

**Venice Neighborhood Council  
Election Procedures for 2006  
Revised from Official VNC 2005 Election Procedures**

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**INTRODUCTION**

**A.** In preparation for the coming election the Rules and Elections Committee of the elected Venice Neighborhood Council (VNC) has drafted election procedures for the September 2006 election.

**B.** For the 2006 election, election procedures have been adapted from the previous year and modified at public meetings that have been noticed in accordance with the Brown Act.

**C.** What follows is a draft of the election procedures created by the Rules and Elections Committee utilizing input gathered from committee members and stakeholders at a series of three (3) committee meetings, and finalized at a meeting of the Venice Neighborhood Council held April 18, 2006.

**D.** Due to changes in the VNC bylaws only 11 of the 21 Board Officer seats expire in 2006 and the other 10 seats expire in 2007. The current VNC bylaws require that all Board Officers are elected every two years. To facilitate this change the current Board Officer seats elected in the 2006 election will be for a one year term as specified in the current VNC Bylaws transition language Article VI. Section H.

**I. ELECTION DAY:**

**A.** The date of the Election is Sunday, September 17, 2006. The Election will take place at Venice High School (13000 Venice Blvd, Los Angeles, CA 90066) during the hours of 10:00 AM to 5:00 PM.

**II. NEIGHBORHOOD COUNCIL AREA:**

Boundaries of the VNC shall follow the traditional boundaries for Venice, as set forth in the City of Los Angeles Venice Area Specific Plan and the City of Los Angeles Planning and Land Use Map for Venice, with one exception, as noted below. These traditional boundaries are approximately described as the City of Santa Monica to the North, the Pacific Ocean to the West, Marina del Rey (unincorporated County of Los Angeles) to the South, and Walgrove Avenue, the eastern edge of the Venice High School grounds, Culver City, Walnut, Del Rey and Lincoln Boulevard on the East. The exceptions to these traditional boundaries are:

The area between Walgrove Ave. and Beethoven St., contains many of the schools serving the Venice Community including Venice High, Mark Twain Junior High, Walgrove Elementary and Beethoven Elementary. The grounds of these schools shall be considered an overlap area with the Neighborhood Council established by the Mar Vista Community.

*(See Attachment B for a map of the VNC Boundaries)*

#### IV. NEIGHBORHOOD COUNCIL STAKEHOLDERS

A. Persons who fulfill the following criteria are eligible to run for office and/or vote in the 2006 election:

1. Individuals who live, work, or own property within the VNC boundaries.

#### V. ELECTION TYPE:

A. The election shall be a Prepared Ballot Election with a Vote-by-Mail component. Candidates must file prior to the election to be included on a printed ballot that is distributed to the voters at the polling location on the election days.

B. Vote-by-Mail will be allowed in this election.

C. Write-in candidates will be allowed in this election.

D. Proxy voting is not allowed in Neighborhood Council elections.

E. Eleven (11) Board Officers will be elected by the stakeholders on the election days.

F. The Board seats available for 2006 and qualifications to run for the seat and qualifications to vote for the seat are as follows:

| <b>VOTING MEMBERS</b>                        | <b>SEATS</b> | <b>POSITION</b> | <b>QUALIFICATION to vote for the seat</b> | <b>QUALIFICATION to run for the seat</b> |
|--|--------------|-----------------|---|--|
| President                                    | 1            | Elected         | Stakeholder                               | Stakeholder                              |
| Vice President                               | 1            | Elected         | Stakeholder                               | Stakeholder                              |
| Community Outreach Officer                   | 1            | Elected         | Stakeholder                               | Stakeholder                              |
| Land Use and Planning Committee Chair        | 1            | Elected         | Stakeholder                               | Stakeholder                              |
| Community Officers                           | 7            | Elected         | Stakeholder                               | Stakeholder                              |
| Immediate Past President (non-voting member) | 1            | Non-elected     | n/a                                       | Immediate past president of VNC          |

G. The polling location is in compliance with the Americans with Disabilities Act (ADA). Any stakeholders unable to access the polling location may register to vote and submit a ballot with the help of a poll worker stationed at the rear door of the auditorium (nearest the parking lot).

H. All persons or other entities that meet the criteria for the definition of stakeholder as outlined in the VNC bylaws and in Article IV, Section A of the Citywide Election Procedures shall be eligible to vote in the election, either at the polls or by utilizing the Vote-by-Mail option.

I. Stakeholders cannot be denied the opportunity to vote for a candidate for member of the governing board for whom they are eligible to vote.

J. Stakeholders cannot be denied the opportunity to run for a board seat for which they hold stakeholder status.

## **VI. TERMS OF OFFICE:**

A. The following 11 Board members will serve a one (1) year term to complete the remainder of an existing two (2) year term:

- ◆ President
- ◆ Vice President
- ◆ Community Outreach Officer
- ◆ Land Use and Planning Committee Chair
- ◆ Seven (7) Community Officers

The VNC Bylaws contains the following transitional language for 2006:

*“Article VI - H. Transitional Provision: All Officers in the September 2006 transitional election shall be elected for one-year terms: President, Vice President, Community Outreach Officer, Land Use and Planning Chair, and seven (7) Community Officers (the former seven Geographical Representative Officer positions).”*

## **VII. ELECTION TIMELINE:**

Please see Attachment A.

## **VIII. VOLUNTEER ELECTION COMMITTEE:**

A. For the 2006 election, the VNC Rules and Election Committee (REC) will consist of volunteers from the Neighborhood Council community, three (3) of whom will not be applying as candidates for the Governing Board.

