISSUANCE OF RESULTS AND CERTIFICATION OF THE ELECTION**

- A. The City Clerk, Election Division will be responsible for tabulating the ballots and announcing the unofficial results on Election Day, or as soon thereafter as possible.
- B. The City Clerk, Election Division 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, Vote-By-Mail ballots and any Provisional Ballots, shall be seven (7) days after the election.
- D. The Final Official Certified Canvass of ballots will occur at Piper Technical Center located at 555 S. Ramirez Street, Space 300, Los Angeles, CA 90012. The final vote counting of the ballots will take place during the seven (7) days immediately following the election.
- E. The Final Official Certified Canvass activities will be open to the public for observation, provided that the observers not interfere with or attempt to influence the vote tabulation in any way.
- F. Tie votes will be resolved with a coin toss in the presence of the two tied candidates, or their official representatives.
- G. Three-way ties will be resolved by placing 10 white marbles and one black marble into a bag. The three tied candidates, or their official representatives, will be asked to pull marbles out of the bag. Candidates will be asked to pull marbles according to candidate-filing order. The candidate who pulls the black marble from the bag will be named the winner.

- H. The City Clerk, Election Division will submit a Final Election Reconciliation Report and Official Certified Canvass to the Neighborhood Council and the Department of Neighborhood Empowerment immediately upon completion.
- I. The Neighborhood Council and the Department of Neighborhood Empowerment will announce the final election results to the candidates and stakeholders immediately upon receipt of the final election results from the City Clerk, Election Division.
- J. Upon compiling the Final Election Reconciliation Report and Official Certified Canvass, the City Clerk, Election Division will issue a press release and post it on the City Clerk, Election Division website <http://cityclerk.lacity.org/election/>.

## **XVI. OUTREACH FOR THE ELECTION**

- A. Upon completion, the Election Procedures and Planning Template will be issued to the Neighborhood Council and the City Clerk will work with the Department of Neighborhood Empowerment and the Neighborhood Council to inform the stakeholders about the election.
- B. **Between 45 and 60 Days of the Election**, the City Clerk, Election Division shall:
  - i. Hold two (2) noticed public meeting to provide information about the Neighborhood Council elections and to discuss and distribute the election procedures, voter registration forms and other pertinent election information.
  - ii. Provide at least one (1) mass mailing of a general information flyer containing at a minimum the following information:
    1. The name and general purpose of the Neighborhood Council and announcement of the upcoming election.
    2. The definition of a stakeholder as defined by the Neighborhood Council bylaws.
    3. The date(s), hours and location(s) of the election.
    4. The opportunity and process for becoming a candidate.
    5. Voter eligibility requirements.

6. Vote-By-Mail process (including application and ballot submission procedures).
  7. Upcoming election related meetings.
  8. 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, candidate filing and other related election information and deadline dates along with an information contact telephone number shall be posted on the City Clerk, Election Division web page.
- D. **28 Day Notification Requirements**. Not less than 28 days prior to the election, the City Clerk, Election Division shall:
- i. Provide at least one (1) mass mailing of a general information flyer containing at a minimum the following information:
    1. A list of the candidates that will appear on the ballot.
    2. The name and general purpose of the Neighborhood Council and announcement of the upcoming election.
    3. The definition of a stakeholder as defined by the Neighborhood Council bylaws.
    4. The date(s), hours and location(s) of the election.
    5. The opportunity and process for becoming a Write-in candidate.
    6. Voter eligibility requirements.
    7. Vote-By-Mail process (including application and ballot submission procedures).
    8. Upcoming election related meetings.
    9. Sources to obtain additional information.
  - ii. Post copies of the list of certified candidates on the City Clerk, Election Division web page which will also include:

1. Bylaws
2. Election Procedures
3. Candidate filing and verification of eligibility requirements for placement on the ballot
4. Write-in candidate procedures
5. Campaigning procedures and any campaigning restrictions
6. Requirements upon winning office, and
7. Any other information the Neighborhood Council determines would be useful.

iii. Begin to process and distribute Vote-By-Mail ballots.

E. **7 Day Vote-By-Mail Deadline.** Not less than 7 days prior to the election the City Clerk, Election Division shall:

- i. Post information on the City Clerk, Election Division web page announcing the closing of the Vote-By-Mail application portion of the election.
- ii. Post information on the City Clerk, Election Division web page, regarding:
  1. The date(s), time, place(s) of the election
  2. Contact numbers for obtaining additional information.

F. **3 Day Outreach and Notification Requirements.** Not less than 3 days prior to the election the Election Division shall:

- i. Post information on the City Clerk, Election Division web page, regarding:
  1. The date(s), time, place(s) of the election
  2. The final list of candidates that will appear on the ballot
  3. Contact numbers for obtaining additional information.

- G. A complete listing of election deadlines and events may be found in **Attachment A, Election Timeline**, to these election procedures.

## **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 City Clerk, Election Division by filing a written request with the City Clerk, Election Division. 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 City Clerk, Election Division will conduct the recount within five (5) days of receipt of a written request for a recount from a stakeholder by the City Clerk, Election Division.
- iii. Public notice of the location, date and time of the recount will be posted at the City Clerk, Election Division web site a minimum of 24 hours before the recount is to take place and the person(s) requesting the recount will be provided an individual notice within the same time frame.
- iv. The recount will be open to public observation, provided that observers must not interfere with or in any way attempt to influence the persons conducting the recount.
- v. The City Clerk, Election Division 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 City Clerk, Election Division immediately via the City Clerk, Election Division web page.

