

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 2010 Election Procedures. This worksheet supplements the policies and procedures in the Neighborhood Council 2012 Election Manual. **Please take Board action to confirm the information and to provide the additional information (*) needed to administer the elections. The Board may choose to make changes to the checked items, which will supersede any conflicting bylaws language. 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 July 1, 2012.** Please return via email to elections@empowerla.org or by fax to (818) 582-2849.

WESTWOOD NEIGHBORHOOD COUNCIL

Election Region: 11

Election Date: Sunday, October 28th, 2012

***Election Time:** please provide a 4 hour window between the hours of 9 am to 8 pm for the Department to hold the elections. A 6 hour window is available by request. Default will be 10 am to 2 pm on Saturday or Sunday and 4 pm to 8 pm from Monday through Friday.

ELECTION DURATION 4 HOURS 6 HOURS

START TIME: _____ AM/PM END TIME: _____ AM/PM

***Election Location** - must be within the NC's boundaries, comply with the Americans with Disabilities Act, have adequate parking, and be available on the election 2 hours before and after the election time window. **The NC must confirm the location availability.** Location fee maximum: \$200. Default will be the Department's selection.

LOCATION ADDRESS NAME: _____

Street Address

City

Zip

Phone

Location Contact Person

Location Contact Person's Email

Phone

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: SELF-AFFIRMATION (Default) DOCUMENTATION

Minimum Stakeholder Voting Age: 17 years old at the time of the election

***Vote-by-Mail** - available for the 2012 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

WESTWOOD NEIGHBORHOOD COUNCIL

Election Timeline

TIMELINE ELEMENTS	FORMULA	
Election Region	1-12	11
Start Regional Meetings	E-90-120	Recommended
Start Candidate Outreach	E-90-120	Recommended
Call for Candidates + VBM	E-60	8/29/2012
Regional and Individual NC Candidate Info Session	Before E-30	Recommended
Candidate Filing Deadline + VBM Requests DUE	E-30	9/28/2012
Candidates Verified	E-25	10/3/2012
VBM MAILED	E-15	10/13/2012
VBM Ballot Received	E-1	10/27/2012
ELECTION DAY	E	10/28/2012
Recount Request DUE	E+3	10/31/2012
Challenges DUE	E+5	11/2/2012
Challenges RESOLVED	DUE + 30	12/2/2012
Election Materials RELEASED	Challenge Resolved+6 months	

PLEASE NOTE

If after the Candidate Filing Verification Date, all the Board seats are uncontested, i.e. have only one or no candidates, the Department will hold a Board Affirmation town hall instead of an election for the Neighborhood Council. If one to three seats are contested, then the Department may hold a shortened election time frame of two hours for the Neighborhood Council instead of the four or six. These changes were developed as a cost saving measure for elections.

NC Election/Outreach Contact Information (if applicable)

Election Chair: _____
Name
Email
Phone

Outreach Chair: _____
Name
Email
Phone

***Please complete and return the attached Outreach Plan with this worksheet. Also, please include a current Board roster with the information in the attached template. Please note that the personal contact information will be kept private and should not be the Neighborhood Council's mailing address and contact number.**

DECLARATION

We, the persons authorized by the above-named Neighborhood Council to execute this Election 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.

Date of Board Action: ____/____/____

Board Vote: ____yes____no____abstentions

President/Chair Signature: _____ 2nd Signatory Signature: _____

Print Name: _____ Print Name: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

Please contact Grayce Liu with any questions or if you require electronic support in submitting this document: (213) 978-1551 or grayce.liu@lacity.org.

**WESTWOOD NEIGHBORHOOD COUNCIL
 ELECTION OUTREACH PLAN**

PLEASE PROVIDE INFORMATION below on how your Neighborhood Council will conduct Stakeholder Outreach for the 2012 elections. The Department recommends incorporating Election Outreach into your existing outreach methods and planned events as well as working with other Neighborhood Councils in your region to maximize outreach funds.

1). What is your Neighborhood Council's **Election Outreach BUDGET**: \$ _____

2). **Election GOALS**: # of Candidates: _____ # of Voters in the Election: _____

3). **Election PUBLICITY**: How will your Neighborhood Council recruit candidates and publicize the election?
(please check all boxes that apply)

• Digital/Online Campaign Website E-mail Database E-Newsletter Twitter YouTube Facebook
 Other: _____

• Print Campaign Newsletters Flyers Direct Mail Street Banners Postings A-Frames
 Other: _____

• Media Campaign Cable Channel 35 Radio Spots Public Service Announcements
 Other: _____

• Canvassing Campaign Council Meeting Announcements Neighborhood Walks Telephone Chain
 Other: _____

• Regional Campaign No Yes, please explain: _____

4). **Which of these organizations will your Neighborhood Council enlist to help publicize the elections?**
(please check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> CPAB | <input type="checkbox"/> Social Services/Food Banks | <input type="checkbox"/> Homeowners/Residential Associations |
| <input type="checkbox"/> Chamber of Commerce | <input type="checkbox"/> Religious Institutions | <input type="checkbox"/> Local Parent-Teacher Associations |
| <input type="checkbox"/> Local Library | <input type="checkbox"/> Historical Associations | <input type="checkbox"/> Community Based Organizations |
| <input type="checkbox"/> Other Organizations <i>(Please describe)</i> : _____ | | |

5). **How will your Neighborhood Council incorporate Election Outreach into your existing outreach events?**

6). **Other information:** _____

Please attach any pertinent outreach materials. Thank you!