### **B. Responsibilities:**

The REC shall be responsible for working under the direction of the appointed Independent Election Administrator (IEA) and the Department to oversee, and implement all activities related to the NC elections including, but not limited to:

1. Finalizing the election procedures for board approval
2. Preparing and distributing all election announcements and candidate information
3. Assisting with the oversight of eligibility and verification of all Stakeholders and candidates

4. Overseeing notification and outreach of the Election and all processes connected with the Election to the community.
5. Preparing election materials as necessary for the Election.
6. Implementing a printed ballot election with a vote-by-mail component.
7. Following up with all entities upon the conclusion of the Election (e.g. announcement of results, storage of election records, post election evaluation of the election process).

### **C. Contact and Information:**

For more information or to participate in the Rules and Elections Committee contact:

**REC Chair: Richard Myers**

**[elections@grvnc.org](mailto:elections@grvnc.org)**

#### Other Key Contacts for the REC

Ivan Spiegel  
David Buchanan

[ivan13147@verizon.net](mailto:ivan13147@verizon.net)  
[david@marinamedia.com](mailto:david@marinamedia.com)

### **IX. INDEPENDENT ELECTION ADMINISTRATOR (IEA)**

**A.** Mr. Jerry Kvasnicka will be the Independent Election Administrator (“IEA”) for the 2006 Neighborhood Council election. If the Independent Election Administrator cannot fulfill their responsibilities, the Neighborhood Council must immediately notify the Department of Neighborhood Empowerment so that a mutually agreed upon replacement Independent Election Administrator can be secured.

**B.** The Independent Election Administrator may utilize the staff, material, equipment and facility resources of the Neighborhood Council or the Department to assist him in carrying out the election administration duties, provided, however, that the following conditions are met:

1. 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.
2. The Independent Election Administrator shall maintain the ultimate authority and responsibility for the administration of the election.

**C. DONE shall not act as the Independent Election Administrator.**

**D. Responsibilities:**

1. The Independent Election Administrator shall be responsible for the following duties:
  - a. Reviewing and providing input on the Neighborhood Council's draft Election Procedures.
  - b. Processing of candidates including verification of eligibility and conducting or supervising the candidate forums.
  - c. Processing of voters and verification of eligibility as applicable.
  - d. Overseeing and approving the preparation of the ballot to be used in the election.
  - e. Distributing and receiving ballots from the voters.
  - f. Verifying any provisional ballots.
  - g. Counting and recounting the ballots.
  - h. Issuing the election results.
  - i. Securing and submitting all election materials for records retention in accordance with the bylaws and these Election Procedures.

#### **E. Disposition of Election Records**

1. The Independent Election Administrator shall retain all election materials including ballots, voter rosters, candidate filing documents, voter registration forms, etc. until the period for requesting a recount or filing a challenge has passed, or if a recount request or an election challenge is filed, until those processes are concluded.
2. In the case of an election challenge, the Independent Election Administrator shall make the election materials available to the Final Decision Maker upon request.
3. At the conclusion of a recount and election challenge resolution period, the Independent Election Administrator shall turn all election materials over to the Neighborhood Council. The Neighborhood Council shall then retain the election materials for a period of six (6) months, after which they shall be destroyed.
4. If the ballot design and the voter registration allows for a ballot to be tracked to an individual voter, then the Independent Election Administrator will permanently redact the tracking information from the actual ballots prior to handing over the election materials to the Neighborhood Council. Only the designated IEA and FDM will be allowed to view the two lists in such a way that the vote of any individual stakeholder is revealed.
5. For the 2006 election, consecutive numbering and issuance of ballots will be required.

#### **F. Postponement of the Election**

1. If the Independent Election Administrator determines that circumstances have arisen that seriously jeopardize his ability to conduct an election in conformance with the approved Neighborhood Council Election Procedures, then the Independent Election Administrator has the authority to postpone the election until corrective action can be taken. In such a case, the following actions shall be taken:

a. The Independent Election Administrator shall immediately notify the Neighborhood Council and DONE of his decision to postpone the election, and shall provide the basis for that decision including the actions that must be taken in order to reschedule and conduct the election.

b. The Rules and Elections Committee, the Department and the Independent Election Administrator will jointly develop and take actions to inform the stakeholders of the postponement of the election.

c. As soon as possible, the Department will schedule a meeting before the Commission at which time the Independent Election Administrator shall report on the postponement, the basis for the postponement decision and the establishment of a new election date.

#### **G. Canvass of Votes, Issuance of Results and Ratification of the Election**

1. The Independent Election Administrator will be responsible for:

a. Tabulating the ballots and announcing the unofficial results at the end of the second election day, or as soon thereafter as possible.

b. Verifying all Provisional ballots for inclusion in the Final Official Certified Canvass of the votes.

c. Completing the Final Official Certified Canvass including At- Polls ballots and any Provisional ballots either on the last election day or within seven (7) days after the election.

d. Identifying the location, date(s), and time that the Final Official Certified Canvass of ballots will be announced.

e. Ensuring that the activities associated with the Final Official Certified Canvass are open to the public for observation, provided that the observers must not interfere with or attempt to influence the vote tabulation in any way.

f. Resolving tie-votes with a flip of a two-sided coin.

g. Submitting a Final Election Reconciliation Report and Official Certified Canvass, to the Volunteer Election Committee and DONE immediately upon completion.

#### **H. Contact and Information**

Mr. Jerry Kvasnicka  
P.O. Box 41048, Los Angeles, CA 90041  
323-256-6330 (also fax but call first)  
[jkvas@earthlink.net](mailto:jkvas@earthlink.net)

## **X. FINAL DECISION MAKER**

**A.** The Los Angeles City's Human Relations Commission will act as the Final Decision Maker (FDM). If the Final Decision Maker cannot fulfill their responsibilities, the Neighborhood Council must immediately notify the Department of Neighborhood Empowerment so that a mutually agreed upon replacement FDM can be secured.