### **B. Election Challenges**

Decisions made throughout the election cycle by the City Clerk, Election Division may be appealed to the Department of Neighborhood Empowerment's Election Monitoring Panel. This panel is drawn from a pool of Neighborhood Council stakeholders. The method of selection to the panel and its final composition will be developed by DONE in consultation

with the Neighborhood Councils. This panel will be supported by the City Clerk, Election Division with the objective of resolving election related disputes in a timely manner so as to not adversely impact the election schedule.

Election Challenges that are not resolved by the Election Monitoring Panel will be resolved through the regional grievance process once that process is established.

Pending establishment of the regional grievance process the following **interim** Election Challenge process will be utilized.

- 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 of the completion of the Final Official Certified Canvass by the City Clerk, Election Division by filing a written request with the City Clerk, Election Division. 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. Identify the remedy the challenger is seeking.
- ii.** Public notice of the receipt of an election challenge will be posted at the City Clerk, Election Division web site at the time the election challenge is submitted. Person(s) submitting the election challenge will be provided individual notice within the same time frame.
- iii.** The City Clerk, Election Division will complete the review and issue the final findings and recommendations to the Board of Neighborhood Commissioners within 20 days of receipt of the election challenge.
- iv.** Challenges must be submitted to:

City Clerk, Election Division  
Attn: Election Challenge for the

**Porter Ranch Neighborhood Council**

555 Ramirez Street  
3<sup>rd</sup> Floor, Space 300  
Los Angeles, CA, 90012  
Fax: (213) 978-0376

**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 resolution of all election challenges. The incumbent board members will continue in their duly elected/appointed positions until the election challenges are 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) will be filled according to the bylaws of the Neighborhood Council.

**XX. DISPOSITION OF ELECTION RECORDS**

- A. The City Clerk, Election Division 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. At the conclusion of the recount and election challenge resolution period, the City Clerk, Election Division 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.

## 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
Distribution of Election Procedures	Monday, April 21, 2008 to Monday, April 28, 2008	Election Division	
Stakeholder / Candidate Informational Meetings (2)	Tuesday, April 29, 2008 and Wednesday, May 7, 2008	Shepherd of the Hills Church, 19700 Rinaldi St. Porter Ranch, CA 91326	Both events are scheduled from 6:00 p.m. to 8:00 p.m.
Candidate Filing Period	Tuesday, April 29, 2008 to Thursday, May 29, 2008	Election Division	Filing ends at 5:00 p.m. on 5/29/08
Vote-By-Mail Application Period	Tuesday, April 29, 2008 to Saturday, June 21, 2008	Election Division	Application Period ends at 5:00 p.m. on 6/21/08
Write-in Candidate Filing Period	Friday, May 30, 2008 to Wednesday, June 25, 2008	Election Division	Filing ends at 5:00 p.m. on 6/25/08
Vote-By-Mail Return Deadline	Wednesday, June 25, 2008	Election Division	Ballots must be received at 5:00 p.m. on 6/25/08
Election Day	Saturday, June 28, 2008	Shepherd of the Hills Church, 19700 Rinaldi St. Porter Ranch, CA 91326	Polls open from 8:00 a.m. to 2:00 p.m.
Deadline to Complete Final Canvass	Saturday, July 5, 2008	Election Division	
Deadline to Submit Recount and Challenges	Thursday, July 10, 2008	Election Division	
Deadline to Finish Recount	Tuesday, July 15, 2008	Election Division	
Deadline to Issue Final Election Report	Thursday, July 31, 2008	Election Division	

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

The following chart contains information regarding board seats for this election

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	QUALIFICATIONS TO RUN FOR THE SEAT	QUALIFICATIONS TO VOTE FOR THE SEAT
At-Large	4	Elected	Those who live, own, or rent property, or work within the geographic area of this Neighborhood Council and are 16 years of age and above.	Those who live, own, or rent property, or work within the geographic area of this Neighborhood Council, 16 years of age and above.
Youth	1	Elected	Those between 16 and under 18 years of age at the time of the election.	Those who live, own, or rent property, or work within the geographic area of this Neighborhood Council, 16 years of age and above.
Open At-Large	1	Elected	Those who declare a stake in the area and affirm a factual basis for it and are 16 years of age and above.	Stakeholders 16 years of age and above.

**The candidate verification process and eligibility to run for office:**

Candidates must provide documentation to establish their eligibility to hold office by completing the Candidate Filing Packet 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 City Clerk, Election Division will determine the acceptable forms of identification for each position.

**Candidate filing requirements:**

- A.** To file for candidacy, candidates must complete the Candidate Filing Packet portion 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: **Tuesday, April 29, 2008**
- D.** The deadline to file for candidacy to have the candidate's name printed on the ballot is: **Thursday, May 29, 2008**
- E.** Completed Candidate Filing Forms must be submitted at a Stakeholder/Candidate Informational Event, filled out and submitted in person at the Election Division (address listed below) or mailed directly with copies of all necessary stakeholder verification documents to:

City Clerk, Election Division

**Porter Ranch Neighborhood Council**

555 Ramirez Street  
3<sup>rd</sup> Floor, Space 300  
Los Angeles, CA, 90012  
Fax: (213) 978-0376

- F.** The Write-in candidate filing period will begin at the end of the regular Candidate Filing Period (identified in "D" above) and ends three (3) days prior to Election Day.

- G.** Candidates wishing to be certified as a Write-in must complete the Candidate Filing Form and provide the necessary stakeholder verification documents by

**Wednesday, June 25, 2008**

to:

City Clerk, Election Division

**Porter Ranch Neighborhood Council**

555 Ramirez Street  
3<sup>rd</sup> Floor, Space 300  
Los Angeles, CA, 90012  
Fax: (213) 978-0376