**B.** The Final Decision Maker shall be responsible for administering the resolution of challenges to the election.

### **C. Contact and Information:**

All challenges must be submitted to the FDM through the following address:

Attn: Election Challenges for the Venice Neighborhood Council

334-B East Second Street

Los Angeles, CA 90012

Fax: (323) 485-4608

Email: [done.election@lacity.org](mailto:done.election@lacity.org)

**D.** For more on Final Decision Maker roles and responsibilities please see Article XVII, Challenges.

## **XI. VOTING AND STAKEHOLDER REGISTRATION**

**A.** All Stakeholders, who meet the criteria for the definition of a Stakeholder, and are 16 years of age, or a junior or senior in high school, shall be eligible to vote on the days of the Election. Every stakeholder shall be able to cast one vote for each Board seat (President, Vice President, Community Outreach Officer, Land Use and Planning Committee Chair) as well as cast one vote for a Community Officer.

**B.** Registration will occur at the following three (3) events, on the election day and per the VBM process:

### ***Board Meetings/Election Information Sessions:***

*Tuesday, July 18, 2006 (7-9 PM)*

*Tuesday, August 15, 2006 (7-9 PM)*

*[Westminster Elementary School (auditorium)*

*1010 Abbot Kinney, Venice, CA 90291]*

### ***Election Information Session:***

*Sunday, August 27, 2006 (10 AM - 1 PM)*  
*[Westminster Elementary School (auditorium)*  
*1010 Abbot Kinney, Venice, CA 90291]*

**C.** All Stakeholders, even those who have registered for previous elections of the VNC, will need to provide proof of their stakeholder status in the form of a valid credential. Valid credentials will constitute one (1) of the following unless otherwise specified by these election procedures:

**CREDENTIALS:**

- **CA Drivers License**
  - (for an address within the VNC area)
- **CA Residency Card**
  - (for an address within the VNC area)
- **School ID Card**
  - (for a school with in the VNC boundaries)
- **A business card**
  - (In combination with any of the following with a matching Venice address-- Business license, business check, or pay stub).
- **A recent utility bill**
  - (for an address within the VNC area)
- **An imprinted check**
  - (including an address within the VNC are)
- **Pay stub**
  - (from a business within the VNC area)
- **Passport**
  - (only in combination with any other credential item)
- **School report card**
  - (with in the VNC boundaries)
- **Property tax bill**
  - (with an address within the VNC area)

**OTHER CREDENTIALS:**

- **Church/Religious Institution within the VNC area:**
  - Letter (on church letterhead with contact information) from Church/Religious institution attesting to volunteer work.
- **Nonprofit Organization within the VNC area:**
  - Letter (on organization letterhead with contact information) from organization attesting to stakeholder volunteer work.
- **Senior Group within the VNC area:**
  - Letter (on group letterhead with contact information) from group attesting to stakeholder volunteer work.



- **Venice Beach Boardwalk Public Expression Permit:** includes proof of Boardwalk Lottery participation.
- **All forms of identification must be valid at the time of the election.**

D. All other credentials not listed above, as well as any questionable credentials, will be accepted at the discretion of the IEA at the time of registration.

E.. Photographic identification shall not be the only means by which a stakeholder can verify his/her status.

F. No single stakeholder or group of stakeholders will be required to provide greater documentation of stakeholder status than any other stakeholder or stakeholder group.

G. Photocopies of materials will be evaluated and accepted by the IEA or his assistant only.

H. Stakeholders will be allowed two (2) opportunities to cast a ballot in the 2006 election. If a voter's original ballot is miss-marked or otherwise spoiled prior to the ballot being cast, the voter may turn in his/her ballot and request another ballot. Once the second ballot has been issued, no additional ballots will be issued to that voter during the 2006 election. All spoiled ballots will be voided by the IEA.

I. If any person's voter registration is rejected during the registration process, that voter may request a review of that decision by the FDM. If the IEA rejects the stakeholders application, the stakeholder may request a review of the IEA's decision by the Final Decision Maker by filing a challenge under the provisions of the Election Challenge section. Subsequent to their review, the Final Decision Maker will issue a final determination as to whether the voter will be allowed to vote in the election. If a determination cannot be made during the actual election, the voter's case will be handled pursuant to the Provisional Voting provisions specified herein.

## **J. Vote-By-Mail Voting**

1. All Stakeholders, who meet the criteria for the definition of a Stakeholder, and are 16 years of age, or a junior or senior in high school, shall be eligible to vote by mail in the 2006 election. Every stakeholder shall be able to cast one vote for each Board seat (President, Vice President, Community Outreach Officer, Land Use and Planning Committee Chair) as well as cast one vote for a Community Officer.

2. Vote-by-Mail requests and registration must be made in person at one of the following three (3) events:

### ***Board Meetings/Election Information Sessions:***

*Tuesday, July 18, 2006 (7-9 PM)*

*Tuesday, August 15, 2006 (7-9 PM)*

*[Westminster Elementary School (auditorium)*

*1010 Abbot Kinney, Venice, CA 90291]*

### ***Election Information Session:***

*Sunday, August 27, 2006 (10 AM - 1 PM)*

*[Westminster Elementary School (auditorium)  
1010 Abbot Kinney, Venice, CA 90291]*

3. All Stakeholders, even those who have registered for previous elections of the VNC, will need to provide proof of their stakeholder status to vote by mail in the form of a valid credential (see Article XI, Section C. above).

4. Vote-by-Mail ballots will be mailed to stakeholders no later than Monday, September 5, 2006.

5. Voters may return Vote-by-Mail ballots two (2) ways:

- a. **By Mail:** Ballots sent by mail must be **received** no later than Saturday, September 16, 2006. Ballots received after the deadline will not be counted regardless of the postmark.) Mail all ballots to Mr. Jerry Kvasnicka --P.O. Box. 41048, Los Angeles, CA 90041.
- b. **In Person:** Ballots returned by the voter in person must be received in the ballot box by the close of the polls on the final election day (5:00 PM on Sunday, September 17, 2006). Ballots received after the close of the polls will not be counted.

6. A tally will be kept of all stakeholders who request a VBM ballot.

### **K. Provisional Voting**

1. Voters can cast a Provisional Ballot if the voter's eligibility to vote in the election cannot be determined in favor of the voter at the time the voter attempts to cast his or her ballot. This process must include the following provisions:

- a. The provisional ballots will be identical to the regular ballots with the exception of color.
- b. The only acceptable basis for challenging a voter's right to vote at the polling site will be that the person is not a stakeholder as defined by the Neighborhood Council bylaws or that the person was issued a Vote-by-Mail ballot.
- c. If a voter is refused a regular ballot on the basis that he/she is not a stakeholder eligible to vote in the election, the voter may produce any of the documentation outlined in these procedures prior to the closing of the polls on either election day, at which time the voter will be issued a regular ballot.
- d. If a voter cannot produce the required documentation then the voter will be offered the opportunity to vote a Provisional Ballot. The Provisional

Ballot will be placed in the ballot box 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).

e. 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 last election day.

f. The Independent Election Administrator will be responsible for the verification of the Provisional Ballots.

## **XII. POLLING PLACE OPERATIONS**

**A.** The election site shall be:

1. Be of sufficient size to accommodate the voter sign-in process, actual voting, and any allowable candidate/campaign activities.
2. Have sufficient parking.
3. Convenient for those utilizing public transportation.
4. Accessible for the disabled or procedures must be in place to accommodate disabled voters.

**B.** The Neighborhood Council bylaws and approved 2006 Election Procedures shall be posted at the polling site for stakeholder review.

**C.** Campaigning/electioneering shall not be allowed within 500 feet of the election site on either election day, unless within an area assigned for the purposes of campaigning. The 500-foot limit and the assigned campaigning area will be marked by signs in all directions.

**D.** The Independent Election Administrator will announce in a loud voice in front of the polling site(s) at the appointed time that the polls are open.

**E.** The Independent Election Administrator will announce in a loud voice in front of the polling site(s) 10 minutes before the close of polls that the polls will close in ten (10) minutes.

**F.** Any persons in line outside of the poll at the time of the closing of the polls will be allowed to vote.

**G.** Non-candidate 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. These observers will not be allowed to campaign for any candidate while in the polling site. The observation area will be clearly marked. Stakeholders who violate the rules of observation will no longer be allowed to observe the election.

**H.** Only the Independent Election Administrator or his or her assistants be allowed to issue, receive or process ballots from the voter.

**I.** Assistance in any languages other than English and Spanish must be requested 5 days prior to the first election day. Interpreters will be available to assist voters who require assistance in Spanish.

**J.** 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. CANDIDACY**

**A.** 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.

**B.** Stakeholders may only run for one (1) position on the board.

**C.** All Stakeholders who wish to run for a position on the Governing Board must complete a Candidate Filing Form and comply with the following requirements:

1. Submit a completed Candidate Filing Form at one of the two (2) Candidate Information Sessions. Deadline for submittal is 9:00 PM on Thursday, August 17, 2006 (at the close of the final candidate information session).
2. In-person check-in at one of the two (2) Candidate Information Sessions.
3. Provide a form of identification at one of the two (2) Candidate Information Sessions that verifies their status as a stakeholder in the category for which they are filing candidacy.
4. Participation in the Candidate Forum on Wednesday, September 6, 2006, may consist of candidate attendance, or attendance of a representative of the candidate. The representative of the candidate may read the candidate's statement at the Forum if the candidate is not present. See section XIII T. below for the location of the Candidate Forum.

D. Failure to comply with these requirements will result in disqualification as a candidate.

E. All Stakeholders, even those who have been candidates in previous VNC elections, will need to provide proof of their stakeholder status in the form of a valid credential in order to be a candidate for the 2006 election. Valid credentials will constitute one (1) of the following unless otherwise specified by these election procedures:

- **CA Drivers License**
  - (for an address within the VNC area)
- **CA Residency Card**
  - (for an address within the VNC area)
- **School ID Card**
  - (for a school with in the VNC boundaries)
- **A business card**
  - (In combination with any of the following with a matching Venice address-- Business license, business check, or pay stub).
- **A recent utility bill**
  - (for an address within the VNC area)
- **An imprinted check**
  - (including an address within the VNC are)
- **Pay stub**
  - (from a business within the VNC area)
- **Passport**
  - (only in combination with any other credential item)
- **School report card**
  - (from a school with in the VNC boundaries)
- **Property tax bill**
  - (with an address within the VNC area)

**OTHER CREDENTIALS:**

- **Church/Religious Institution within the VNC area:**
  - Letter (on church letterhead with contact information) from Church/Religious institution attesting to volunteer work.
- **Nonprofit Organization within the VNC area:**
  - Letter (on organization letterhead with contact information) from organization attesting to stakeholder volunteer work.
- **Senior Group within the VNC area:**
  - Letter (on group letterhead with contact information) from group attesting to stakeholder volunteer work.
- **Venice Beach Boardwalk Public Expression Permit:** includes proof of Boardwalk Lottery participation.
- **All forms of identification must be valid at the time of the election.**

All other credentials not listed above, as well as any questionable credentials, will be accepted at the discretion of the IEA at the time of registration.

**F.** No single stakeholder or group of stakeholders will be required to provide greater documentation of stakeholder status than any other stakeholder or stakeholder group.

**G.** Photocopied materials will be evaluated and accepted by the IEA or his assistant only.

**H.** The Candidate Filing Form shall serve as a written acceptance of a Stakeholder's desire to run for a position on the Governing Board. If any person's candidate registration is rejected during the registration process, that prospective candidate may request a review of that decision by the FDM.

**I.** Candidate Filing Forms must be completed and submitted to the IEA in person at the designated events.

**J.** Candidate Filing Forms are due by Thursday, August 17, 2006 by 9:00 PM at the last candidate information session for inclusion on the printed ballot. There shall be "write-in" candidates allowed. The deadline for write-in candidate filing forms is Wednesday September 13, 2006, however these names will not appear on the printed ballot or on other official election material.

**K.** If the Independent Election Administrator rejects a candidate's filing application, that candidate may request that the Final Decision Maker review their candidate filing application by filing a challenge under the provisions of the Election Challenge section. Subsequent to their review, the Final Decision Maker will issue a final determination as to whether the candidate will be allowed to run for office.

**L.** The updated list of eligible candidates will be publicized throughout the filing period.

**M. Candidate Recruitment:**

1. The Rules and Elections Committee shall attempt to identify at least one candidate for each Governing Board position.
2. The Rules and Elections Committee shall attempt to distribute Elections information to areas that represent high numbers of stakeholders including, but not limited to, schools, businesses, religious and nonprofit organizations, homeowners associations, apartment complexes, senior organizations, and facilities that provide senior programs.

**N. Candidate Information:**

1. After submitting a Candidate Filing Form, all Candidates shall receive the following information:
  - Neighborhood Council Bylaws
  - Map of Neighborhood Council boundaries (including a description of the geographical representative areas)
  - Neighborhood Council 2006 Election Procedures
  - Neighborhood Council 2006 Election Timeline

2. The Volunteer Elections Committee will have copies of all the above mentioned information in a binder that will be made available at all meetings for any potential candidate to read, prior to completing a Candidate Filing Form.

**O. Disqualification:**

1. Candidates who do not meet eligibility requirements (as indicated above) by the final deadline shall not be considered candidates for the 2006 election.
2. Disqualified candidates will be notified by the Rules and Elections Committee by way of a letter or e-mail no later than Tuesday, September 5, 2006. Notification shall include the specific reason why the Candidate has been disqualified.

**P. Nominations/Candidate Filing Period:**

1. The candidate filing period for inclusion on the printed ballot is from July 18, 2006 to August 17, 2006. All Candidates must complete a Candidate Filing Form, which must be received by the IEA by the deadline. Write-in candidates have until September 13, 2006 to file.

**Q. Campaigning:**

1. Stakeholders who have completed a Candidate Filing Form and been accepted as a valid candidate by the IEA may immediately begin campaigning.
2. Campaigning/electioneering shall not be allowed within 500 feet of the building and parking lot on either election day, unless within the specific area assigned for the purposes of campaigning. The 500-foot limit and the assigned campaigning area will be marked by signs in all directions.
3. The use of the City of Los Angeles Seal, the Department of Neighborhood Empowerment Logo or any other official Neighborhood Council designation created by the Department of Neighborhood Empowerment is prohibited for use on candidate materials.
4. The governing board of the Neighborhood Council, acting in their official capacity as the governing board, is prohibited from endorsing or campaigning for any candidate or group of candidates running for the governing board of the Neighborhood Council. This provision does not restrict the right of individual board members, acting as individual stakeholders, or any other stakeholders, from endorsing or campaigning for any candidate or group of candidates.
5. 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.

6. City resources may be used by a Neighborhood Council for communicating with voters through the printing and mailing of a voter information pamphlet which includes candidate statements and/or the posting of candidate statements on its website. To the extent that the Neighborhood Council provides candidate statements to the voters or neighborhood council mailing lists to candidates, candidates shall be given access in a timely and uniform manner.

**R. Candidate Statements:**

1. Each candidate shall be given the opportunity to write a one page (8 ½ by 11) statement that lists his/her attributes and explains to other Stakeholders the reason(s) for wishing to serve as an Board member. The Candidate will be responsible for translation of their statements, if they so desire.
2. All submitted statements shall be available for Stakeholders to view on the day(s) of the scheduled Election.
3. In addition, all candidates may submit a 200 word statement for inclusion in an official voter guide by August 18, 2006.

**S. Candidate Informational Sessions:**

1. The IEA or an IEA designated volunteer shall oversee the Candidate Information Sessions where candidates will receive orientations on the election guidelines, their roles as Candidates, and their responsibilities, if elected, as Neighborhood Council Board members.

2. These Candidate Informational Sessions are scheduled for:

***Candidate Information Sessions:***

*Wednesday, July 26, 2006 (7-9 PM) (optional)*

*Thursday, August 17, 2006 (7-9 PM)*

*[Beyond Baroque*

*681 Venice Blvd Venice, CA 90291]*

3. It is mandatory that all Candidates check-in at one (1) of these Candidate Informational Sessions. ***Candidates who fail to attend one complete session will be disqualified without access to the appeal or reconsideration processes herein defined in the Election Procedures.***

**T. Candidate Forum:**

1. The IEA shall facilitate the Candidate Forum where candidates shall be given the opportunity to address Stakeholders. Each Candidate will be provided the same amount to time to speak as other candidates for the same office based on the number of Candidates and Candidate Forum format. During this time, the Candidates will state their name, their Stakeholder status, their qualifications, their



reason(s) for running, and any other information they feel may be pertinent to reveal to Stakeholders about themselves.

2. The Candidate Forum is scheduled for:

Venice High School  
13000 Venice Blvd, Los Angeles, CA 90066  
September 6, 2006 (6-9 pm)

3. It is not mandatory that Candidates attend the Candidate Forum. However, it is mandatory that all candidates are represented or provide a one page statement to be shared with the voters. Candidates must inform the IEA in writing prior to the Forum if a representative will be sent.

#### **U. Campaign Tactics:**

1. Candidates should not engage in any type of character defamation, assault, or attack any other Candidate, nominee, or Stakeholder. Proof of the use of character defamation, assault or attack by a Candidate may result in a challenge to their candidacy. These challenges shall be submitted to the Final Decision Maker for resolution. If the claims are substantiated by the FDM, the candidate shall be disqualified.

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

3. On the scheduled days of the Election, there shall be no campaigning within 500 feet of the building and parking lot on either election day unless inside of a designated area. Persons violating this requirement will be asked to leave the area after the first offense. If the behavior persists, the Candidate's eligibility may be challenged. These challenges shall be submitted to the Final Decision Maker for resolution.

4. There can be no posted Candidate signage (for example flyers) within 500 feet of the building and parking lot, or outside the designated area on either election day. Signage posted in violation of this requirement will be removed.

5. No audio equipment may be used by the Candidate or their representatives to project Candidate information over a loudspeaker in or within 1000 feet of the polling location on either election day. Persons violating this requirement will be asked to leave the election site.

6. Other than casting a personal vote, no Candidate may loiter within 500 feet of the building and parking lot, except inside of the designated area. Persons violating this

requirement will be asked to leave the polling area, and may be disqualified as candidates.

#### **XIV. TRANSLATION & INTERPRETATION SERVICES**

A. All election materials will be translated into Spanish.

B. Candidates are responsible for translating their candidate statements and any other materials to be utilized for campaigning, if they so desire.

C. Interpreters will be available to assist voters who require assistance in Spanish or other appropriate languages. Assistance in any languages other than English and Spanish must be requested 5 days prior to the first election day.

#### **XV. PUBLIC OUTREACH AND NOTICE OF ELECTION**

A. To be fair and inclusive, efforts will be made to inform as many stakeholders as possible about the Election proceedings and the opportunity to participate.

B. Outreach efforts shall be made to inform and solicit participation via the following methods:

1. Notices of pertinent Election information will be posted by the Volunteer Election Committee.

2. Two distributions, provided by DONE, will attempt to reach as many stakeholders within the boundary area. The first distribution will be a call for candidates and the announcement of the election date and will take place no later than 60 days prior to the Election. The second distribution will be a reminder notice of the election date and will take place no later than 7 days prior to the Election.

3. There will be two(2) Election Information Sessions to provide information about the Neighborhood Council and to discuss and distribute the election procedures and other pertinent election information. There will be one Candidate Information Session to orient candidates about election procedures and rules.

#### **XVI. VACANCIES**

Pursuant to the bylaws of the Neighborhood Council, the elected Board will address any vacancies left by this election.

#### **XVII. RECOUNTS AND CHALLENGES**

##### **A. Recount of Votes Cast**

- i. Any stakeholder may request a recount of a specific contest or the entire election results within five (5) days of the completion of the Final Official Certified Canvass by the Independent Election Administrator by filing a

- written request with the Department of Neighborhood Empowerment. For a recount to be accepted for action, (a) the number of votes separating the candidates must be 10% or less of the total votes cast in that specific contest, and (b) the stakeholder filing the request must provide the same stakeholder status verification required of voters in the election.
- ii. The Independent Election Administrator will conduct the recount within five (5) days of receipt from a stakeholder by the Department of Neighborhood Empowerment of the written request for a recount.
  - iii. Public notice of the location, date and time of the recount will be posted at the Neighborhood Council's required notice sites a minimum of 24 hours before the recount is to take place and that the person(s) requesting the recount will be provided individual notice within the same time frame.
  - iv. The recount will be open to public observation, provided that observers must not interfere with or in any way attempt to influence the persons conducting the recount.
  - v. The Independent Election Administrator will certify the recount results to the Neighborhood Council and the Department immediately upon completing the recount.
  - vi. The certified recount results will be announced by the Neighborhood Council and the Department of Neighborhood Empowerment immediately upon receipt of the certified recount results from the Independent Election Administrator.

## **B. Election Challenges**

- i. Any stakeholder who submits the same stakeholder documentation required of the voters in the election may file a challenge to the conduct of the election no later than five (5) days of the completion of the Final Official Certified Canvass by the Independent Election Administrator by filing a written request with the Department of Neighborhood Empowerment. 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.
- ii. The Department of Neighborhood Empowerment will immediately submit the election challenge to the Final Decision Makers which will conduct the review and issue final findings with respect to an election challenge.
- iii. The Department of Neighborhood Empowerment will engage the services of the City of LA's Human Relations Commission to act as the Final Decision Maker
- iv. Public notice of the receipt of an election challenge will be posted at the Neighborhood Council's required notice sites at the time the election

challenge is submitted to the Final Decision Makers and that the person(s) submitting the election challenge will be provided individual notice within the same time frame.

- v. Require that the Final Decision Makers complete the review and issue the final findings to the Department of Neighborhood Empowerment within 30 days of receipt of the election challenge from the Department of Neighborhood Empowerment. If circumstances arise such that the review and issuance of findings cannot be completed in 30 days, the Final Decision Makers may utilize up to a maximum of two additional 15-day review periods. The Final Decision Makers will submit a notice to the Department of Neighborhood Empowerment identifying the reasons for the delay prior to initiating each review period extension.
- vi. The findings of the Final Decision Maker will be final and binding on the Neighborhood Council.
- vii. Immediately upon receipt of the findings of the Final Decision Maker, the Department of Neighborhood Empowerment will work with the Neighborhood Council to begin implementing the findings, as necessary, of the Final Decision Makers.

Challenges must be submitted to:

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

## **XVIII. SEATING OF ELECTED BOARD MEMBERS**

**A.** All newly elected governing board members will be seated in accordance with the Neighborhood Council bylaws and Election Procedures after the final results of a recount or an election challenge.

**B.** Governing board member seats 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.

**C.** Elected Board Member Contact Information

1. Within seven (7) business days of the announcement of final election results by the FDM, the REC will provide DONE with the names, candidate/board member stakeholder affiliation, board seat, and public contact information for each newly elected board member.

## **XIX. ANNOUNCEMENT OF RESULTS**

The Election results shall be posted by the Department within five (5) calendar days after the challenge filing period or after any and all challenges have been resolved by the Final Decision Maker.

## **XX. CANDIDATE NOTIFICATION OF ELECTION RESULTS**

All candidates will be notified of the election results as follows: an announcement will be posted on the VNC web site at [www.grvnc.org](http://www.grvnc.org), sent via email to all registered candidates and an announcement will be recorded on the VNC information phone line at 310.399.5515 .

## **XXI. CERTIFICATION OF ELECTION**

The Department shall certify the Election as officially valid after five (5) calendar days following the Election if no written challenges are received or upon the resolution of any challenges by the Final Decision Maker.

## **XXII. BALLOT DESIGN**

**A.** The Independent Election Administrator will be responsible for overseeing and approving the design of the ballot(s) to be used in the election.

**B.** The specific size, shape, color and numbering (if applicable, see Article XXII, (F), below) of the ballots to be used are as follows:

- Normal ballots will be on a single sheet of 8" x 11" white paper. Provisional ballots will be on a single sheet of 8" x 11" bright orange paper. Ballots will be numbered.

**C.** If applicable, the restrictions on the use of candidate titles to be used on the ballot (e.g. number of words, professional titles are not allowed, etc) are as follows:

- Ballots may contain candidate occupation and professional titles of no more than 5 words or abbreviations.

**D.** The ballots will use the same size, font and color of type for all candidate names and titles.

**E.** Any transliteration of candidate names or translation of candidate titles shown on the ballot shall be provided uniformly for all candidates.

**F.** If ballots are numbered in such a way that a specific ballot can be tracked to a specific voter through the registration or sign-in forms, then the ballot identification process is to be used solely by the Independent Election Administrator or the Final Decision Maker to facilitate resolution to election challenges. If such a ballot numbering or other tracking system is used, the voters must be so informed, either on the ballot or within the instructions or sign-in forms, that the Independent Election Administrator or the Final Decision Maker will be the only ones permitted to review both documents and to do so solely for the purpose of resolving formal challenges to the election.

**G.** The candidates for each office will be placed on the ballot in random order

based on drawing names from a hat or similar process.

**H.** Voter instructions will be included on the ballot or accompanying material to assist the voter in completing the ballot correctly.

## **DEFINITIONS**

- ◆ “Absent Voter” means any voter casting a ballot in any way other than at the polling place.
- ◆ “Board of Neighborhood Commissioners (BONC)” means the seven (7) member appointed commission responsible for policy setting and policy oversight, including the approval of contracts and leases and the promulgation of rules and regulations, but not the day-to-day management of the Department of Neighborhood Empowerment or the neighborhood councils.
- ◆ “Campaigning” means a series of actions conducted by a candidate(s) or person(s) on behalf of a candidate(s) intended to influence voters to vote a certain way. Such actions may include, but are not limited to, the distribution of printed or electronic material, making of telephone calls, giving of speeches in a public setting, discussions with individuals or small groups of voters, placement of signs, etc. (see Electioneering below.)
- ◆ “Challenge” means a written complaint filed by a stakeholder that the election was improperly conducted including, but not limited to, alleged incidences of voting fraud or improper candidate activity, and that the results of the election should be set aside or overturned.
- ◆ “Department of Neighborhood Empowerment (DONE or Department)” means the City department responsible to implement and oversee the ordinances and regulations creating the system of neighborhood councils enacted pursuant to City Charter Section 905 including: preparing a plan for the creation of a system of neighborhood councils, assisting neighborhood councils in the certification process and in the election/selection of their governing board members, arranging Congress of Neighborhoods meetings as requested by neighborhood councils, arranging for the provision of training to neighborhood councils, assisting neighborhood councils in operational and logistical areas, and other duties as provided by ordinance.
- ◆ “Electioneering” means to solicit a vote or speak to a voter on the subject of marking his or her ballot; to place a sign(s) relating to any candidate or other matter to be voted on; to distribute material relating to any candidate or other matter to be voted on; or to place a sign(s), distribute material, or converse with a voter on the subject of the voter’s qualifications to vote.
- ◆ Electioneering is an aspect of campaigning that is generally understood to mean the activities targeted at voters when they are engaged in arriving to the polling place or in the actual act of voting.
- ◆ “Election Procedures” mean the written procedures and methods adopted by a Neighborhood Council, consistent with their bylaws and approved by the Department of Neighborhood Empowerment, that are used to conduct the Neighborhood Council’s governing board member elections.
- ◆ “Human Relations Commission of the City of Los Angeles” means the City Department and associated Staff members known by this name and operating within the authority granted by the Los Angeles City Charter, DONE and these election procedures.
- ◆ “Independent Election Administrator” (IEA) means the person(s) or organization responsible for conducting the actual election. The Independent Election Administrator should be independent from the outcome of the election and shall have no vested interest in the outcome of the election. Duties include, but are not limited to, setting up and managing the polling location(s), checking in voters, distributing

and receiving ballots, tabulating the votes, announcing the election results, and securing the election materials.

- ◆ “Neighborhood Council” taken in the singular and capitalized refers to that one Neighborhood Council involved in the activity being described. The term “neighborhood councils”, plural not capitalized, is used when the activities being described are general to all neighborhood councils.
- ◆ “Person” means an individual human being.
- ◆ “Prepared Ballot Election” means an election in which the candidates file prior to the election and are included on a printed ballot that is distributed to the voters at the polling location(s) on election day.
- ◆ “Provisional Ballot” means a ballot cast by a voter whose eligibility to vote in the election cannot be determined at the time the vote is cast. The voter’s eligibility will be verified at a later date pursuant to methods specified in the election Procedures and the ballot will be processed subject to the outcome of the verification process.
- ◆ “Proxy” voting means the written or verbal authorizing of one person to act (vote) for another as an agent or substitute, (e.g. “I hereby authorize \_\_\_\_\_ to cast a vote for \_\_\_\_\_ in my place.”)
- ◆ “Recount” means counting the votes cast again for a particular contest or for the entire election to determine if the original vote tally is accurate.
- ◆ “Stakeholder” means a person who, pursuant to the Neighborhood Council’s bylaws, is eligible to be a candidate and/or vote in the Neighborhood Council’s governing board election. At a minimum, a stakeholder is anyone who lives, works or owns property within the Neighborhood Council boundaries.
- ◆ “Final Decision Maker” means the person(s) or organization selected to review and issue final findings relative to a Challenge filed against the election. This person(s) or organization shall not be the Independent Election Administrator and should be independent from the outcome of the election and shall have no vested interest in the outcome of the election. The process utilized by this entity shall be administrative in nature and in accordance with these procedures. A formal hearing or “arbitration” is not required.
- ◆ “Vote-By-Mail Ballot” means a ballot that is voted and placed in a sealed envelope, which is then delivered to the election official via the U.S. mail, private courier or hand delivery.
- ◆ “Write-In Candidate” means a candidate who is not included on the prepared printed ballot but for whom voters may cast a vote by writing in the candidate’s name in the appropriate space provided on the ballot.

## Attachment A. Neighborhood Council 2006 Election Timeline

|  |     |           |    |
|--|-----|-----------|----|
| VNC Board Meeting, Election Information Meeting and Voter Registration Session #1 (7pm to 9pm) | Tue | 18-Jul-06 | 60 |
| Last day for First Mass Distribution if using Write-in   | Tue | 18-Jul-06 | 60 |
| Last Day for VNC Board to Approve Final Procedures   | Tue | 18-Jul-06 | 60 |
| Last day to hold election informational meeting  | Tue | 18-Jul-06 | 60 |
| Election notices should be posted by this date   | Tue | 18-Jul-06 | 60 |
|  |     |           |    |
| Candidate Information Session (CIS) and Registration #1 (7pm) (Optional)                       | Wed | 26-Jul-06 | 52 |
| VNC Board Meeting and Voter Registration Session #2 (7pm to 9pm)                               | Tue | 15-Aug-06 | 32 |
| Candidate Information Session (CIS) and Registration #2 (7pm)                                  | Thu | 17-Aug-06 | 30 |
| Candidate Filing Deadline for printed ballot (9pm)   | Thu | 17-Aug-06 | 30 |
| Last day to post prior to the election   | Thu | 17-Aug-06 | 30 |
| Last date to hold candidate information session meeting  | Thu | 17-Aug-06 | 30 |
| Last day for candidate filing if using a printed ballot  | Thu | 17-Aug-06 | 30 |
| Candidate Statement and Picture Deadline for Printed Ballot (6pm)                              | Fri | 18-Aug-06 | 29 |
| Last day for 2nd mass distribution if using VBM (app)  | Sat | 26-Aug-06 | 21 |
| Voter Registration Session #3 (10am to 1pm)  | Sun | 27-Aug-06 | 20 |
| Last day for IEA to receive application for VBM ballot   | Sun | 27-Aug-06 | 20 |
| Candidate Forum (6pm to 9pm)   | Wed | 6-Sep-06  | 10 |
| Last day for Voter to receive VBM ballot   | Sat | 9-Sep-06  | 7  |
| Deadline for Write-In applications   | Wed | 13-Sep-06 | 3  |
|  |     |           |    |
| Election Day Vote-by-Mail Walk-in Deadline (5:00 PM)   | Sun | 17-Sep-06 | 0  |
|  |     |           |    |
| Last day for IEA to complete Official Certified Canvass  | Sat | 23-Sep-06 | 7  |
| Minimum last date for challenge period (5 days)  | Thu | 28-Sep-06 | 12 |
| Last day to settle challenges (30 days)  | Sat | 28-Oct-06 | 42 |
| Last day to provide NEW Board member info to DONE w/challenge                                  | Sat | 4-Nov-06  | 49 |
| Last day of 1st extension of challenge settlement *  | Sun | 12-Nov-06 | 57 |
| Last day to provide new Board member information to DONE                                       | Sun | 19-Nov-06 | 64 |
| Last day for Final extension of settlement of challenges *                                     | Mon | 27-Nov-06 | 72 |
| Last day to provide new Board member information to DONE                                       | Mon | 4-Dec-06  | 79 |



## Attachment B. VNC Boundaries (General and District)

